

# UNIVERSITY OF KENTUCKY STAFF SALARY RECOMMENDATION FORM (EVPFA's Area)

## Instruction Guide

### Candidate Information

**Highest Degree:** The highest degree the candidate completed and the number of years it equates to.

**Other Education:** College or technical school credits the candidate has earned toward an uncompleted degree.

**Combined Education/Experience:** The total years representing education + years/months of experience.

**Recommended Salary:** List the hourly/monthly and annual rate.

### Position Information

All information (except grade) for this block can be found in IRIS PP01.

### Salary Scale

Complete first section for all payroll actions and both sections for promotions or re-evaluations.

### Education and Credit Hours

GS = Grade School	0 Years
HS = High School	0 Years
AA/AS = Associate Degree	2 Years
BA/BS = Bachelors Degree	4 Years
MA/MS = Masters Degree	6 Years
PhD = Doctorate Degree	9 Years

**Undergraduate Credit Hours:** Six months of experience is given for 15 credit hours earned towards undergraduate work; One year of experience is given for 30 credit hours earned towards undergraduate work, etc. [Ex: 90 hours earned is equal to 3 years of experience].

**Graduate Credit Hours:** Six months of experience is given for 9 credit hours earned towards graduate work; one year of experience is given for 18 credit hours earned towards graduate degree. No additional months of experience are given past 18 additional months towards a graduate degree until the degree is complete. [Ex: An applicant cannot get two years of credit for a Master's degree until the degree is complete no matter how many hours have been earned.]

**Note:** You can only give an applicant credit for one similar type degree. Multiple degrees are not counted. [Ex: Two Bachelor's degrees equal four years of experience.]

### Counting Experience

**FULL – TIME:**

- All experience must be in the same field to be counted.
- Paid experience only (no volunteer work).
- Internships are not counted if educational credit is earned.
- Paid internships may be counted as related experience.

**PART – TIME:**

- 35+ hours worked per week- Full credit
- 28-34 hours worked per week- 75% credit
- 18-27 hours worked per week- 50% credit
- 9-17 hours worked per week- 25% credit
- < 9 hours worked per week- No credit given

**ON-CALL:** Work counted as 20% of a month

### HEW Codes

- 1 White (Non Hispanic)
- 2 Black (Non Hispanic)
- 3 American Indian or Alaskan Native
- 4 Hispanic
- 5 Asian or Pacific Islander

### Routing

If the EVPFA's approval is required, the form must first receive Dean's Office approval. The Dean's Office will send the form to Employment or Compensation (depending upon whether it's a job posted or reclassified) to review for equity issues and for signature giving pre-approval. An HR Employment Specialist or Compensation Analyst will send the form to the EVPFA's Office and after approval, the form is sent back to Employment or Compensation for final approval. Once approved the form is faxed to the hiring department. If due to a posted job, the offer can then be made to the candidate.

### Levels of Approval

**Minimum to First Quartile:** Dept Admin/Bus. Officer

**Beyond First Quartile:** Director's Office

**Beyond Midpoint:** EVP's Office

**20% Promotion Increase:** EVP's Office

**Beyond Maximum:** President

### Notes and Miscellaneous

- Check the "No Comparable Positions Exist" box on the salary form for all positions with no comparison within department.
- If the salary being offered to the candidate exceeds the first quartile or the midpoint, justification must be given because special approval is needed. Explanation must be made as to how any additional salary dollars (above current funding allocations) will be funded. Also provide the account number to be charged and the percentage increase.