

Work Week Equalization

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Computations for salary adjustment due to promotion, demotion or reclassification are based on equal work weeks. If the work week of the classification to which a staff employee is being assigned differs from that of the staff employee's present classification, the work week may be equalized prior to the salary adjustment, (i.e., 35hrs/wk to 37.5hrs/wk or 40hrs/wk). The Corporate Human Resources, Compensation Office will determine the necessity for this calculation based upon each individual circumstance. This calculation may cause the staff employee's hourly rate to decrease and annual salary or approximate annual salary to increase based on the current policy. The Campus Compensation Office or Employment Office will explain the rate when this type of calculation occurs.