



## RUTGERS POLICY

**Section:** 60.1.15

**Section Title:** Universitywide HR Policies & Procedures

**Policy Name:** Policy on Approval of Certain Employment Contracts and the Setting of Certain Salaries

**Formerly Book:** n/a

**Approval Authority:** Board of Governors

**Responsible Executive:** Senior Vice President for Administration

**Responsible Offices:** University Human Resources and the Office of Senior Vice President and General Counsel

**Originally Issued:** 12/12/2008

**Revisions:** 10/10/2013 (Updated title); 2/4/2014

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**

All employment contracts in any part of the university other than the Division of Intercollegiate Athletics with proposed total compensation in excess of \$500,000 must be approved by the President in consultation with the Board of Governors' Executive Committee. Employment contracts for high level athletics personnel in the Division of Intercollegiate Athletics with a proposed total compensation in excess of \$500,000 must be approved by the President in consultation with the Board of Governor's Committee on Intercollegiate Athletics and the Board of Governor's Executive Committee.

2. **Reason for Policy**

To provide fiscal oversight with the levels of checks and balances necessary to assure that the university's resources are being used in the best possible manner.

3. **Who Should Read This Policy**

Members of the university community who enter into employment contracts on behalf of the university.

4. **Related Documents**

Policy 60.4.2, Code of Ethics for Administrative and Professional Staff Members

5. **Contacts**

- a. University Human Resources: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu) or 848-932-3020
- b. Office of Senior Vice President and General Counsel: [legal@oldqueens.rutgers.edu](mailto:legal@oldqueens.rutgers.edu) or 848-932-7697

## 6. The Policy

### 60.1.15 POLICY ON APPROVAL OF CERTAIN EMPLOYMENT CONTRACTS AND THE SETTING OF CERTAIN SALARIES

#### I. Policy Statement

The Board of Governors has responsibility for the financial and governance issues related to the operations of the university. Fiscal oversight with levels of checks and balances is necessary to assure that the university's resources are being used in the best possible manner. The President and the Board of Governors' Executive Committee ("Executive Committee") and Committee on Intercollegiate Athletics shall be consulted as described below in Sections II to V. These committees shall make appropriate recommendations to the President and the full Board as stated in this policy.

#### II. Employment Contracts Where the Proposed Total Compensation is in Excess of \$500,000 (not including the Division of Intercollegiate Athletics)

All employment contracts where the proposed total compensation is in excess of \$500,000 in any part of the university other than the Division of Intercollegiate Athletics must be approved by the President in consultation with the Executive Committee. Employment contracts with unusual personal provisions, including associated positions or any other forms of remuneration, that in total would exceed \$500,000 annually, must be approved by the President and in consultation with the Executive Committee. This threshold amount may be adjusted from time to time as needed based on cost of living increases or other market factors.

#### III. Employment Contracts of High Level Athletics Personnel Including the Athletic Director and Specific Coaches

The President shall consult with the Committee on Intercollegiate Athletics regarding the employment of high level athletics personnel. The Committee on Intercollegiate Athletics shall make recommendations to the Executive Committee on the salaries for high level athletics personnel in the Division of Intercollegiate Athletics. (This includes any contract renewals or any significant changes or additions to the employment contracts.) High level athletics personnel include, but are not limited to, the Athletic Director, the coach of the men's basketball team, the coach of the women's basketball team, and the coach of the football team, or any other employee whose proposed salary and/or total compensation is greater than \$500,000. The President shall consult with the Committee on Intercollegiate Athletics and the Executive Committee prior to implementation of any changes in the compensation packages for these individuals. This threshold amount may be adjusted from time to time as needed based on cost of living increases or other market factors.

#### IV. Compensation Arrangements for All Other Head Coaches

The compensation arrangements for all other head coaches in the Division of Intercollegiate Athletics must be approved by the President, upon recommendation of the Director of Intercollegiate Athletics.

#### V. Required Approvals When Compensation Arrangements Exceed that of the President

In cases where the total proposed compensation for an employee in any part of the university, other than the Division of Intercollegiate Athletics, exceeds that of the President, the Executive Committee shall review the compensation arrangements and make recommendations on approval of such compensation to the full Board. In cases where the total proposed compensation for an employee in the Division of Intercollegiate Athletics exceeds that of the President, both the Committee on Intercollegiate Athletics and the Executive Committee shall review the proposed compensation arrangements and make recommendations on approval of such compensation to the full Board.