

Personnel Action Form

Human Resources
(937) 775-2120

D. Radford

10/8/18
Sylvia

Sample, Gregory, Paul

Name (Last, First, MI)

10/01/2018

Job Start Date

Affirmative Action Number

Chief Oper Officer & CEO DB Prc

Job Title

\$ 249,075.00

Annual Base Salary

UID Number/SSN (New Only)

Job Stop Date

Campus Address/Campus Phone Number

98892 UC 511

Position Class Number Salary Band

\$

Base Monthly/Hourly Rate

✓ 986614
NBAPOSN

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						
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 auxillaries including Vending, Hospitality, Printing Services, Daycare and Bookstore

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

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

Walter Branson 10/8/18
D. Radford 10/8/18
Natalie Bell 10/17/18
Sylvia Radford 10-11-18 (Signature)
10/17/18

*Shaded areas for HR use ONLY

Personnel Action Form

Human Resources
(937) 775-2120

Sample, Gregory, Paul

Name (Last, First, MI)

01/01/2019

Job Start Date

Affirmative Action Number

COO & CEO DB Properties

Job Title

\$273,982.50

Annual Base Salary

[REDACTED]

UID Number/SSN (New Only)

[REDACTED]

Job Stop Date

Campus Address/Campus Phone Number

98892 UC SII

Position Class Number

Salary Band

\$ [REDACTED]

Base Monthly/Hourly Rate

✓ 986614

NBAPOSN

FMS

Organization Name

City Work Loc. (other than main campus)

100

Essential Employee

Position FTE Emergency Responder

\$ [REDACTED]

Monthly Stipend Rate (If Applicable)

Employment Type

- Faculty
- Fiscal (12 month)
- Academic (9 month)
- Tenure Track
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- AAUP
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- Unclassified Hourly
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- 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	[REDACTED]					
Fund	[REDACTED]					
Org	[REDACTED]					
Acct	[REDACTED]					
Program	[REDACTED]					
Activity	[REDACTED]					
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$

[REDACTED] 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

Chair/Dir. Approval/Date

EGLS

Dean/VP Approval/Date

Earn Code

Business Mgr Approval/Date

Gert. Date

Budget/RSP Approval/Date

*Shaded areas for HR use ONLY

HR Approval/ Date

Payroll Approval/Date

John [REDACTED] 12/20/18
Debra Padfield 12/21/18
Beth [REDACTED] 1/4/19
Sylvia Brackman 1/19/2019



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,

Sue Edwards, Ph.D.
President

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

Gregory P. Sample

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: S. Edwards

Dean or Director

Date: 12/17/19

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.
