
CLASSIFIED EMPLOYEES COMPENSATION

Purpose:

This policy describes the salary administration program for classified employees in compliance with Idaho Code 67-5302, 67-5309A, 67-5309B, 67-5309C, 67-5309-D, and 67-5328, Division of Human Resources and Idaho Personnel Commission rules and policies and State Board of Education policies governing employee pay.

Additional Authority:

Idaho Code § 67-5309 et seq., <http://www3.state.id.us/idstat/TOC/67053KTOC.html> Idaho Division of Human Resources, Idaho Personnel Commission <http://adm.idaho.gov/adminrules/rules/idapa15/15.04index.htm> State Board of Education Policies & Procedures <http://www.boardofed.idaho.gov/policies/ii/index.asp>

Scope:

Applies to all classified employees.

Responsible Party:

Human Resource Services, 426-1616

POLICY

I. Policy Statement

Boise State University recognizes the significant role that its workforce plays in providing services to university students and the citizens of Idaho. As an employer, the university understands that maintaining a competitive compensation system is integral to the overall health of the organization and critical to supporting the university's core mission of delivering a quality educational experience. The university manages the employee compensation program with the intent of attracting, retaining, and motivating an exceptional workforce for Idaho's metropolitan research university of distinction.

II. Scope

Boise State has developed the following internal salary administration policy to govern classified compensation. This policy applies to all classified employees and any University employee involved in the process of hiring, promoting, demoting, transferring, supervising and/or calculating pay for classified employees. Supervisors and managers are expected to apply this policy in a fair and objective manner and are encouraged to contact Human Resources Services for assistance in understanding or applying the provisions of this policy.

III. General Information

Boise State University's Classified Employee policies may be found on the University website at http://www.boisestate.edu/policy/VII_personnel.shtml. Classified salary schedules and classification specifications (general job descriptions) can be located on the Boise State Human Resource Services (HRS) website links or at the Idaho Division of Human Resources (DHR) website at <http://www.dhr.idaho.gov/> under the heading of "State Employees."

IV. State of Idaho Compensation Philosophy

Boise State University's Classified Employee Compensation Plan is derived from the Idaho State Legislature's pay philosophy and compensation system, which seeks to attract qualified applicants, retain employees committed to public service, motivate employees to maintain high standards of productivity, and reward employees for outstanding performance.

Additional information regarding the State of Idaho's compensation philosophy may be found in Idaho Code 67-5039.

V. Boise State University's Compensation Philosophy

It is Boise State University's goal, where possible, to provide funding for identified compensation initiatives to improve salary competitiveness with the identified labor markets as well as the recruitment and retention of qualified staff while maintaining fiscal responsibility.

VI. Exceptions to this Policy

- A. In times of budget uncertainty or constraints, any or all portions of this policy may be suspended by the President.
- B. Requests for an exception to any part or section of this policy may be made by completing a "Classified Compensation Exception Request" form available on the HRS Forms website <http://hrs.boisestate.edu/forms/>. Significant reasons/justification and extenuating circumstances, such as significant recruitment difficulties, or highly specialized skill requirements must be provided and documented to support exception request consideration. Exception requests will be reviewed for approval by the Executive Director of HRS and the President, Provost, or appropriate Vice President.

VII. Procedures

- A. Initial Appointments - Starting Salaries (Employees new to State Government)
 - 1. The starting/entry salary for new appointees in any classified position is normally at the minimum salary of the pay grade for that classification or 70% of policy. Starting salaries are based on job classification as determined through the state merit system.

2. Advanced placement in the salary range may be authorized up to twenty (20) percent above minimum at the Dean/Director's discretion. Careful consideration of available budget, market, appointee qualifications, work experience and salary level in relation to existing staff salaries within the same classification and department or college is critical before making a decision on advanced salary placement. Rationale and justification for advanced placement must be based on sound management and compensation principles and support EEO/AA practices.

B. Temporary Appointments (Non-Classified)

1. Temporary appointments are non-classified employees hired in positions which are not permanent in nature; employment is limited and cannot exceed one thousand three hundred eighty-five (1,385) hours during any twelve (12) month period in any one state agency. Both calculations begin on the date of the original temporary appointment.
2. Temporary appointments do not typically attain credit towards permanent status or towards the completion of probationary periods.
3. All temporary appointment classifications, compensation levels, and announcements must be approved in advance by Boise State University HRS.

C. Acting Appointments

1. A classified employee with permanent status may be appointed to a position in a classification of a higher pay grade in an acting capacity when:
 - a. The incumbent of the position in the higher class is on authorized leave of absence for a minimum of four weeks; or
 - b. A vacancy exists and there is no departmental hiring list with reemployment preference status with names of eligible applicants who are willing to accept reemployment, nor adequate departmental hiring list for the classification; and
 - c. The employee selected for the acting appointment meets the minimum qualifications of the classification.
2. Acting appointments shall be limited to the period of time necessary to fill the vacancy but in no case continue beyond one thousand forty (1,040) hours of credited state service unless specifically extended by the Executive Director of HRS.
3. For any credited state service that an employee serves in a classification in an acting capacity, s/he shall receive the salary for the classification as though s/he had actually been promoted. This rate may not exceed the maximum of the higher pay grade. The acting appointee shall be

returned to the class, pay grade and pay rate held immediately preceding the acting appointment once the appointment expires.

4. Departments who wish to place employees in acting appointments must contact HRS and initiate a memorandum of agreement, signed by the Dean/Department Head and appointee to memorialize and ensure criteria as set for above are met.

D. Lateral Transfer

A lateral transfer occurs when an employee changes from one position to another in the same classification or to a position in another within the same pay grade, for which the employee meets the minimum qualifications.

1. Internal lateral transfers (current Boise State employees) shall be compensated at their current salary or lower salary if agreed upon by the employee, supervisor and Dean/Director.
 - a. Voluntary probationary periods are not applicable to internal lateral transfers.
2. External lateral transfers (employees working for another state agency) may be compensated at their current or lower salary as agreed upon by the Dean/Director after careful consideration is given to available budget, market, appointee's qualifications and salary level in relation to existing staff salaries.
 - a. Voluntary probationary periods shall be negotiated with all external transfers and approved by HRS prior to employment.

E. Reinstatements

1. A reinstatement is the appointment of a former or current classified employee pursuant to IDHR Rules. Voluntary probation periods must be negotiated with employees seeking reinstatement to Boise State and be approved by HRS prior to re-employment, with the exception of employees who are returning from internal layoffs or from military duty, who are not subject to voluntary probationary periods.
 - a. Internal Reinstatement

Former Boise State employees who previously served in permanent status and are reinstated may be compensated at the pay grade and salary that they last received in that classification, but may not exceed the maximum of the pay grade, or at a lower salary if approved by the Dean/Director.
 - b. External Reinstatement

State employees who have not served in permanent status at Boise State but who are reinstated may be compensated at the current pay grade and salary they last received in that classification or at a lower salary, but shall not exceed 20% above the minimum salary of the pay grade as approved by the Dean/Director.

F. Layoff and Reemployment

1. When an employee previously laid off from Boise State University is reinstated from a reemployment preference hiring list ("layoff list") to the classification from which they were laid off, s/he shall receive the same salary, permanent status and sick leave balance held prior to layoff. If the pay minimum has increased since reinstatement, refer to DHR Rules for salary treatment. This rate of pay may not exceed the maximum of the current pay grade.
 - a. Voluntary probationary periods are not applicable to employees returning from internal layoffs or to Boise State University employees returning from military duty.
 - b. External employees rehired or reinstated from a reemployment preference register shall be considered an External reinstatement. All requirements for an External Reinstatement shall apply.

G. Return from Military Duty

An employee who returns to state service from active military duty in accordance with the provisions of Idaho Code 65-511 or 65-512 shall be paid at the comparable rate in the current pay grade or the classification to which s/he was assigned prior to leaving for military service. Supervisors should contact Human Resource Services to ensure compliance with these provisions.

H. Reclassification Actions

1. Reclassification Upward
 - a. Reclassification upward occurs when there has been a significant natural outgrowth (6 months or longer) of a position's assigned duties and responsibilities that justifies a change in classification to a higher pay grade. An upward reclassification action must be approved in advance by HRS prior to implementation. No retroactive reclassification actions are allowed.
 - b. Where the growth occurred abruptly through reorganization or reassignment of duties, the position may be reclassified, but to satisfy fair employment practices, the incumbent will be required to test and compete for the reclassified position. This situation is

regulated by an internal promotional recruitment process and action. The decision to reclassify an incumbent or require an internal competitive process for the reclassified position is determined and coordinated by Human Resource Services.

- 1) The reclassified (upward) employee shall be compensated at a salary in the higher pay grade which provides a 10% salary increase or to the minimum of the new pay grade, whichever is greater. This rate of pay may not exceed the maximum of the new pay grade.

2. Reclassification Downward (Non-Disciplinary Demotion)

- a. Reclassification downward (non-disciplinary demotion) occurs when there has been a material and permanent change in duties of a position that results in the change of an employee's job classification to a classification in a lower pay grade. The employee's salary will be protected to the maximum within the new paygrade assignment.
 - 1) A downward reclassification of a position of two (2) or more pay grade is considered a layoff, unless the change of duties is disciplinary.

I. Promotions

1. Internal Promotions

- a. Internal promotions occur when a current Boise State employee in permanent status applies through a competitive process and is selected (promoted), resulting in advancement from one position to another position in a higher pay grade.
- b. The promoted employee shall be compensated at a salary in the higher pay grade which provides a 10% salary increase or to the minimum of the new pay grade, whichever is greater. This rate of pay may not exceed the maximum of the new pay grade.
- c. Promoted employees must serve a six (6) month promotional probationary period. Departments may extend the probationary period by contacting HRS prior to the end of the promotional probationary period. Refer to policy on probationary periods for additional rules and policies associated with failure to complete promotional probationary periods.
 - 1) If an employee on internal promotional probation does not meet performance expectations, he or she shall be returned to a position in the classification which he or she holds permanent status, or to another classification in the same pay grade for which the employee meets current minimum qualifications. The

employee's salary will be reduced to the grade and salary it was immediately prior to the promotion. If the employee refuses to accept the position, it shall be considered a voluntary resignation.

2. External promotions

- a. Permanent employees working for another state agency who are promoted to Boise State may be compensated in the higher pay grade which provides a salary increase of 5% or to the minimum of the new paygrade, whichever is greater. This rate of pay may not exceed the maximum of the new pay grade.
- b. Employees externally promoted must serve a 6-month promotional probationary period. Departments may extend this probationary period by contacting an Employee Relations representative in HRS prior to the end of the promotional probationary period. Refer to next section of this policy for additional rules and policies associated with failure to complete external promotional probationary periods.
 - 1) If an employee, on external promotional probation (promoted from another state agency), does not meet performance expectations, the employee may voluntarily demote to a vacant position in any classification he or she has held permanent status in state career service. However, the employee must meet the current minimum requirements for that position and classification.
 - 2) If more than one option exists for voluntary demotion, the employee should be placed in the higher paid position, but the specific assignment is up to the appointing authority.
 - 3) The employee's salary will be treated in accordance with the applicable voluntary demotion or reinstatement policy.
 - 4) If no vacant position is available for the voluntary demotion option, the employee may be laid off and may:
 - i) Request their name be placed on a register with reemployment preference rights for the next available vacancy in the classification they would have demoted to in his/her new agency; and/or
 - ii) Request their name be placed on a register with reemployment preference rights for the classification in the agency where they last held permanent status.

J. Unsatisfactory Performance during a Promotional Probationary Period

Regardless of the probation status, when a DHR Rule 190 violation supports demotion, suspension, or dismissal, such action may occur. Due process requirements must be followed. Contact HRS for assistance.

K. Voluntary Demotion (Non-Disciplinary)

The salary of an employee with permanent status requesting voluntary demotion shall be reduced by the difference in the current pay grade and the pay grade voluntarily demoting to, or not more than 20% above the minimum of the lower pay grade whichever is greater and as agreed upon by the Dean/Director and HRS with consideration of budget, market and rate of existing staff salaries.

The employee must meet the current minimum qualifications for the classification he or she is demoted to.

L. Reduction in Pay/Disciplinary

Dismissal, suspension, demotion, or reduction in pay, may occur for causes outlined in DHR Rules. Due process requirements must be followed. Contact HRS for assistance with any disciplinary action.

M. Change in Employee Compensation/Advancement in Pay

The legislature meets annually to determine state classified compensation. In addition, the University administration reviews its fiscal position annually to determine if additional funding is available and can be dedicated to support salary initiatives. The period of time, criteria, and guidelines to be considered for increases will be released each year as appropriate and is contingent upon available funding.

Each major distribution of advancement in pay monies shall be based on performance and market factors. A matrix will be used to consider faster salary advancement for higher performers (as indicated within the four-level rating process). Consideration for individual pay levels shall be based upon the employee's proximity to the state midpoint market average and the employee's relative performance. Such a matrix may be adapted or revised by Boise State to meet its specific needs when approved by DHR. A sample matrix is found in Appendix A.

Advancements in pay may be designated as ongoing or temporary increases (see below).

N. Permanent Merit Increases

Permanent merit increases raise an employee's base pay rate. To qualify for permanent merit pay increases, an employee's service must be meritorious. This must be documented in a performance evaluation rated "Achieves Performance Standards" or better and completed within the twelve (12) months prior to the effective date of the increase.

O. Temporary Merit Increases

1. Temporary merit increase are short-term, non-permanent increases to an employee's base pay which may occasionally be granted by the President, Provost or appropriate Vice-President to recognize and compensate an employee for short-term work assignments, specific accomplishments, or extraordinary performance over and above expected performance levels.
 - a. Employees receiving a temporary merit increase must acknowledge in writing that the increase is temporary and their salary will be returned to the previous rate of pay at the completion of the temporary merit increase period.
 - b. A temporary salary increase is generally no more than six (6) months or thirteen (13) pay periods in duration.
 - c. Temporary merit increases cannot be made retroactively.
 - d. Employees who terminate employment while a temporary merit increase is in effect will be paid at the temporary rate through their last day of work. Accumulated leave payoff (unused vacation, comp-time, etc) and sick leave conversion to insurance at retirement while receiving a temporary merit increase is calculated at the permanent rate.

P. Market Related Payline Moves

1. Market related payline moves are typically approved by the legislature and implemented by DHR. Payline moves may advance all eligible employees as well as the pay structure to avoid compression in the salary system. In absence of specific legislative implementation instructions, the University will determine the most appropriate implementation measures based on appropriate requirements.
 - a. No employee shall advance in a salary range without a current performance evaluation on file (an evaluation must have been completed within 12 months prior to the effective date of the increase) certifying that the employee meets the performance criteria of the assigned position.
 - b. No in-grade advancement in salary shall be construed as a vested right.

VIII. Other Pay Delivery Options

A. Shift Differential

1. A shift differential is additional compensation which is paid to a benefit-eligible employee (including temporary or part-time employees) who work

specific, designated hours. In alignment with the University's mission, a minimum shift differential of 5% will be applied if more than 50% of an employee's assigned work hours occur between 6 p.m. and 7 a.m. during a workweek. The shift rate shall be calculated for all hours reported in that week, including holiday pay, overtime, and leave taken.

- a. Leave hours taken shall be regarded as having been assigned during the same hours that the employee would have worked.
2. Employees whose primary responsibility is to work in place of an absent employee and whose assigned schedule varies from nights, days, and or swing shall be eligible for shift differential compensation for all hours worked.
3. Shift differential pay will not apply to flex schedules and/or compressed workweeks if the standard schedule is during non-shift eligible hours and the schedule was a result of an employee request or preference.
4. Employees who are ineligible for cash compensation or compensatory time for overtime worked are ineligible for shift differential compensation.

B. Performance Bonus (refer to University Policy)

C. Cost Savings Award Program (refer to University Policy)

D. Recruitment Award Pay (refer to University Policy)

E. Retention Award Pay (refer to University Policy)

F. Geographic Differential Pay (refer to University Policy)

IX. Pay Processes

A. Payroll Accountability

It is the duty of HRS to manage the University's payroll services and records. The University utilizes the on-line time and labor reporting system. Reporting and verification of time worked and leave reported is completed via Bronco Web. For additional information on time reporting and payroll processes, see Payroll policy.

B. Calculation of Pay

1. The University complies with the standard calculation of pay practice for the State of Idaho as enforced by the State Controller's Office.
 - a. There is a specific order established by the State Controller's Office for calculating pay when multiple actions are effective on the same day. Therefore, it is critical that employees and supervisors verify pay when changes occur and report any potential errors

immediately to HRS. While overpayment errors occur, such a situation does not entitle the employee to said compensation. Reasonable repayment schedules are negotiated with the employee to correct overpayment errors.

C. Holiday Pay

1. Paid time off for holidays is a benefit. Classified employees are entitled to receive holiday pay if they are receiving benefits from the University.
 - a. Holiday pay is calculated based on the employee's standard scheduled hours worked. A full-time employee shall receive holiday pay in accordance with the number of hours the employee works on a regular workday. If the employee's schedule is so irregular that a regular workday cannot be determined, the employee shall receive eight (8) hours of holiday pay.
 - b. An employee must receive some paid leave, wages or salary for the pay period in which the holiday occurs to receive the holiday benefit.
 - c. A part-time employee who has a regular work schedule shall be paid for a holiday in the same ratio as eight (8) hours is to a forty (40) hour work week, which for calculation purposes converts to two tenths (.20) x hours normally worked. If a part-time employee's hourly schedule is so irregular that a normal workweek cannot be determined, the holiday benefit is in the same proportion that the hours the employee works during a week in which a holiday occurs relate to forty (40).
 - d. Required work schedules resulting in holiday time off in excess of eight (8) hours must be approved in advance by the President, Provost or appropriate Vice President and HRS Executive Director. For employees who work flex schedules that are not required as a job requirement, flex time is suspended during holiday weeks.
2. If a legal holiday occurs on a Saturday, the preceding Friday will be designated as the holiday. If the holiday falls on Sunday, the following Monday shall be designated.
3. An employee's work schedule shall not be adjusted to reduce or avoid compensation of holiday, sick or military leave taken.
4. The University employee holiday schedule is reported in BSU Policy 7210.

D. Overtime

1. Overtime is defined by Idaho Code as actual time worked on holidays or the official day observed in lieu of the holiday and time worked in excess of forty (40) hours in a period of one work week. Boise State University's workweek has been designated from 12:01 AM Sunday through midnight Saturday.
2. Overtime is paid or accrued in accordance with the Fair Labor Standards Act (FLSA) code designated for the position's classification. All FLSA coding designation, records, and decisions are determined and maintained by HRS.
3. Vacation, sick leave, compensatory leave or on-call time may not be utilized if it will result in pay (or time accrued) in excess of the employee's normally scheduled workweek.
4. Employees must have prior authorization from their supervisor to work overtime; however, any overtime that is worked must be compensated.
5. It is considered cause for disciplinary action up to and including dismissal to work overtime and not report this time, for supervisors to forbid the reporting of overtime worked, or to work overtime without prior authorization from the supervisor.

E. FLSA Covered Employees

1. Classified employees whose positions are designated as "covered" by the FLSA and who are not designated as "Executive", "Administrative", or "Professional" per Idaho Code are eligible for cash compensation or compensatory time off from duty at the rate of one and one-half hour for overtime worked. Compensatory time off may be provided in lieu of cash compensation as determined by the supervisor or manager.
2. Compensatory time earned July 1 through December 31 and not used by June 30 of the following year will be paid in the last paycheck in July. Compensatory time earned January 1 through June 30 and not used by December 31 will be paid in the last paycheck in January.
3. Compensatory time not taken at the time of transfer to another agency or upon separation from state service shall be liquidated (paid) at the time of such transfer or separation by payment in cash.
4. The requirement to compensate (cash compensation or compensatory time) for overtime worked may not be waived by an agreement between the employee and the supervisor.
5. The compensatory leave accrual limit is 240 hours. No comp time may accrue beyond the 240 hour maximum; instead it must be paid in cash with the regular payroll cycle.

6. To avoid overtime accrual, the supervisor may alter the employee's work schedule within one normal work week to the extent that the employee may take an equal amount of time off within the same work week (e.g., employee can take four hours off Friday because he/she worked four extra hours on Tuesday of the same workweek).

F. FLSA Exempt Employees

1. Those classified employees whose positions are designated as "Administrative" or "Professional", per the Federal Fair Labor Standards Act (FLSA), are ineligible to receive cash compensation for overtime work, but are permitted to accrue compensatory time off for time worked in excess of 40 hours per work week. Such compensatory time will accrue on an hour for hour basis to a maximum of 240 hours and is not transferable, thus is forfeited at the time of transfer to another state agency or separation.
2. Classified employees designated as "Executive" as defined in Idaho Code are ineligible to earn compensatory time off or cash compensation for overtime worked. Such salaried classified employees shall report absences in excess of one-half day.

G. On-Call Time

1. Due to the nature and scope of activities at Boise State, certain employees may be required to be "on-call" after normal weekday shifts or during weekends. Employees designated to be on-call must be specifically designated by the appropriate manager or supervisor to be available and prepared to report to work outside of normal working hours and:
 - a. On-call employees are required to maintain their physical condition to be able to work at any time while they are on-call.
 - b. On-call employees need not remain at home and are generally free to engage in his/her own pursuits. However, the on-call employee must be quickly reachable by pager, radio, telephone or cell phone and typically must arrive to the worksite within 30 minutes.
 - c. If an on-call staff member cannot be reached during the assigned time, the on-call hours will not be awarded as determined appropriate by the supervisor and may be considered grounds for disciplinary action up to and including dismissal.
 - d. On-call time will be compensated or accrued at the straight rate of 1/2 hour for each full weeknight and one (1) hour for each full 24-hour weekend day or holiday.

- e. On-call hours accrued cannot exceed forty (40) hours (any hours above 40 will be paid). Credited state service is received for on-call hours used but not when they are earned.
- f. All “on-call” time worked must be reported to the employee’s immediate supervisor at the beginning of the employee’s next workday, documented and coded appropriately on the employee’s time record and approved by the supervisor.
- g. The employee’s preference to be paid or accrue on-call hours will be considered, but the final decision to allow accrued or paid time rests with the department director/dean.
- h. On-call time not taken at the time of transfer to another agency or upon separation from state service shall be paid at the time of transfer or separation.
- i. Reimbursement for responding to telephone calls/communications while “on-call” shall be compensated for actual time spent on the phone or in communication and shall be coded as hours worked. The length and subject matter of each communication must be documented immediately following the communication and reported to the employee’s immediate supervisor at the beginning of the employee’s next workday, documented and coded appropriately on the employee’s time record, and approved by the supervisor.
- j. Falsification of on-call time is grounds for disciplinary action up to and including dismissal.

H. Call-Back Time

1. An employee who is not required to remain on the premises of the campus and is not in on-call status but is called back to the campus to work in her/his department after completing a shift and leaving campus but before her/his next scheduled shift is considered to be in “call-back” status. All actual hours worked must be reported at the beginning of the employee’s next workday and approved by a supervisor. If an employee who is called back works less than two hours, the employee’s time will be recorded and and paid/credited as a minimum of two hours time worked. Call-back time is considered actual time worked for the purpose of the FLSA.
 - a. Typically, travel time between home and the employee’s official workstation is a normal incident of employment and not considered time worked. However, if an “on-call” or “call-back” employee responds to a work request and is called back to the work site (from off university grounds), the time actually spent on the job and travel time between an employee’s home and Boise State and direct return trip home is considered compensable work time. Travel time will count toward the two-hour minimum call-back time.

2. All “call-back” time worked must be reported to the employee’s immediate supervisor at the beginning of the employee’s next workday, documented according to department policy and reported on the employee’s time record as time worked.
3. Falsification of call-back time is grounds for disciplinary action up to and including dismissal.

I. Travel Time

1. Travel time between home and the employee’s official workstation is a normal incident of employment and not considered hour’s worked or compensable time unless the employee is called back to work (see Call-Back Time).
2. If an employee is directed as part of his/her job to travel on non-working hours, the employee is eligible for travel time en route.
3. Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it extends beyond the employee’s normal workday. For instance, if an employee regularly works from 8 a.m. to 5 p.m. from Monday through Friday, the travel time during these hours is considered work time on Saturday and Sunday as well as on the other days. Regular meal period time is not counted as time worked. Time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile will not be considered as compensable work time unless extends beyond his or her normal work hour schedule. However, any employee who is directed to perform work while traveling must report and count that time as hours worked.
4. An employee who drives a truck, bus, automobile, boat or airplane, or an employee who is required to ride therein as an assistant is working while riding, except during bona fide meal periods or when he/she is permitted to sleep in adequate facilities furnished by Boise State University.
5. Work assignments that require an employee to stay out over a weekend or overnight(s) may qualify for per diem expenses in accordance with State and University policies, but at no time will be compensated for time beyond travel and actual hours worked. Attendance at conferences, seminars or meetings at the direction of Boise State University is considered compensable work.
6. State travel policies are governed by the State Board of Examiners. For additional information, refer to the State Controller’s website at: <http://www.sco.idaho.gov/>

J. Reporting Concerns

1. Boise State University follows the FLSA and all applicable federal and

state laws and rules regarding employee compensation. Any employee who believes that a problem exists in regard to hours of work, whether a position is covered or exempt, or any issue related to hours of work and overtime compensation is encouraged to report the issue to their supervisor, dean/director, appropriate administrator or HRS as soon as possible. Boise state will take prompt action to review and correct any identified problems and communicate the action to the employee. No employee will be subject to retaliation for reporting a wage and hour concerns.

2. All employees are encouraged to discuss concerns with their supervisor and/or manager to reach mutually satisfactory resolution at the lowest level possible. If an employee believes there is a problem with their compensation due to inequities within their department, they are strongly encouraged to bring this issue to the forefront. No retaliation will occur for expressing such concerns or using the problem solving process.

APPENDIX A: CLASSIFIED EMPLOYEE COMPENSATION

SAMPLE MERIT INCREASE MATRIX

Overall Employee Ratings	Does Not Achieve Performance Standards	Achieves Performance Standard	Solid Sustained Performance	Exemplary Performance
Example Rating Distribution Example	3%	17%	60%	20%

**Compa-Ratio *
Percentage Increase**

120% - 125%	0%	0.50%	1.50%	2.50%
115% - 119%	0%	1.00%	2.00%	3.00%
110% - 114%	0%	1.50%	2.50%	3.50%
105% - 109%	0%	2.00%	3.00%	4.00%
100% - 104%	0%	2.50%	3.50%	4.50%
95% - 99%	0%	3.00%	4.00%	5.00%
90% - 94%	0%	3.50%	4.50%	5.50%
85% - 89%	0%	4.00%	5.00%	6.00%
80% - 84%	0%	4.50%	5.50%	6.50%
70% - 79%	0%	5.00%	6.00%	7.00%

* Compa-Ratio is the ratio derived from comparing an employee's current salary to the Classified Pay Table "Policy" salary. The Pay Table "Minimum" is referenced at 70%, the "Policy" is referenced at 100% and the "Maximum" is referenced at 125%