



Pay Scale and Wage Increase Policy for Part Time Staff

GEAR UP Utah is committed to complying with the federal Fair Labor Standards Act (FLSA), the regulations implementing the FLSA, and applicable state laws governing the wages and hours of its employees. This policy sets forth and explains GEAR UP Utah's requirements related to pay increases and pay scales.

1. Requesting pay increases

Pay increase can occur twice per year and it reflects staff merit. Counselors, or Staff Supervisors can request a wage increase for their team members, regardless of a pay increase automatically given through the legislature by the granting institution or foundation. The request can be submitted between September 1st and September 15th, and/or January 1st and January 15th. The supervisor should fill out a pay increase request form including transcripts and/or other details pertaining to the reason for the request. This request is to be submitted via email to the respective reporting supervisor, and the supervisor will submit the approval to the Executive Secretary for processing.

The request processing time is 30 days from the time the email is submitted. Wage increase requests can be approved or denied. Every position has a wage cap and once the cap is met, the only way to receive further pay increase is by receiving substantial additional assignments, being promoted to a different position, or approved by the granting institution via legislative process.

2. Pay Scale based Wages

Every position follows a pay scale that is provided by the GEAR UP Utah program. The pay scale is based on information from the Utah Department of Workforce Services, and it complies with federal regulations.

Below is a sample of the pay scale each position follows. The pay scale is provided to facilitate finding the correct hourly wage or salary of an employee. The table auto populates a recommended wage, and it is based on the input provided.

Pay Scale sample



Formula Columns

Go to Position tab to calculate

GEAR UP Pay Scale

Outreach Mentor		
Level	Edu/Exp Years	Pay Rate
I.	0 to 1	\$16.14
II.	1 to 3	\$16.85
III.	3 to 5	\$17.56
IV.	5 to 7	\$18.27
V.	7 +	\$18.99
VI.		**

3. Special request for going above pay scale recommendation.

When extraordinary circumstances are present, the Counselor or Staff Supervisor can request a different hourly wage than the recommended, but approval by direct supervisor is needed when going above pay scale recommendation. The counselor should submit in writing the request, and the request should state reason/s or special circumstances for the request and if approved, the approval should be submitted to the Executive Secretary for processing.