Classification & Compensation Review Procedures

Classification (PD) Review
New positions and current positions with significant changes are submitted for classification review.

- Requesting department must complete and include:
  - Classification/Compensation Request Form
  - Position Description
  - Updated Organizational Chart
- Request is logged into excel tracking sheet and put into a queue for review.
- Compensation analyst performs review, communicating with department as needed.
- Compensation's recommendation is made and finalized with department. The HR use only section is completed during the initial compensation review.
- Upload classification review documentation and final official position description to IRIS. The position description and back-up documentation are attached in IRIS in the following format.
  - Position Description – Document type – Official position description
  - Classification review documentation
- Final results sent to department and log is updated.
- Requesting department submits the appropriate transaction in IRIS.
- The IRIS record will be automatically updated upon final approval.

Position Review for Recruitment
- Hiring department submits requisition in IRIS.
- Compensation reviews and approves IRIS transaction:
  - Verify official PD is up-to-date and confirm duties have not changed and the description has been reviewed and approved. If PD has been updated follow the process for classification review.

Temporary Assignments or Interim Appointments:
- Department drafts a request for temporary assignment or interim appointment.
- Compensation receives the request for review, analysis, and makes a recommendation to the requestor.
- Recommended action is processed through appropriate approvals.

Compensation Reviews
- Compensation conducts a salary analysis to determine an appropriate and equitable salary for the following actions:
  - Starting Pay – through recruitment process for new hires, promotions, demotions, lateral transfers
  - Reclassifications – change in job family, role, and/or level:
    - Lower market range
    - Same market range
    - Higher market range
  - In-range Adjustment – adjustments in pay within current classification and market range:
    - Change in duties
    - Professional/skill development
    - Internal alignment/equity
    - Market/retention
    - Counter Offer
Supplemental or Non-base Pay Adjustments

- Compensation conducts a review to determine an appropriate and equitable rate or amount.
  - Bonuses
  - Additional pay for extra services
  - Shift differentials to establish or change rates
  - On-call pay to establish or change rates
  - Call-back to establish or change rates

Temporary/Student/Retiree Starting Pay – Pending JF & Market Structure Implementation

- Procedures to be determined later.

Market/Merit Increases – Pending available funding each fiscal year

- Procedures to be determined later consistent with salary increase guidelines.