



## PAY SCALE AND WAGE INCREASE POLICY FOR PART TIME STAFF

GEAR UP Utah is committed to complying with the federal Fair Labor Standards Act (FLSA), the regulations implementing the FLSA, and applicable state laws governing the wages and hours of its employees. This policy sets forth and explains GEAR UP Utah 's requirements related to pay increases and pay scales.

### 1. REQUESTING PAY INCREASES

Pay increases can occur twice per year reflecting staff merit and/or following institutional policy. Following institutional policies, GEAR UP Utah provides yearly wage increases through approved legislative process by the granting institution or foundation. Counselors, or Staff Supervisors can request a wage increase for their team members. The request can be submitted between January 1<sup>st</sup> and January 15th. The supervisor should fill out a pay increase request form including transcripts and/or other details pertaining to the reason for the request. This request is to be submitted via email to the respective reporting supervisor, and the supervisor will submit the approval to the Executive Secretary for processing.

The pay increase request processing time is 30 days from the time the email is submitted. Wage increase requests can be approved or denied. Every position has a wage cap and once the cap is met, the only way to receive further pay increase is by receiving substantial additional assignments, being promoted to a different position, or approved by the granting institution via legislative process. Under certain conditions, Utah Valley University (Institution) may institute a hiring freeze and consequently no wage increase can be given despite being a grant funded program.

### 2. PAY SCALE BASED WAGES

Every position follows a pay scale that is provided by the GEAR UP Utah program. The pay scale is based on information from the Utah Department of Workforce Services, and it complies with federal regulations.

Below is a sample of the pay scale each position follows. The pay scale is provided to facilitate finding the correct hourly wage or salary of an employee. The table auto populates a recommended wage, and it is based on the input provided.

#### Pay Scale sample

Outreach Mentor, Tutor, Parent Specialist, Admin Pay Scale					
I.	\$14.00	0	-	1	years education & experience related to key roles & responsibilities or exceeds expectations
II.	\$14.75	1	-	3	years education & experience related to key roles & responsibilities or exceeds expectations
III.	\$15.50	3	-	5	years education & experience related to key roles & responsibilities or exceeds expectations
IV.	\$16.25	5	-	7	years education & experience related to key roles & responsibilities or exceeds expectations
V.	\$17.00	7			years education & experience related to key roles & responsibilities or exceeds expectations

Employee	Position	Degree or Credit Hours	Years of Education (M=6, B=4, 90 cr=3, A/60 cr=2, 30 cr=1)	Hrs/wk	*FTE Years of Relevant Experience at Hire	Hire Date	Months with GU	Date Updated	Total Educ./ Hire Exp/ GU Exp	Recom- mended Wage Rate	Current Salary/ Wage
Daffy Duck	Outreach Mentor	Bach or 120 cr	4	28	3	5/1/2023	1	6/5/2023	7.06	16.26-17	\$15.75
Minnie Mouse	Tutor	Assoc or 60 cr	2	25	1	7/19/2021	22	6/5/2023	4.15	14.76-15.5	\$15.50
Porky Pig	Parent Specialist	HS Grad or equ	0.25	20	6	6/1/2023	0	6/5/2023	6.25	15.51-16.25	\$16.00
Bugs Bunny	Admin	30 cr	1	28	1	6/1/2023	0	6/5/2023	2.00	14.01-14.75	\$14.25



### **3. SPECIAL REQUEST FOR GOING ABOVE PAY SCALE RECOMMENDATION.**

When extraordinary circumstances are present, the Counselor or Staff Supervisor can request a different hourly wage than the recommended, but approval by direct supervisor is needed when going above pay scale recommendation. The counselor should submit in writing the request, and the request should state reason/s or special circumstances for the request and if approved, the approval should be submitted to the Executive Secretary for processing.