A&P and USPS Salary Actions

Compensation Philosophy
- Employees should be hired at a rate that is equitable both within the unit and within the job class, and is based upon the employee’s experience and overall value to the organization.
- It is a priority of the University to pay our employees at a competitive rate. The University has provided opportunities for units to make salary adjustments for both market and performance in addition to the across-the-board increases provided by the State.
- Employees should receive an adjustment in pay when they have been promoted/reclassified to a higher level position. (Issue of reclassification freeze)
- Given that there are cyclical opportunities to address market and performance, and to address increased duties resulting from a promotion/reclassification, special pay increases and pay for performance awards should be a rare occurrence.

New Hires
- Is the proposed salary similar to the salary of the previous person in the position? If the proposed salary is higher, what is the justification?
- Is the proposed salary consistent with salaries of others within the unit and within the job class?

Special Pay Increases – must be supported by evaluation
- Increased duties (permanent & temporary)
  - New duties
    - Typically performed by someone in a higher level position?
    - Significant in quantity? If so, what duties have been relinquished and why?
  - What has changed in the organization that necessitates this person taking on these duties?
  - How are the person’s regular duties being managed?
  - How are others in the organization affected?
  - Is the amount of the proposed increase consistent with the extent of the additional responsibilities being assumed?
  - If there were not a reclassification freeze, is it likely that the change in duties would warrant a position reclassification? (permanent only)
- Salary Inequity/Compression
  - Is there data to support that a salary inequity exists?
  - Would approval of a salary adjustment create additional inequities within the college and/or unit or within the job class?
- Retention/Counter Offer
  - Is there evidence that the employee will leave the organization if he/she does not receive an increase in pay?
  - Would the loss of the employee create an unusual hardship for the organization?
  - Would approval of a salary adjustment create additional inequities within the unit or within the job class?

Pay for Performance – must be supported by evaluation
- Did the employee go above and beyond the call of duty to respond to an extraordinary circumstance within the organization?
- Is the amount of the proposed increase consistent with (1) what has been awarded to others within the unit in the past, (2) the level and quality of work that was performed, and (3) the duration of time the duties were performed?

Note – all salary actions are contingent on sufficient resources