

	Policy Owner:	Vice President and Chief Human Resources Officer
	Responsible Office:	Human Resources
	Origination Date: 10/01/1993	Last Revised: TBD
	Policy Title: Staff Position Classification and Compensation	

Applicability: Classified Staff and University Staff

Definitions

Classification Strategy: The systematic process of grouping jobs into categories based on duties, responsibilities, required skills, and qualifications.

Compensation Strategy: The systematic framework for paying employees, defining how salaries, benefits and other rewards are determined and distributed, ensuring fairness, competitiveness and alignment with university goals.

Staff: Positions in either the classified staff or university staff employment categories.

Policy

Human Resources is responsible for administering the Staff Classification and Compensation Strategies.

Section I: Job Classification

- A. Each Staff position is assigned a job title which ties the position to the Staff classification structure. A job title is to be representative of the work being performed in a position as defined by the stated job duties and responsibilities.

Section II: Compensation Structure

- A. The Staff compensation structure is a market-driven, grade-based pay structure that includes pay grades based on competitive market values.
 - 1. Pay ranges reflect the minimum, midpoint, and maximum allowed pay for each title.
 - 2. Positions must be placed within the documented pay range of their respective pay grade.

Related Information*

[ABOR Policy 6-402, Compensation Administration Policies](#)

[ABOR Policy 6-510, University Staff](#)

Policy History*

10/01/1993: Policy adopted.

12/22/1999: Policy revised.

01/01/2000: Policy Revised.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.

DRAFT - Open for Comment