

	Policy Owner: Vice President and Chief Human Resources Officer	
	Responsible Office: Human Resources	
	Origination Date: 10/01/1993	Last Revised: 07/20/2026
	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 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 change the employee's employment category to University Staff unless the employee is notified in writing by the Chief Human Resources Officer or designee that the employee will remain Classified Staff in the new 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 Policy 6-901, Salary Increases](#)

[Staff Position Classification and Compensation](#)

[Staff Position Changes](#)

Policy History*

07/20/2026: Policy revised. Formerly titled "2.02 Compensation Practices"

01/01/2000: Policy revised.

12/22/1999: Policy revised.

10/01/1993: Policy adopted.

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