



University Policy: AU Wage Policy

Policy Category: Employment, Benefits, Workplace Policies

Subject: Maintaining fair and comparable hourly wages

Office Responsible for Review of this Policy: Office of Finance and Treasurer

Procedures:

Related University Policies: Not Applicable

I. SCOPE

This policy will cover all full-time, non-union, staff employees of the University. Employees of multi-year service contracts and persons regularly employed on campus – except first-year (Dining Service) or entry-level (Housekeeping Service) employees – will be covered by the policy.

II. POLICY STATEMENT

American University is committed to ensuring that our hourly wages are fair a comparable to those paid by other universities and municipalities in the greater Washington, D.C. Area, from which AU draws its staff. In 2002, the Board of Trustees adopted a “wage policy” that was amended in 2006. This policy sustains the spirit of the original policy and assures the continuation of the wage practice.

III. POLICY

The wage policy contains the following conditions:

- It will be based on the demographics of the region from which we draw our employees, as well as the general practices reflected in other wage policies.
- It will be set at a rate that is competitive with rates paid by other universities and municipalities in the region.
- It will fit within AU’s existing compensation system as the framework within which it will be institutionalized and maintained.
- The wage rate will be increased when the salary band structure is adjusted.
- The policy will cover full-time, non-union, staff employees of the university.
- Employees of multi-year service contracts and persons regularly employed on campus – except first-year (Dining Service) or entry-level (Housekeeping Service) employees – will be covered by the policy.

In November 2002 American University's Board of Trustees approved a wage policy that called for a minimum hourly wage of \$11.00 per hour effective September 1, 2005. In March 2006, the next stage of the wage policy was approved calling for annual base wage increases to \$12.00 per hour effective September 1, 2009.

To perpetuate the intent of the original policy, the executive director of human resources shall be responsible for initiating any appropriate base wage adjustments for full-time, non-union staff employees of the University. The hourly adjustments will be determined using the conditions stated above in the wage policy. The executive director of human resources shall also be responsible for coordinating, with the appropriate administrative offices, the implementation of the wage policy conditions with the multi-year service contracts of persons regularly employed on campus.

IV. EFFECTIVE DATE AND APPROVAL

This Policy is effective **11/13/2009**.

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

Approved: 

Vice President of Finance and Treasurer

Date approved: