

Guidelines for Within Classification Salary Adjustment

A within classification salary adjustment may be used to recognize exceptional performance, increased responsibility, the acquisition of new skills or knowledge, change in duties and scope of responsibility, or change in education and/or experience requirements, etc. An adjustment may also occur when there has been a significant change in responsibilities, but upon evaluation, it is determined that the changes do not warrant a reclassification or reallocation of the position.

The purpose of these guidelines is to establish a university decision-making process for such base pay adjustments. These guidelines are established to ensure that the same decision factors and priorities are consistently applied. All requests for a within classification salary adjustment must include a copy of the employee's performance evaluation and position description, dated within the preceding twelve months.

Justification for a within classification salary adjustment of up to 7% must be submitted, in writing, through administrative channels to the appropriate Vice Chancellor or equivalent. Any request must have at least two levels of administrative approval. No employee will be eligible for more than one within classification salary adjustment per fiscal year, except in unusual circumstances with clearly-demonstrated justification.

The effective date of the increase will be the first day of the employee's next full pay period following approval by the highest level of administrative approval required.

- Examples that may warrant a salary adjustment include:
 - Recognition of sustained exceptional performance over an extended period of time (cannot be used in conjunction with a merit increase awarded as part of the annual salary increase plan during the current fiscal year)
 - Acquiring a degree or certificate that enhances the employee's capability to do his/her job at a higher level or is of benefit to the department (attach a copy of certificate or an official transcript)
 - Internal equity among employees in the department/unit
 - Documented offer of higher salary for employment outside the university
- Examples that may warrant an adjustment, pending review by Human Resources for proper classification:
 - Major changes in programmatic responsibilities
 - Job requires significantly broader knowledge or new skills set
 - More complex decisions and problem solving requiring higher level skill
 - Impact and consequences of decisions more significant to department/unit
 - Job requires higher level of analysis and innovative/creative thinking
 - Broader, higher level communications skills are required, i.e., influence, facilitation, negotiation
 - Increased accountability
 - Acquiring skills/knowledge that is rarely found and is critical to the department
 - Increased level of independent action and autonomy
 - Permanent increase in volume of work which does not warrant a reclassification or reallocation, but that clearly broadens the scope of the position
- Examples that would not warrant a salary adjustment include:
 - Acquiring a degree or certificate not relevant to the current position
 - Longevity
 - Temporary assignment of duties (see temporary upgrade and/or bonus pay provisions)