

	Policy Owner:	Vice President and Chief Human Resources Officer	
	Responsible Office:	Human Resources	
	Origination Date:	10/01/1993	Last Revised: TBD
	Policy Title:	<p style="text-align: center;">2.01 Classified Staff <u>Position</u> Classification and Compensation</p>	

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

~~This Policy is Under Review~~

~~Northern Arizona University is engaged in a comprehensive *Organizational Growth and Effectiveness Initiative*. A key element of this process is a thorough *Compensation and Classification Review* that will evaluate and redesign the University's strategy, structures, policies, and practices related to classifying jobs and managing base and variable pay for non-faculty positions, including Classified Staff. The goal is to develop an effective job classification and compensation system that will enhance the University's ability to recruit, reward, and advance employees while maintaining internal equity and consistency. This policy will be updated to reflect the results of this work. For more information, visit the *Organizational Growth and Effectiveness Initiative* website.~~

~~Current Practice~~

~~In accordance with Arizona Board of Regents (ABOR) Policies 6-402 and 6-404, Northern Arizona University classifies, evaluates, and compensates Classified Staff employees on the basis of job duties and responsibilities, individual performance, market indicators, and applicable state and federal legal requirements, using the Arizona Universities' Classification and Compensation System (AUGCS).~~

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.