

# Pay Rates/Scales

## University Pay Guidelines and Approval Policy

Purdue University is subject to the provisions and regulations of the Fair Labor Standards Act of 1938 (FLSA) as it applies to the federal minimum wage, hours of work, overtime pay, equal pay for equal work, record keeping, and child labor standards. The pay guidelines and practices for clerical/service staff are set forth in the following paragraphs. The consistent, good judgment of the employing department in the application of these guidelines/practices is essential to ensure that pay practices are fair and equitable.

Requests for exceptions to these policies should be addressed by the employing department to Human Resources (HR)-Compensation, your regional campus HR department, or your Physical Facilities, Student Life, or ITaP HR department prior to final action. If an exception is approved, a notification will be provided to the requesting department. For the regional campuses, exceptions to these guidelines must be approved by the chief business officer of the regional campus.

Approval of pay rates for clerical and service staff appointments or changes is delegated to the Vice President of Human Resources by the University's Senior Vice President and Assistant Treasurer. All appointments and changes are first reviewed by your HR Compensation representative. When a rate is not within the appropriate pay bracket or if a pay rate is clearly inequitable, even though it may be within the pay bracket, Human Resources has the authority to withhold approval.

### Pay Rates for Clerical/Service Employees

The hiring rate for an employee entering a position within the clerical or service staff will be between the minimum and maximum hiring rate of the designated pay level to which the position is assigned. The hiring rate cannot exceed the current rate paid to the non-provisional employee in the same department with the same job title and pay level, who has been employed at the University at least one year and whose work is rated as satisfactory.

Exceptions to this policy must be requested, with the concurrence of the department head, and approved by Human Resources prior to an offer of employment being made. The primary reasons for exceptions will be either:

- the pay rates of all non-provisional employees in the same job title and pay level or higher pay levels with similar qualifications within the department will be raised to at least the higher rate, or;
- the exceptional and demonstratively better qualifications (i.e. prior education and/or related work experience) of the new hire over non-provisional employees who have been employed at the University at least one year or longer, or;
- the documented unsatisfactory performance of the lowest paid, non-provisional employee. The performance difficulties must have been communicated to the employee along with performance expectations.

### Pay Rates for Temporary Employees

Employing departments should pay temporary clerical and service employees according to the pay scale established for temporary employees between the minimum and maximum rates for the designated pay level. Social Security taxes will be paid by both Purdue and the employee.

### Pay Rates for Student Employees

Employing departments should pay temporary student employees according to the student pay scale between the minimum and maximum rates for the designated pay level. Work study pay and student eligibility questions should be directed to the Division of Financial Aid. Student employees who are enrolled in classes at Purdue are coded as Purdue students and do not pay Social Security taxes. A non-Purdue student may continue to be paid as a student but must be identified as a student "not at Purdue." Purdue and the student "not at Purdue" pay the Social Security taxes.

Summer Employment: Graduate and undergraduate students may be employed or continue to be employed as students during the summer period. However, Social Security taxes will be withheld if the student is not enrolled in classes at Purdue.

Student employees who discontinue their enrollment in an academic institution (Purdue or elsewhere) may be continued in an employment status, but should be paid as a temporary, non-student employee.

### Shift Differential

Shift differentials are used to compensate regular clerical and service staff members who normally work on one of the following shifts:

Shift	Per Hour
If four or more hours are scheduled between 4 p.m. and midnight	\$0.45
If four or more hours are scheduled between midnight and 8 a.m.	\$0.45

The shift differential rate is added to the normal hourly pay rate and must be applied to all hours worked on the shift (i.e. overtime, holiday, vacation and sick leave pay). The value of the shift differential is subtracted from the cash pay in order to determine if a pay rate is within bracket.

The shift differential for an employee who, on occasion, substitutes for an employee on another shift will not change. For substitutions in excess of 10 working days, the substituting employees will be paid the shift differential for the shift being worked. A payroll change must be processed when the change in shifts is made.

Student and temporary employees are eligible for shift differential when they work 40 or more hours bi-weekly.

### Pay Scales

The University's pay scales are designed to recognize the following factors:

- Different levels of skill, effort, and responsibility (as determined by position evaluation)
- Competitive labor market for various occupational groups (as determined by wage and salary surveys)
- Performance in position
- Availability of funds

There are three pay levels on the clerical pay scale and seven on the service scale. There are more service levels because service jobs encompass a greater diversity of skill, effort, responsibility, and working conditions.

The University revises pay scales annually or as funds permit. Changes are effective at the beginning of the first pay period of each fiscal year.

The proposed pay scales, pending approval by the Board of Trustees, are distributed at budget time to those individuals responsible for setting employee wages. [Pay scales](#) are posted on the Human Resources Compensation website.