

## Salary Step Increase Schedules for Administrators

EDUCATION:	YEARS	LEVEL A		LEVEL B-F	
	COMPLETED	STEPS	CODE	STEPS	CODE
		0		0	
College	1-3	1		0	
College	3+	2		0	
Bachelors		3		1	
Bachelors	+15 hours	4		2	
Masters		5		3	
Masters	+30 hours			4	
Doctorate				5	

  

EXPERIENCE:	YEARS	LEVEL A		LEVEL B-F	
		STEPS	CODE	STEPS	CODE
	0	0	A	0	A
	1	0	B	0	B
	2	0	C	0	C
	3	1	A	1	A
	4	1	B	1	B
	5	1	C	1	C
	6	2	A	2	A
	7	2	B	2	B
	8	2	C	2	C
	9	3	A	3	A
	10	3	B	3	B
	11	3	C	3	C
	12	4	A	4	A
	13	4	B	4	B
	14	4	C	4	C
	15	5	M	5	M
	+	5	M	5	M

Experience is related to both the number of years at EMU and the years of experience obtained elsewhere which relates to the current job at EMU.

A discretionary step is the result of a supervisor distinguishing the need to add a step based on the following discretionary factors:

- *market availability of the particular skills needed*
- *prevailing wage for those with the particular skills needed*
- *added work load/responsibilities*
- *outstanding performance/service*
- *exceptional, non-quantifiable qualifications*

The following procedure will be followed in order to activate and process a request for a discretionary step:

- *the supervisor/director can initiate the request for a step by making a recommendation to the vice president or provost*
- *the vice president or provost should present the recommendation to the Human Resources Office by the deadline publicized annually in the budgeting process to be effective July 1*
- *the Human Resources Office will complete a "Discretionary Step Authorization" form and*
- *the respective vice president will review it for approval or disapproval in consultation with the vice president for finance and the human resources director*

It cannot be assumed that the step will transfer from position to position nor level to level should the employee change positions.

## Salary Step Increase Schedules for Office & Facilities Management

COLLEGE EDUCATION:	YEARS COMPLETED	OFFICE STAFF STEPS	CODE	FACILITIES MANAGEMENT STEPS	CODE
	0	0		0	
	1	1		0	
	2	1		0	
	3	1		0	
	4	2		0	
	+	2		0	
<b>EXPERIENCE:</b>	<b>YEARS</b>				
	0	0	A	0	A
	1	0	B	0	B
	2	0	C	1	A
	3	1	A	1	B
	4	1	B	2	A
	5	1	C	2	B
	6	2	A	3	A
	7	2	B	3	B
	8	2	C	4	A
	9	3	A	4	B
	10	3	B	5	A
	11	3	C	5	B
	12	4	A	6	A
	13	4	B	6	B
	14	4	C	7	M
	15	5	M	7	M
	+	5	M	7	M

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## Salary Schedule for Administrators

### ADMINISTRATOR Salary Schedule - Indexes

	Steps								
LEVEL	0	1	2	3	4	5	6	7	
A	1.000	1.039	1.078	1.117	1.156	1.195	1.233	1.272	
B	1.205	1.253	1.300	1.348	1.395	1.443	1.491	1.538	
C	1.401	1.457	1.512	1.567	1.623	1.678	1.733	1.788	
D	1.679	1.744	1.810	1.875	1.941	2.007	2.072	2.138	
E	1.898	1.971	2.044	2.115	2.188	2.261	2.334	2.406	
*F	2.134	2.215	2.296	2.377	2.459	2.539	2.621	2.701	
	8	9	10	11	12	13	14	15	
A	1.311	1.350	1.389	1.427	1.466	1.505	1.544	1.583	
B	1.586	1.633	1.681	1.728	1.776	1.823	1.871	1.918	
C	1.844	1.899	1.954	2.010	2.065	2.120	2.176	2.231	
D	2.203	2.269	2.334	2.400	2.465	2.531	2.596	2.662	
E	2.478	2.551	2.624	2.696	2.768	2.841	2.914	2.986	
*F	2.783	2.864	2.945	3.026	3.108	3.188	3.270	3.350	

#### Provisions:

- Steps 0-15 are increases based on experience, skill, service, and job relation.
- Level A-F are determined by Human Resources and the department.
- A full-time (12 months) salary is determined by multiplying the above level-step index times the established base. Salaries for less than full-time persons are classified by level-step and are determined proportionately to load.

## Salary Schedules for Office & Facilities Management

### OFFICE Personnel Grade Classification and Wage Schedule - Factors

	STEPS										
LEVEL	0	1	2	3	4	5	6	7	8	9	10
A	1.000	1.027	1.056	1.086	1.116	1.147	1.180	1.213	1.247	1.282	1.318
B	1.095	1.127	1.160	1.192	1.226	1.262	1.299	1.336	1.374	1.412	1.452
C	1.202	1.236	1.271	1.308	1.345	1.382	1.422	1.461	1.502	1.544	1.587
D	1.318	1.356	1.396	1.435	1.476	1.517	1.561	1.604	1.648	1.694	1.741
E	1.447	1.488	1.532	1.576	1.619	1.666	1.712	1.760	1.808	1.857	1.907
F	1.588	1.634	1.682	1.730	1.779	1.829	1.881	1.933	1.986	2.041	2.095

FACILITIES MANAGEMENT Personnel Classification and Wage Schedule - Factors

	STEPS										
LEVEL	0	1	2	3	4	5	6	7	8	9	10
A	1.020	1.048	1.077	1.108	1.138	1.170	1.204	1.237	1.272	1.308	1.344
B	1.166	1.200	1.233	1.268	1.304	1.340	1.379	1.417	1.457	1.497	1.539
C	1.376	1.414	1.454	1.494	1.537	1.580	1.623	1.668	1.715	1.761	1.809
D	1.576	1.620	1.666	1.714	1.761	1.809	1.860	1.911	1.962	2.016	2.069
E	1.822	1.875	1.930	1.983	2.040	2.097	2.155	2.213	2.273	2.333	2.396

Provisions:

1. Steps 0-7 are increases based on experience, skill, service and job relation.
2. Level A-F are determined by Human Resources and the department.
3. A full-time (2,080 hours) salary is determined by multiplying the above level-step index times the established base. Salaries for less than full-time persons are classified by level-step and are determined proportionately to load.