

**AZTEC SHOPS, LTD.  
BOARD OF DIRECTORS**

**WAGE & BENEFIT POLICY**

Management of Aztec Shops, Ltd. shall bring planned wage and benefit program changes to the Board of Directors for vote/ratification. Further, management will highlight regular projected wage and benefit increases (such as merit increases, minimum wage increases, and medical & retirement plan increases) for ratification through the annual budget approval process.

**Part-time Wage and Benefits:** Wage rates and benefits shall be set in a manner that is consistent with the marketplace for part-time employment on the campus of San Diego State University and the marketplace for the employment of SDSU students. Wages paid to part-time employees shall be commensurate with the skills and experience required to perform the tasks and be sufficient to attract and retain qualified employees of a caliber to insure rendering consistent, quality service to Shops' customers.

**Full-time Hourly/Salaried Wages and Benefits:** Management shall recommend to the Board of Directors for ratification a schedule of wage rates and benefits that are commensurate with prevailing rates on the campus of SDSU and in the San Diego labor market that is sufficient to attract and retain a quality, competent labor force to enable the enterprise to maintain continuity of service and a high level of productivity and morale. Management will have the authority to establish new positions and / or move positions through a reclassification process within the approved schedule of ranges. A merit pool and range adjustments will be established on an annual basis as approved by the Board in the annual operating budget.

Any material changes to the schedule of wages or benefit programs, other than regular annual increases highlighted in the budget or to establish new positions and / or move positions through a reclassification process within the approved schedule of ranges, shall be brought to the board for specific ratification. Management will report additions or subtractions to the number of full time positions to the Board on an annual basis.

**Chief Executive Officer Wages and Benefits:** The Board shall be responsible for setting the salary and benefits of the Chief Executive Officer based upon, but not limited to, comparability of certain positions within the University

The Board further acknowledges that any increases in wages and benefits must be subject to the availability of funds in order to remain in compliance with State and Trustee policy with respect to the financial viability of CSU auxiliary organizations. In considering the affordability of such increases the Board shall take into account not only the operating requirements of the enterprise – both present and future – but also capital and reserve requirements established by the Board in the corporate fiscal plan.

Adopted on March 22, 1990

Revised on November 11, 1999

Revised on September 21, 2018