

40.5 Classification and Compensation

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1. Purpose. The procedures for Eastern New Mexico University-Roswell (ENMU-Roswell) support and professional employee classification and compensation need to be clearly defined and applied fairly to assure equitable treatment for all employees.

2. Preface. The classification and compensation program for support and professional employees at ENMU-Roswell is based on a variety of compensation factors including but not limited to: the level of duties and responsibilities assigned and the rates generally paid for similar work in the appropriate labor markets. Compensation for employees is also dependent upon the level of funds recommended by the Administrative Council, the Board of Regents, the New Mexico Higher Education Department (HED) and approved by the New Mexico State Legislature.

The administration of the classification system for support and professional employees is the responsibility of the Director of Human Resources. The Financial Analyst is responsible for the administration of the compensation system for support and professional employees. The Director of Human Resources is responsible for establishing the salary increments used in the compensation plan.

Job descriptions outlining the duties and responsibilities for each position are the basis for determining an employee's classification. Classification for support and professional employees is based upon a band and level system. Employees remain classified as a certain band and level (such as B-22) until there is an adjustment in their duties or responsibilities. The salary established for the bands and levels does not change each year, but rather, when economic circumstances allow ENMU-Roswell to make a revision. Salary increases are usually awarded at the beginning of a fiscal year. To qualify for a salary increase, when given, an employee must have been employed for at least six months.

3. Reclassification. An employee can be reclassified based upon evidence that a position has significantly changed in duties or responsibilities. An increase in workload is not justification for reclassification. To obtain a reclassification, the area supervisor submits documented evidence in writing justifying the change to the area Vice President. The Vice President can deny or forward the salary adjustment documentation and recommendation to the Director of Human Resources. The Director will review the salary adjustment recommendation. To ensure fairness and balance, the Director reviews the request for reclassification considering factors such as other employees doing similar work. Following this review, the Director will consult with the ENMU-Roswell President to obtain approval for the employee's salary adjustment. The ENMU-Roswell President shall make the final decision. If the ENMU-Roswell President approves the reclassification, the immediate supervisor completes a Personnel Action Notice (PAN) to affect the change.

4. Overtime Compensation. Overtime hours are those worked by an employee in excess of forty (40) hours per week. Premium wage rates (1.5 times regular hourly rate) are paid for overtime hours worked. Certain exemptions apply to the payment of overtime to professional personnel. Refer to the current edition of applicable employee handbook for additional provisions relating to overtime. The workweek is 12:01 a.m. Saturday through midnight of the following Friday.

5. Management of Overtime. Generally, it is expected that staffing within the organizational units is sufficient to handle the workloads of the units. Therefore, requesting overtime for employees is not expected to be a routine practice. The supervisor for each unit is expected to manage the workloads of

the unit and of each employee in a manner such that overtime use is minimized. If practical, the utilization of temporary personnel is encouraged to handle seasonally high workloads.

6. Approval of Overtime. Any overtime hours to be worked by an employee must be approved in advance, where applicable. The unit supervisor is required to submit the request in writing for approval to the appropriate Vice President and the ENMU-Roswell President. That request must describe the reason for overtime, the estimated hours of overtime, an identification of the employee(s) to be used on an overtime basis. It is the responsibility of the unit supervisor to submit the request to the office of the appropriate Vice President and the ENMU-Roswell President in a timely manner. The use of overtime hours without the expressed approval of the ENMU-Roswell President is unauthorized.