

PROCEDURE

Effective Date: 1/1/07
 Approved By: President Karen W. Morse

Authority: POL-U5440.03 Reviewing Professional
 Staff Salary Assignments

Cancels:

See Also:

PRO-U5440.03A REVIEWING PROFESSIONAL STAFF SALARY ASSIGNMENTS

Action by:

Action:

Salary and Benefits
 Committee (SBC) Chair

1. **Requests** point factor/grade and salary assignment data as needed.
2. **Schedules** and **arranges** SBC meetings as needed and no less than quarterly to review the data.

SBC

3. **Meets** and **reviews** all appropriate data.
4. **Evaluates** data for anomalies.
5. **Requests** additional information from HR to address anomalies.
 - 5a. If SBC has concerns with a point or salary trend, the Committee will **write** and **submit** their reasons to the Chair within 1 week of the review.

Human Resources Director
 (HRD)

6. **Meets** with the SBC to resolve any differences of opinion.
7. **Reviews** issues with appropriate Vice President.

HRD

8. **Contacts** the affected employee and SBC to communicate any modifications made to the employee's point factor/grade.
9. **Informs** employee of right to file a complaint.
10. **Implements** the final determination.