

## **5.0 Salary Policies and Procedures**

### **5.1 Salary Policy and Goals**

Missouri State University does not have a formal salary schedule for faculty and other academic employees. The initial salary of a new faculty member is normally determined after consideration of the salaries being paid to currently employed faculty members in the same rank with similar training and experience and who are in the same department, teaching area, or other appropriate academic unit. While it is the ideal of Missouri State University to attain throughout the University essential parity in salaries among faculty members with comparable backgrounds and responsibilities, it is the practice at Missouri State University to offer higher salaries and/or other financial incentives to faculty members in some teaching areas where experience has shown that there is difficulty in recruiting and retaining qualified faculty because of higher competitive market salaries.

Improvement of faculty salaries shall receive high priority each year in budget construction. The University will attempt to budget as an annual priority a salary raise pool for faculty and staff of sufficient magnitude that the institution will be able eventually to achieve and sustain its salary goals. The size of this raise pool depends primarily on the amount of funds appropriated by the legislature and the amount of funds generated by required student fees. Missouri State University-West Plain's goal is that the salary for Missouri State University-West Plains full-time, ranked faculty, with the exception of the allied health division, will equal or exceed 90 percent of the averages published in the CUPA 'C' National Faculty Salary Survey for full-time, ranked faculty positions at two-year institutions with academic ranks. For the allied health division the goal is that the salary will equal or exceed 90 percent of the averages published in the Bureau of Labor Statistics (BLS).

### **5.2 Salary Procedures**

Full-time faculty (including non-visiting faculty) and staff will be eligible for salary increments derived from the above pool, allocated by the cost center head on the basis of individual performance and considerations of internal and external equity. Performance-based salary adjustments shall be based on annual reviews as described in Section 4.4. However, this component of salary increases will be suspended when the size of the raise pool is not greater than 2% of the salary base. When the pool is at or below 2%, across-the-board raises will be given. Policy and procedural details for across-the-board raises will be based on recommendations from the Executive Budget Committee to the president and will be posted by the office of the provost.

Procedures for required performance evaluations as one basis for the determination of salary increments shall be conducted at the division level by a Division Personnel Committee. See section 4.4.4. Each faculty member will be assigned performance ratings on a numerical scale from 1-5 for teaching, professional activity, and service. A composite rating will then be established for each faculty member by the dean utilizing performance ratings and weights that have been determined by division procedures consistent with parameters established by the campus for teaching, professional activity, and service. Composite ratings will be reviewed and approved by the Vice Chancellor of Academic Affairs.

Each cost center shall use a compensation matrix approved by the chancellor to guide its allocation of individual raises. All compensation matrices shall be subject to the advice and monitoring by the Vice Chancellor of Academic Affairs, who shall seek recommendations from the Faculty Senate Executive Committee regarding its composition. After seeking formal input from the Faculty Senate, the Vice Chancellor of Academic Affairs shall make

periodic recommendations to the chancellor for necessary adjustments to the compensation plan.

### **5.3 Performance Evaluation Appeals Process**

See section 4.4.4

### **5.4 Completion of a Doctorate**

The annual salary is increased by a University-wide standard amount for an individual who completes a doctorate in his or her discipline from a regionally accredited institution after his or her initial appointment. That adjustment is made in the salary for the next academic year following the date of the completion of the doctorate.

### **5.5 Rank Change**

An individual promoted to a higher academic rank receives an increment appropriate to the new rank. The amount of this increase is determined by multiplying a base percentage (which is different for each rank) times the average faculty salary in the previous fiscal year. Any change in the base percentages will be reported to the Faculty Senate.

### **5.6 Equity Adjustment**

A faculty member may file with his or her department head/dean a request for a salary adjustment if that faculty member believes that his or her salary is inconsistent with the salaries of other individuals of similar training, experience, and job performance. An adjustment may also be requested by an individual who believes that his or her salary is significantly below the market in an area of high demand where experience has shown that there is difficulty in recruiting and retaining qualified faculty. Requests for equity adjustment must be filed according to the schedule issued by the office of academic affairs in the Master Calendar.

### **5.7 Summer Session**

Faculty members who teach an overload as designated in Sec. 4.3.2.1 or who teach during the summer sessions will receive pay in addition to their regular annual salaries as determined by the Board of Governors. Compensation will be based on a rate of at least two and one-half percent of base salary per teaching load equivalent. For courses that do not meet the minimum enrollment guidelines, the administrator and faculty member may negotiate a salary rate that is less than two and one-half percent of base salary per teaching load equivalent.

Subject to a holdback of ten percent of the personal services budget for the summer to cover unforeseen student demand for courses in specific areas, summer faculty appointments will be confirmed as soon as possible after the summer budget is final. While there is no specific date by which summer appointments will be confirmed, it will be at the earliest possible date. Faculty members are placed on the summer session payroll and will receive half of their summer salary at the end of June and the other half at the end of July. If circumstances require that an appointment to teach during the summer is made after the last week in May, the entire compensation will be included in the July paycheck.

### **5.8 Intersessions**

Missouri State University-West Plains offers courses during three intersession periods (January, May, and August) and faculty members are encouraged to develop proposals for these courses. The course proposals are approved and reviewed by the department head/dean and the dean. Instructional salary for intersessions is based on a scale of at least two and one-half percent of base salary per teaching load equivalent. For intersession courses that do not meet the minimum enrollment guidelines, the administrator and faculty member may negotiate for a salary rate that is less than two and one-half percent of base salary per teaching load equivalent.

## **5.9 Off-Campus Instruction**

Faculty members may be asked to teach courses at off-campus locations as part of regular teaching loads. Expenses of meals and travel, when recognized as excludible by the Internal Revenue Service, will be reimbursed to individuals assigned, and en route compensation will be paid at currently approved rates, which are based on distance and/or driving time from Missouri State University-West Plains. For specific details, see the University Travel Policy document. Assignments may be made on an overload basis for supplemental compensation.

## **5.10 Salary Report**

In the fall of the year, the Vice Chancellor of Academic Affairs will present a report to the Faculty Senate in which implementation of salary policies for that year is detailed. In particular, the progress toward attaining University salary goals will be addressed.

## **6.0 Fringe Benefits**

### **6.1 Statutory**

#### **6.1.1 Workers' Compensation**

The University provides workers' compensation coverage for employees in accordance with the laws of the State of Missouri. For details concerning coverage and benefits, contact the business office.

Employees are required to report any job-related illnesses or injuries to their supervisor immediately and fill out an accident-injury report as soon as is feasible after an accident or injury occurs.

#### **6.1.2 Unemployment Compensation**

The University provides unemployment insurance coverage for employees in accordance with the laws of the State of Missouri. For detailed information concerning coverage and benefits, contact the business office.

#### **6.1.3 Social Security**

The University provides social security insurance in accordance with the laws of the United States. For details concerning coverage and benefits, contact the local office of the Social Security Administration or the business office of the University.

#### **6.1.4 Legal Defense of Faculty Members**

Pursuant to and in conjunction with the State Legal Expense Fund, Section 105.711, R.S.Mo., et seq., it is the policy of the University to provide legal defense of any claim covered by Sections 105.711 to 105.726, regarding conduct of any officer or employee of the University arising out of and performed in connection with his or her official duties on behalf of the University. When questions arise as to whether or not the conduct in question would be covered by Sections 105.711 to 105.726, the University may consult and obtain the advice of the Attorney General of the State of Missouri. The University may also proceed with a defense under a reservation of rights, under which the officer or employee may subsequently become liable and responsible for the expense of such defense upon a finding that the conduct was not or would not have been covered by Sections 105.711 to 105.726.

### **6.2 University Sponsored Fringe Benefits**

The following benefits are provided to full-time members of the ranked faculty. Unranked faculty members appointed for a full academic year are also covered by benefits described in this section. Benefits are not available to unranked faculty members appointed for less than a full academic year (i.e., one-semester appointments). In addition, the University provides access to a number of voluntary benefits programs such as the Missouri Cafeteria plan. Some benefits may be extended to spouses, sponsored dependents and dependents. The descriptive statement provided for each benefit is a summary statement. Details of coverage and benefits may be obtained from the office of human resources of the University. The University reserves the right in compliance with law to change carriers and benefit plan provisions during an academic year, provided all available coverage is maintained.

Some benefits may be applied to dependents (in some cases requiring that the faculty member pay the monthly premium through payroll deductions). For the purpose of benefits:

1. An eligible dependent shall be defined as provided in Section 152 of the United States Internal Revenue Code. In addition, a child(ren) of divorced or separated parents is treated as a dependent of both parents where (1) the parents are divorced, legally separated or separated under a written separation agreement; (2) the child(ren) receives over half of his/her support from his/her parents; and (3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year.
2. A sponsored dependent is defined as a person who meets all of the following criteria: (1) be at least 18 years old and mentally competent to consent to contracts; (2) have shared the same permanent residence and the common necessities of life with the employee for at least the previous 12 months; (3) not be legally married to anyone else in any state; (4) not be related by blood or a degree of closeness to the employee that would prohibit legal marriage in the State of Missouri; (5) have a single dedicated relationship with the employee of at least 12 months; (6) and not be a renter, boarder or tenant of the employee.

#### **6.2.1 Employee Group Insurance Plan**

The University provides for the faculty member medical, dental and life insurance and long-term disability coverage, with the premiums paid by the University. Optional supplemental life and dependent coverage is available at the covered faculty member's option and expense. See the summary plan description or contact the University's office of human resources.

#### **6.2.2 Cafeteria Plan**

The University participates in the Missouri State Employees' Cafeteria Plan which allows full-time regular employees to contribute to certain benefit plans on a before-tax basis. The plan allows employee contributions for optional insurance coverage and flexible spending accounts for reimbursable health care expenses and child/ dependent care expenses to be taken from each paycheck before taxes are calculated. Information regarding the Cafeteria Plan is available in the office of human resources. Refer also to <http://www.mocafe.com>.

#### **6.2.3 Pension**

The terms of retirement plans are established by Missouri statute. All new faculty on full-time, regular appointment, hired on or after July 1, 2002, who have never been enrolled in the Missouri State Employee's Retirement System (MOSERS) will be enrolled in the College and University Retirement Plan (CURP). All faculty on full-time, regular appointment hired prior to July 1, 2002, are members of MOSERS. CURP is a non-contributory 401(a) defined contribution retirement plan which uses TIAA-CREF as its third party administrator. CURP offers interstate portability, immediate vesting and no minimum service requirement. Contributions made by the University are self-directed by participants into their selected individual accounts. After participating in CURP for six years, a faculty member may elect to become a member of MOSERS. Faculty members hired prior to July 1, 2002 are members of MOSERS.

#### **6.2.4 Annuities**

Faculty members may elect to participate in a tax-sheltered annuity program at their expense. The University's business office will, upon request, provide a list of approved companies from which the faculty member may seek additional information. Refer to [Human Resources](#). The details of each annuity program are subject to control by the offering company and not by the University. Coverage, benefits and other details are subject to the agreement between the faculty member and the company and the University is not responsible for such matters. Notwithstanding anything herein to the contrary, maintenance of this benefit is subject to the continuing availability of companies willing and able to provide qualified annuity products.

## **6.2.5 Educational Benefits**

### **6.2.5.1 Credit Course Fees**

Faculty members may enroll for up to 15 credit hours in an academic year (12-month period beginning with fall semester) and have their required tuition and student fees paid by the University. Faculty members must pay the required tuition and student fees for all courses over 15 credit hours per academic year. This benefit is not applicable to out-of-state fees, non-credit courses, book costs, or any special fee pertaining to a specific class or private instruction.

Eligible faculty members may assign part or all the 15-credit-hour benefit to a spouse, sponsored dependent, or dependent. The assignee must file an application for admission or readmission with the Office of Admissions and Records and meet all admissions and academic requirements stipulated in the University Course Catalogs.

The University will comply with Internal Revenue Code regulations regarding reporting benefits that are taxable income. To determine tax liability about this benefit, consult a tax advisor.

Credit course fee waiver requests are automated and can be accessed through the Profile tab at <http://my.missouristate.edu/> under Employment Details - Benefits. The Office of Human Resources will check the request for eligibility, approve appropriate requests, and arrange payment when registration for classes has been completed. The employee must request educational benefits prior to fee payment; cash refunds will not be made.

### **6.2.5.2 Noncredit Course Fees**

Faculty members may receive assistance with course fees to enroll for noncredit courses offered by the University through the office of public affairs and the extended campus, the Management Development Institute in the Center for Business and Economic Development, the Small Business Development Center in the Center for Business and Economic Development, Campus Recreation Fitness and Wellness Program and Academic Development Center sponsored courses and seminars. The University will pay up to one-half of the course fees, but no more than \$150 per employee, per fiscal year (July 1 through June 30). The partial fee benefit will be for course fees only and will not be applicable to special book fees, lab fees or other special fees in addition to the course fees. The fee assistance is for the faculty member only. It cannot be assigned to a dependent.

To receive the enrollment benefit, the eligible faculty member must register for the class through the office of academic affairs. Faculty members applying for this benefit must submit to the Missouri State University-West Plains business office, a completed Request for Educational Benefits form. Upon approval, the request will be returned to the employee with a fee voucher to be presented at fee payment time. The voucher must be obtained prior to paying fees; a cash refund will not be made.

#### **6.2.6 University Facilities and Services**

Faculty members have access to the following facilities and activities at no charge or at reduced rates in accordance with policies prescribing access to each service or facility: Grizzly athletic competitions, Drago College Store, campus publications, Putnam student center, West Plains Civic Center swimming pool and fitness center (during Missouri State University days), Southwest Teachers Credit Union.

Further information regarding these services may be obtained in the business office.

#### **6.2.7 Notary Public**

Notary services are provided free of charge. Contact the office of student services (417) 255-7225.