



SALARY DECISION GUIDE

The salary determination process varies depending upon the type of pay action and rate of the desired increase or decrease. The following chart summarizes the decision-making process for changes in salary.

Reason/Activity	Forms/Processes	Final Approval <i>(See Notes Below)</i>	HR Role
New or Refill of Position w/changes in duties.	Job Description and Requisition in People Admin	Dean/Director, or designee – approve hiring rate/range in People Admin.	Provides pay data and consultation to establish hiring range. Primary responsibility for O/S or M/P, FLSA exemption, title code. Job family, zone assignment and job title require HR concurrence.
Vacancy without changes in duties.	Requisition in People Admin	Dean/Director, or designee – approve hiring rate/range in People Admin.	
Salary offered exceeds approved hiring rate/range.	Salary Determination Form	Dean/Director, or designee – approve offered salary.	
Advancement (within Zone) Job duties changed to include higher level work. Limited to two advancements /promotions within one fiscal year.	Job Description in People Admin	Dean/Director, or designee – approve increase.	Increases of more than 10% require HR concurrence.
Promotion (to higher Zone) Job duties changed to include higher level work. Limited to two advancements /promotions within one fiscal year	Job Description in People Admin	Dean/Director, or designee – approve increase.	Increases of more than 20% require HR concurrence.
Performance Increase may be used to reward performance documented as Outstanding. Limited to 10% per year.	Performance appraisal and memo to appropriate Vice Chancellor.	Dean/Director, or designee and VC – approve increase.	Available for consultation.
Market Adjustment (external labor market)	Salary Determination Form	Dean/Director, or designee – approve increase.	Requires prior approval by HR.
Counteroffer	Salary Determination Form and evidence of offer from other employer.	Dean/Director, or designee – approve increase.	
Equity Adjustment (internal equity)	Salary Determination Form	Dean/Director, or designee – approve increase.	
Temporary Responsibility Pay Up to 20% for temporary work performed outside of job at a higher level of classification.	Salary Determination Form or other written documentation	Dean/Director, or designee – approve increase.	Provide consultation/review prior to effecting action.
Voluntary Reduction when employee accepts or requests a decrease in pay.	Job Description in People Admin (if remaining in same position)	Dean/Director, or designee – approve reduction.	Provide consultation/review prior to effecting action.
Demotion for corrective action or disciplinary reduction in job assignment or pay	Job Description in People Admin	Dean Director, or designee – approve reduction and notify employee.	Assists employee and unit in resolution. Approves or disapproves prior to employee notification or changing pay.
Special Notes: Depending upon specific VC requirements, Dean/Director approvals may require VC approval. Transfer to another job treated as a new hire for pay purposes.			