

WEST LIBERTY UNIVERSITY COMPENSATION MANAGEMENT

SECTION 1: General Scope.

- 1.1 These guidelines outline the guiding principles for establishing a compensation management program for University Staff employees. Faculty positions are not covered by these guidelines.
- 1.2 These guidelines apply to Staff employees.

SECTION 2: Overview of Philosophy.

- 2.1 The West Liberty University compensation program for staff employees will be designed to attract, retain, and motivate a talented and committed workforce to support the University's mission, vision, goals and culture. Competitive pay is an element in attracting, retaining, motivating and rewarding the type of employees needed to fulfill the mission of the University. The goal of the University is to pay competitive salaries by using systems clearly communicated to employees and readily administered by managers.

SECTION 3: Compensation Planning.

- 3.1 The University shall administer a compensation plan, which incorporates information on performance, equity and impact where appropriate. Performance information will be derived from the University's performance management program (annual performance appraisal) on which employees and management have been trained. The University shall use the performance management program for the purpose of establishing merit (pay for performance) for staff when applicable and as budget permits.
- 3.2 The Chief Human Resources Officer will evaluate internal equity patterns at least every three years for most positions. However, for market or internally sensitive positions, more frequent reviews may be conducted. The WVHEPC Division of Human Resources will review external equity of the salary structure every other year.
- 3.3 The concept of impact allows the President or designee to prioritize scarce resources to colleges, departments, teams, or individuals with the greatest effect or potential effect on achievement of institutional goals and excellence.
- 3.4 The compensation planning process will be guided by the compensation philosophy and principles of budget planning and will be focused on furthering excellence and creating an environment of opportunity and fairness.

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SECTION 4: Roles and Responsibilities.

4.1 West Virginia Higher Education Policy Commission Division of Human Resources

- Endorses and applies the compensation philosophy to program design and management.
- Conducts reviews and validation of all program components to ensure alignment with system objectives.
- Reviews and approves any substantive program modifications.
- Communicates openly, regularly, and clearly with all constituents on compensation philosophy and policies.
- Monitors pay practices and provides expert support to promote fairness and equity across both systems.
- Maintains and updates the program on an ongoing basis.
- Provides expert guidance for institutional professionals to establish consistent implementation and administration of compensation guidelines University.

4.2 Human Resources Officer

- Serves as subject matter experts to establish consistent implementation and administration of compensation guidelines at the institution.
- Provides appropriate salary and range recommendations to institutional administrators and managers.
- Communicates and promotes understanding of the compensation program to help maintain compliance by staff and administrators.
- Maintains accurate and current position descriptions based on input from incumbents and supervisors.
- Monitors pay practices for fairness and institutional equity.
- Participates in review of system components and provides relevant feedback to the WVHEPC Division of Human Resources.
- Manages institutional processes for hiring and compensation, performance management, and promotional opportunities.

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4.3 University Supervisors/Managers

- Collaborate with institutional HR departments to administer consistent and appropriate pay practices and salary recommendations for employees.
- Understand job responsibilities, requirements of jobs, and the knowledge, experience and performance levels of staff in their area of responsibility.
- Work with staff to keep position descriptions accurate and current.
- Implement human resource programs at the department level.
- Set performance expectations and ensure measurements are SMART as outlined in the performance management program.
- Ensure employees understand and participate in goal setting and evaluation process.
- Provide feedback and evaluates performance fairly and rigorously in compliance with the University's performance management program.

4.4 Staff

- Understand job assignments and expectations for performance.
- Update credentials and provide documentation of such to the University's Human Resources Office.
- Participate in regular review and update of position descriptions as needed or on a scheduled basis.

4.5 Compensation Management

4.5.1 Guidelines. The University's Chief Human Resources Officer, using the framework developed by the West Virginia Higher Education Policy Commission Division of Human Resources, will prepare Compensation Management Guidelines that include:

- Establishing a Position
- Job Descriptions
- Determining Starting Salaries within a Salary Range
- Outlining Documentation Required for Starting Salaries in the Third and Fourth Quartile of a Salary Range
- Managing Pay within a Grade

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- Changes to Job Content
- Promotions/Demotions/Lateral Transfers
- Salary Increases and Adjustments
- Maintaining the Compensation Program

Section 5: Authority.

- 5.1 The Fair Labor Standards Act of 1938, as amended 29 U.S.C. 201, et seq.; WV Code 18B 9a-7(b)(2).

Approved by the WLU Board of Governors on 09/01/17.
BOG Policy #58 Repealed by the WLU Board of Governors on 06/07/23.
Internal Human Resources Guideline on 06/07/23.

President's Signature: On file