



Compensation Delegation Summary

The following information summarizes the compensation decisions that have been delegated to the presidents and chief human resources officers.¹ Advance written approval from system HR staff² is required to offer a salary in excess of the delegated compensation authority levels outlined below.

TYPE OF APPOINTMENT/COMPENSATION CHANGE					
Contract/Plan	Initial Hire	Promotion	Work Out Of Class (to a classified promotional class) ³	Transfer/Demotion ⁴	MNSCU Contact
AFSCME	Up to and including step 3.	Must grant at least 1 full step or minimum of the new range, whichever is greater. May grant up to 3 steps or step 3 of the new range, whichever is greater.	For assignments exceeding 10 consecutive work days, increase to the minimum rate of the new class or at least 1 step higher than employee's current salary, whichever is greater.	Generally, no salary change on <i>voluntary</i> transfer or demotion EXCEPT to bring salary up to the new minimum on transfer or down to the new maximum on demotion. If <i>reallocation</i> results in demotion or transfer, retain current salary even if over maximum.	System Staffing Representative
Commissioner's Plan ⁵	Up to and including midpoint.	Must grant at least 3.5% or minimum of new range, whichever is greater. May grant up to 12% or midpoint of the new range, whichever is greater.	Same as promotion.	Same as above.	Same as above.
Managerial Plan ⁵	Up to and including 1 st quartile rate.	Minimum of new range. May grant up to 10% or to 1 st quartile of the new range, whichever is greater.	Same as promotion.	Same as above.	Same as above.
MAPE	Up to and including step 3 (Except: CTR = up to maximum).	Same as AFSCME above.	Same as AFSCME above.	Same as above.	Same as above.
MGEC	Up to and including step 3	Same as AFSCME above.	Same as AFSCME above.	Same as above.	Same as above.
MMA	Up to and including step 3.	Same as AFSCME above.	Same as AFSCME above.	Same as above. ⁴	Same as above.
MNA	Up to and including maximum.	Must grant a rate which provides an increase in pay.	No discretion. Limited by contract to at least 1 step higher than permanent rate, or the minimum of the new range, whichever is greater.	Same as above.	Same as above.
Personnel Plan for MnSCU Administrators	Up to and including midpoint.	Up to midpoint of new range or 10% increase, whichever is greater.	No WOOC – use interim appointment.	No change in salary on appointment to position in same range.	Associate Vice Chancellor, Personnel

1. These guidelines apply to classified and unclassified appointments, except emergency appointments. Emergency appointments may be made at any step within the salary range; however, when moving from an emergency to a temporary or other permanent appointment, you must obtain System human resources staff approval to hire above the delegated level. No salary change is allowed upon movement between temporary and unlimited appointments within the same classification unless there is a break in service. Campuses have System human resource staff approval to hire seasonal employees into temporary appointments in the same classification during their seasonal layoff at their seasonal rate of pay.
2. System HR staff have authority to grant approval beyond the campus level of authority up to the maximum of the salary range (**exception:** system HR staff and MMB must approve such requests for the Managerial Plan).
3. Use the Work-Out-of-Class (WOOC) provisions applicable to the employee's permanent classification, hourly rate, and bargaining unit. Use the salary range of the class to which the WOOC assignment is made to determine minimum of range and 1 step increase or other new rate for all WOOC appointments. If employee is on layoff list for the class to which they are assigned to work out of class, they are paid at the highest step attained in that class, or as provided above, whichever is greater. Reference MMB Administrative Procedure #17.1 – Work Out of Class for further information.
4. When a transfer/demotion between bargaining units/salary grids results in placement of the employee "off step" within the salary range, salary is maintained off step until the next progression increase is due. At that time, the employee is moved more than one step in order to grant a full step increase AND place the employee on-step within the range. **Exception:** employees in MMA are moved to the nearest higher step effective immediately upon transfer/demotion between bargaining units/salary grids. Reference MMB Administrative Procedure #15.6 and relevant bargaining agreement/plan provisions for additional information.
5. All requests to offer a hiring incentive must be approved in advance by system HR staff and the Commissioner of Employee Relations.