

Division of Academic Affairs
Standard Operating Procedures
Pay Increase for Permanent Duty/Job Change

University Policy Reference: Compensation_HR-14.00-2004/07

**Division Procedure: Compensation-Pay Increases for Permanent Duty/Job Change
Increase University Work Force**

Purpose: To establish Division procedures to help ensure that pay issues for permanent duty/job change increase in the Division of Academic Affairs are addressed in accordance with University policy (HR-14.00-2004/07 (2) (b) 4.) in a fair and equitable manner.

General: All staff pay adjustments are subject to the availability of funding. Staff pay adjustments approved under this procedure cannot be greater than 15%. This procedure applies to all University Work Force positions and excludes OPS positions.

The Division of Academic Affairs has a decentralized budget model and as such, colleges/units are responsible for funding all staff pay adjustments. This will require the Dean/Academic Administrator to prioritize request/needs based on available funding in the college/unit. Colleges are not permitted to utilize resources from instructional faculty positions to fund staff pay adjustments. Staff paid from contracts and grants, auxiliaries, or local funds shall be eligible for pay increases provided such increases are permitted and funded by the funding entity.

Procedure:

Step 1 – Dean/Academic Administrator submits an updated job questionnaire, along with a letter, to the Provost. The letter should include a description and documentation of how and why the duties have changed (i.e., what caused the change in duties) and identification of the source of funding for any pay adjustment that might be recommended by Human Resources.

Step 2 – Provost Office forwards the updated job questionnaire and documentation to Human Resources for review.

Step 3 – Human Resources reviews the job questionnaire and recommends any change in classification and any pay adjustment. The Office of Human Resources provides a notice to the Provost Office with its recommendation. Provost Office prepares appropriate paperwork and notifies the appropriate offices.

Original: July 21, 2011

Updated: February, 24, 2012