

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

Applicability: Classified Staff and University Staff

Definitions

Base Pay: The fixed fundamental rate of pay for an employee’s time and services, excluding any extras like one-time payments, overtime, or benefits.

Compensation Strategy: The systematic framework for paying employees, defining how pay, 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

Staff pay administration is implemented according to the Compensation Strategy and applicable University procedures.

Section I: Establishing Pay

- A. The pay offered for a position must fall within the assigned pay grade. Any deviations must be approved by the Chief Human Resources Officer or designee.
- B. Considerations for starting pay include the qualifications of the selected candidate, the posted pay range of the position, campus or department equity, applicable pay grade/range information, market indicators, and available funding.
- C. Considerations for new pay when an employee moves into a different position and/or job title include campus or department equity, applicable pay grade/range information, market indicators, and available funding.

Section II: Pay Adjustments

- A. Staff pay adjustments may occur through for the purposes of, performance recognition, market alignment, equity stabilization, position change, regulatory compliance, or retention.
- B. Human Resources must be consulted when determining pay adjustments.

- C. A pay adjustment to a Classified Staff position due to a position change or career progression will result in an employment category change to University Staff for the employee in that position.
- D. Pay adjustments may be a change to Base Pay or a lump sum amount.
- E. Pay increases are subject to University leadership approval and the availability of funds.
- F. The awarding of pay increases is not subject to the employee grievance policy.

Related Information*

ABOR 6-901, Salary Increases

Staff Position Classification and Compensation

Staff Position Changes

Grievance

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.