



## 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

Counselors and staff supervisors can request a wage increase for their team members once per year. This request must be submitted between January 1<sup>st</sup> and January 15<sup>th</sup>. If granted, this would be in addition to the pay increase automatically given annually on July 1<sup>st</sup> through the granting institution or foundation (UVU). Some examples for a possible increase include, completing additional college credits, or obtaining a degree, receiving substantial additional assignments, or longevity. The supervisor must 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. If approved, the supervisor will submit the request to the executive secretary for processing.

The request response may take up to 30 days from the time the email is submitted. Wage increase requests may 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 through the annual UVU increase as stated above.**

## 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. [GEAR UP Wage Pay Calculator](#)

## Pay Scale sample

[illegible]



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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 may request a different hourly wage than the recommended, but only if it does not exceed our maximum. The counselor must submit the request in writing, and state the reason/s or special circumstances for the request. Approval is on a case by case basis by the supervisor and program director, but is not guaranteed. If approved, the request will then be submitted to the executive secretary for processing.