

January 2014 Update on Step-in-Grade

As announced in the fall of 2013, ECU will be implementing a Step-in-Grade Classification and Pay System for appropriate positions. This program is proceeding at this time, and is being funded with \$500,000 of recurring monies reallocated from other initiatives that is outside of the IPEP funding.

Goals of this program are to:

- Raise pay levels for many of the lowest paid entry-level positions to provide a better standard of living for employees and to recognize the contribution these employees make to the University
- Attract quality applicants for open positions by raising the starting pay levels for many of the lowest paid positions at ECU
- Retain quality employees by providing a means for regular pay increases to employees in applicable positions as long as they are performing at or above expected levels

Job Classifications/Titles to move to Step-in-Grade are:

Custodians, Head Custodians, Laborers, Relocation Specialists, Lead Relocation Specialists, Groundskeepers, Motor Vehicle Operators, Repair Technicians, Maintenance Mechanics, and Power Plant Equipment Operators.

ECU has 232 employees in these Job Classifications/Titles and 155 of them will receive a salary increase through this program.

For each of these Job Classifications/Titles a salary range and pay steps have been defined. Existing employees in these Job Classifications/Titles will receive pay adjustments to place them in the appropriate step at the appropriate pay rate, based upon their length of service/seniority in that Job Classification/Title. These pay increases will be reflected in employee paychecks received on February 28, 2014.

For new employees accepting positions in these Job Classifications/Titles, everyone will start at the defined entry rate regardless of prior work experience or education and will receive automatic pay increases at pre-defined increments (steps) as long as the employee continues to meet minimum performance expectations.

This program is nearly ready for implementation and affected employees will be notified this month, with pay adjustments retroactive back to January 1, 2014. HR will be conducting meetings for the affected groups of employees prior to the implementation date to further explain the details of this program.