



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Compensation

APPLIES TO:

Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements Kentucky State University's Compensation Policy. It provides the framework and guidelines for the administration of the staff compensation program, including base pay, overtime, and supplemental pay. The Office of Human Resources (HR) is responsible for managing and reviewing the overall equity and competitiveness of the compensation process.

PROCESS:

Job Classification and Salary Structure

Kentucky State University (KSU) uses a salary structure with job grades and salary ranges for all positions. Each position is assigned a job grade based on factors such as the level of responsibility, required skills, work complexity, and supervisory duties. Each job grade has a minimum, midpoint, and maximum salary range.

An employee whose salary has reached or exceeded the top of the range may receive a merit increase, provided KSU offers a pay increase opportunity and the employee maintains acceptable performance.

Base Pay

Base pay for new hires, promotions, and other job changes is determined by factors including the position's minimum qualifications, the pay of current employees in the same classification, and an individual's skills and credentials, while also considering budget, equity, and market factors.

Overtime

In accordance with the FLSA, non-exempt employees will receive overtime pay at one and one-half times their regular rate for hours actually worked over forty (40) in a workweek. Paid leave hours, such as vacation, sick, or holiday time, do not count toward the 40-hour threshold for overtime calculation.

Exempt employees are not eligible for overtime pay.

Supplemental Pay

An exempt employee may receive supplemental pay for taking on a significant additional assignment that is outside their regular duties, such as teaching a university course. All supplemental pay requests require written approval from the supervisor, appropriate Vice President, and the President before the assignment begins.

Compensation Adjustments

Compensation reviews are conducted annually, and any merit adjustments are based on individual performance evaluations, market trends, and KSU's financial capacity.

Payroll Administration

Salaries are paid through KSU's established pay cycle, and direct deposit is mandatory. All legally required deductions for taxes and benefits will be made.

Dispute Resolution

Employees with questions or concerns about their compensation should contact OHR.

REFERENCES AND RELATED MATERIALS:

- Employee Classifications Regulation
- Performance Evaluation Policy
- Standard Workweek and Hours Regulation
- Fair Labor Standards Act (FLSA) of 1938

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@ksu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	July 2025	Zach Atwell, Wendy Dixie, and Kendra Herve
