Standard Operating Procedure: Salary Reviews & Salary Adjustments

Effective Date: October 1, 2015

**Purpose**
To establish a consistent procedure for requesting and approving salary reviews and salary adjustments.

**Procedure**
1. Manager submits request to Human Resources for review prior to any discussion or commitment to employee.
2. Human Resources discuss results of the review and develop recommended salary adjustment (if any) with requesting manager.
3. Requesting manager submits the pay increase request through their departmental chain of approvals up to and including the area’s Vice President and/or, the Provost. Documentation evidencing that departmental budget monies are available to cover the salary adjustment must accompany the request.
4. For all salary adjustments of 5% or greater, Human Resources will prepare salary request materials (including documentation) for review and discussion with the University President. Requests must include the proper documentation consisting of rationale for salary offer/adjustments and evidence of departmental budget monies available to cover resulting salary.
5. The President will consider requests and review for approval.

**Other Considerations**
1. Additional job duties (more work) at the same or similar level do not normally equate to warranting a pay adjustment. Similarly, substantially higher level duties temporarily assigned to an individual may not warrant a review for appropriate compensation.
2. Salary adjustment consideration will be based on factors pertaining to candidate relevant experience, skill sets, competencies & education, productivity and performance of employees, internal equity realities, and as informed by the market.
3. An individual’s actual salary within a pay range may vary by credentials and performance of staff occupying similar positions. Managers should also balance this with the need to attend to pay equity issues within their functional areas (this does not mean identical pay for people performing similar work, particularly if there are distinctions in performance and productivity).
4. All pay adjustments must be supported by available funds, and managers must ensure funds availability before requesting salary increases for staff in their area.

**Questions**
For questions about this procedure, contact Nathaniel Walker, Sr. Director, Total Rewards.