

Staff Salaries

Mount St. Joseph University's compensation practices and policies for staff have been developed and are administered in light of the Fair Labor Standards Act (FLSA) and other federal and state laws.

Staff compensation consists of salary and fringe benefits and is administered according to the following objectives:

- to ensure that University compensation policies are consistent with applicable laws and regulations
- to keep the University competitive with comparable employers and aid in attracting and retaining competent employees
- to provide internal equity which bases pay potential on a measurement of the duties and responsibilities of the job
- to provide for simplicity of operation so that the pay plan is understandable and easy to administer
- to provide administrators an objective basis on which to make compensation decisions
- to accommodate timely and equitable wage adjustments for increased job responsibility.

Salary administration for University staff positions includes:

- regular review, classification and ranking of all positions based on written position descriptions to determine comparable worth of positions internally
- identification and regular review of external salary survey data from comparable institutions and the surrounding geographic area for the determination of appropriate salary ranges and scales
- periodic review of the classification system, salary scales and the salary administration process in general.

The University recognizes that salaries for some positions are driven by circumstances present in industry-related markets. Calculations of market-driven salaries are done in consultation between the Director of Human Resources and the appropriate administrative officer.