



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 12/99	Revision Date:	Page: 1 of 1
	Section: PERSONNEL		Classification Code: 03-17
	Subject: ADMINISTRATIVE/PROFESSIONAL SALARY POLICY		

GENERAL STATEMENT OF POLICY

1. Southeast Missouri State University salary policy for Administrative and Professional positions covered by the Hay Job Evaluation method will seek to be cognizant of three markets in determining salaries. In this manner, the University hopes to provide salary levels which express confidence in and appreciation for employees' services within budget capabilities, and which enable it to compete for talent and retain staff on an equitable and rational basis.
2. The first market is the local Cape Girardeau market and is representative of those jobs for which qualified individuals can reasonably be expected to be found in the Cape Girardeau area.
3. The second market is a regional market where the recruitment to fill the jobs is likely to be Cape Girardeau and the surrounding geographic region. This market is judged to be best represented in the College and University Personnel Association (CUPA) surveys by the "All Institutions" data.
4. The third market is a national market. The University competes for employees with other Universities and employers across the nation to attract individuals with the desired level of qualifications and experiences. This market is judged to be best represented in the CUPA data by the "Public Universities with Enrollments 5,000 - 9,999."
5. The University further recognizes that the jobs from different markets do not occur consecutively or on a linear basis within its job hierarchy; but, rather, the jobs overlap with a predominance of local market jobs appearing on the lower end of the job point scale and national market jobs appearing on the higher end of the job point scale. Being cognizant of this fact, the University has chosen to blend the various market influences in its pay policy.
6. The University salary policy blends the local market with the CUPA "All Institutions" market up through 550 job points and blends the CUPA "All Institutions" market with the "Public Universities with Enrollments 5,000 - 9,999" market from 551 through 1100 job points. The University will seek to maintain its pay range midpoints consistent with the movement of these markets.

Goal -

It is the goal of the University for the overall compensation paid by the University to Administrative and Professional staff to equal the total of the median salaries predicted by the Administrative and Professional Employees Salary Policy.