

Personnel Action Form

Human Resources
(937) 775-2120

Rec'd 10/8/18
D. Radford
10/8/18
Sylvia

Sample, Gregory, Paul

Name (Last, First, MI)

UID Number/SSN (New Only)

986614

NBAPOSN

10/01/2018

Job Start Date

Job Stop Date

President Administration

Organization Name

Affirmative Action Number

Campus Address/Campus Phone Number

City Work Loc. (other than main campus)

Chief Oper Officer & CEO DB Prc

98892 46 311

100

☒ Essential Employee

Job Title

Position Class Number Salary Band

Position FTE ☒ Emergency Responder

\$ 249,075.00

\$
Base Monthly/Hourly Rate

\$
Monthly Stipend Rate (If Applicable)

Annual Base Salary

Employment Type

Faculty

Fiscal (12 month)

Academic (9 month)

Tenure Track

Non-Tenure Track

AAUP

Unclassified

Unclassified Hourly

Classified

Certified

Provisional

Classified PTOC

Retiree

Bargaining Unit

Contract Type

Continuing Employment

Special Contract

Interim Appointment (6 month)

Visiting Scholar / Faculty

Visiting NTT

Auxiliary

One-Time Payment (bonus/award)

Gross

Net

Employment Status

Superseding Appointment

New Hire / Re-hire

Leave

with pay

without pay

returning from leave

Termination / Separation

Retirement

Promotion

Demotion

☒ Job Reclassification (Title/Pay Grade)

Transfer

Job Audit

Job Audit with grade change

Special Salary Adjustment- Market

Special Salary Adjustment- Other

Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary						

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: Title change to Chief Operating Officer & CEO DB Properties due to increase in responsibility assuming oversight of Shipping & Receiving, Mailroom, ESPM, Lab Stores and auxiliaries including Vending, Hospitality, Printing Services, Daycare and Bookstore

Timesheet / Leave Report Approver (Name, UID): Walter Branson

Action Code

ECLS

Earn Code

Cert. Date

Chair/Dir. Approval/Date

Dean/VP Approval/Date

Business Mgr Approval/Date

Budget/RSP Approval/Date

HR Approval/ Date

Payroll Approval/Date

*Shaded areas for HR use ONLY

10/8/18
10/17/18
10-11-18
10/17/18

Personnel Action Form

Human Resources
(937) 775-2120

Sample, Gregory, Paul

Name (Last, First, MI)

UID Number/SSN (New Only)

986614

NBAPOSN

01/01/2019

Job Start Date

Job Stop Date

FMS

Organization Name

Affirmative Action Number

Campus Address/Campus Phone Number

City Work Loc. (other than main campus)

COO & CEO DB Properties

98892 UC 511

100

☐ Essential Employee

Job Title

Position Class Number

Salary Band

Position FTE ☐ Emergency Responder

\$ 273,982.50

\$

\$

Annual Base Salary

Base Monthly/Hourly Rate

Monthly Stipend Rate (If Applicable)

Employment Type

Contract Type

Employment Status

- ☐ Faculty
- ☐ Fiscal (12 month)
- ☐ Academic (9 month)
- ☐ Tenure Track
- ☐ Non-Tenure Track
- ☐ AAUP
- ☒ Unclassified
- ☐ Unclassified Hourly
- ☐ Classified
- ☐ Certified
- ☐ Provisional
- ☐ Classified PTOC
- ☐ Retiree
- ☐ Bargaining Unit

- ☒ Continuing Employment
- ☐ Special Contract
- ☐ Interim Appointment (6 month)
- ☐ Visiting Scholar / Faculty
- ☐ Visiting NTT
- ☐ Auxiliary
- ☐ One-Time Payment (bonus/award)
- ☐ Gross
- ☐ Net

- ☐ Superseding Appointment
- ☐ New Hire / Re-hire
- ☐ Leave ☐ with pay
- ☐ ☐ without pay
- ☐ ☐ returning from leave
- ☐ Termination / Separation
- ☐ Retirement
- ☐ Promotion
- ☐ Demotion
- ☐ Job Reclassification (Title/Pay Grade)
- ☐ Transfer
- ☐ Job Audit
- ☐ Job Audit with grade change
- ☐ Special Salary Adjustment- Market
- ☐ Special Salary Adjustment- Other
- ☒ Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: Compensation adjustment reflecting additional assigned duties. See attached communication. Increase to be funded by FMS. 10% of base. DR

fund

Timesheet / Leave Report Approver (Name, UID):

Action Code _____

EGLS _____

Earn Code _____

Gert. Date _____

Chair/Dir. Approval/Date

Dean/VP Approval/Date

Business Mgr Approval/Date

Budget/RSP Approval/Date

HR Approval/ Date

Payroll Approval/Date

11/14/18 12/20/18

12/21/18

1/14/19

12/19

1/19/2019

*Shaded areas for HR use ONLY

Personnel Action Form

Rec'd 1/16/20
Human Resources - Ryan/sign
(937) 775-2120

Sample, Gregory P
Name (Last, First, MI)
01/01/2020
Job Start Date
Affirmative Action Number
Executive VP & COO
Job Title
\$301,380.80
Annual Base Salary

UID Number/SSN (New Only)
Job Stop Date
115 Med Sci/ x4734
Campus Address/Campus Phone Number
Position Class Number
Salary Grade
Base Monthly/Hourly Rate

986614
NBAPSN
President Administration
Organization Name
City Work Loc. (other than main campus)
100% ☒ Essential Employee
Position FTE ☒ Emergency Responder
Monthly Stipend Rate (If Applicable)

Employment Type
☒ Faculty
Fiscal (12 month)
Academic (9 month)
Tenure Track
Non-Tenure Track
AAUP
☒ Unclassified
Unclassified Hourly
Classified
Certified
Provisional
Classified PTOC
Retiree
Bargaining Unit

Contract Type
☒ Continuing Employment
Special Contract
Interim Appointment (6 month)
Visiting Scholar / Faculty
Visiting NTT
Auxiliary
One-Time Payment (bonus/award)
Gross
Net

Employment Status
Superseding Appointment
New Hire / Re-hire
Leave with pay
without pay
returning from leave
Termination / Separation
Retirement
Promotion
Demotion
Job Reclassification (Title/Pay Grade)
Transfer
Job Audit
Job Audit with grade change
Special Salary Adjustment - Market
☒ Special Salary Adjustment - Other
Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Base						
Org						
Act						
Program						
Activity						
Funding Source						
Academic salary (2 term)	\$	\$	\$	\$	\$	\$
Academic salary (1 term)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year spend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary						

Reallocation ☐

Funding JV or Position Number
Position Incumbent Name (if applicable)
Comments/Additional Information: Special Salary adjustment - Executive Vice President & Chief Operating Officer
See Attached

Timesheet / Leave Report Approver (Name, UID): Susan Edwards U00925472

Action Code BGS Ham Code Cert Date Shared/Not Shared for HR use ONLY	Chair/Dir Approval/Date	12/17/19
	Dean/VP Approval/Date	1/16/20
	Business Mgr Approval/Date	1/16/20
	Budget/RSP Approval/Date	1/16/20
	HR Approval/Date	1/16/20
Payroll Approval/Date		1/16/20



Susan L. Edwards, Ph.D.
President

260 University Hall
3640 Colonel Glenn Hwy
Dayton, Ohio 45435-0001

(937) 775-2312

susan.edwards@wright.edu

January 14, 2020

Gregory P. Sample
President Administration
115D Medical Sciences Bldg.

Dear Greg:

I am pleased to offer you the position of Executive Vice President and Chief Operating Officer in Office of the President at Wright State University effective January 1, 2020 at an annual salary of 301,380.80 to be paid in equal monthly payments the last working day of each month.

Your duties will include those listed in the job description for this position as determined by the President.

I am confident that you will continue to be a valuable asset to Wright State University. Please sign below indicating your acceptance of this offer.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sue Edwards".

Sue Edwards, Ph.D.
President

I accept the offer contained herein as indicated by my signature below.

A handwritten signature in cursive script, appearing to read "Gregory P. Sample".

Gregory P. Sample

1/15/20

Date

Cc: Human Resources

**Wright State University Human
Resources**

Request for Special Salary Adjustment

Instructions:

1. Complete this form.
2. Attach the current and new job description along with organizational chart.
3. Send to Human Resources, Compensation.

Adjustment Requested for: Gregory P. Sample

Department/Section: President Administration

Position Title: (Current) Chief Operating Officer

(Proposed) Exec Vice Pres & Chief Operating Officer

Requested by Susan Edwards

Approved by: 

Date: 12/17/19

Dean or Director

Reason for Request: *Check all that apply*

- ☐ 1.1 To react to shifts in the competitive labor market. A salary adjusted is required to retain and recruit qualified staff.
- ☐ 1.2 To correct pay compression that has occurred between a supervisor and his/her higher level non-supervisory subordinates due to a collective bargaining settlement or similar pay adjustment for non-supervisory employees, or other circumstances.
- ☐ 1.3 To correct an internal inequity where one or more other University positions, that have substantially the same duties and responsibilities and require equal skills and effort, now have substantially different pay rates.
- ☒ 1.4 To provide equitable compensation because of a change in the value of the position resulting from a substantial addition of more complex duties or significant expansion of responsibilities. The mere assignment of new or additional duties to an existing position or a change in job title is not a sufficient basis for a wage adjustment. Rather the fundamental purpose and value of the position must be altered.

Support for Request: *Please attach to this form a one-page statement that sets forth the requested adjustment, outlines the justification for this request and all relevant supporting facts. Based on the reason you indicated above, the statement must cover the following points.*

If the Reason is: **The following points must be addressed:**

- | | | |
|-----|---|---|
| 1.1 | ✓ | Describe and support with data the shifts in the labor market that justify a special salary increase. |
| | ✓ | List all employees in this or similar job classification who have quit for higher paid positions with similar duties. |
| | ✓ | Provide data to support any claim that the University is unable to recruit qualified staff. |
| 1.2 | ✓ | Describe the traditional wage difference between supervisory and non-supervisory positions, the current wage difference, and the reason for the wage compression. |
| 1.3 | ✓ | List those internal positions that you feel are comparable and which is the basis for this request. |
| 1.4 | ✓ | Describe in detail the change in duties that you feel are more complex or represent a significant expansion of responsibilities. Explain the source of these duties; are they the result of new departmental functions or transfer of duties and responsibilities from other staff? If the duties and responsibilities are being transferred from another position, please list the position title and reason for the transfer. |

**Special Salary Adjustment and Change in Title
Greg Sample**

While maintaining his existing duties Greg is assuming the responsibilities of the Chief Business Officer as that position is being eliminated. Greg has also taken reporting responsibility for Purchasing, Contracting, Athletics, Communications, AVP Public Affairs and the Director, Strategic Initiatives. The AVP Public Affairs has informed the President they will be retiring at the end of the academic year and Greg will subsequently self-perform the majority of those duties as that position will be eliminated. Greg is relied upon to directly assist with both Board of Trustee and state government relations and is viewed as an executive level employee.

In taking on these additional responsibilities his compensation will be adjusted 10% and his title will change to: Executive Vice President and Chief Operating Officer.

This change will be effective January 1, 2020.