

Compensation & Classification Administration

Subject	Personnel
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100.00 Introduction and Purpose

Montana State University is committed to attracting, developing, and retaining talented faculty and staff to achieve the MSU mission. This policy sets forth the general principles governing compensation and classification of positions.

200.00 Board of Regents Authority

The Board of Regents is authorized under state law to appoint employees and determine their compensation. [Section 20-25-301 \(9\), MCA](#). Therefore, the Board of Regents is responsible for the establishment of the compensation and classification structure for employees of the Montana University System.

300.00 Classification and Compensation for Classified Employees

- a. The policies for compensation and classification for classified employees are set forth in the [Montana University System Staff Compensation Plan](#).
- b. Initial salary and salary adjustments for classified employees are established by the Staff Compensation Plan and by applicable [Collective Bargaining Agreements](#)

400.00 University Human Resources Responsibility

University Human Resources administers the MUS Staff Compensation Plan and ensures compliance with applicable BOR policies for all employees. Establishing the correct classification for a position will occur at recruitment and, as necessary, when duties are changed. University Human Resources personnel may conduct an audit of assigned and actual duties of employees, at its discretion, to determine correct compensation and classification.

500.00 Obtaining Approval for Salary Offers and Salary Adjustments

Compensation is typically driven by the employment category, funding source, applicable collective bargaining agreements, duration of a position and other factors. The salary that may be offered to an employee at hire must be approved through the appropriate

approval process. Depending on the position being filled, approvals from University Human Resources and the appropriate administrators (e.g. – Dean, Provost, President, Commissioner of Higher Education) for faculty and contract employees must be obtained prior to entering into any salary discussions with potential employees.

Before making a proposal for a salary adjustment for any employee, the appropriate supervisor must contact University Human Resources and follow the required procedures for obtaining approval prior to discussion of the adjustment with the employee.