

PROCEDURE

Effective Date: 1/1/07

Revised: July 31, 2016

Approved By: President's Cabinet

Authority:

See Also: POL-U5440.03 Reviewing Professional Staff Compensation Program

PRO-U5440.03A REVIEWING PROFESSIONAL STAFF COMPENSATION PROGRAM STANDARDS

<u>Action by:</u>	<u>Action</u>
Salary and Benefits Committee (SBC)	1. Runs a data report regarding all professional staff compensation factors periodically. Obtains CUPA/Market data from HR as needed.
SBC Chair	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. If anomalies are identified: 5a. Requests additional information from HR. 5b. Reviews additional information and if it has concerns, the Committee will write and submit their reasons to the AVP for HR within 15 working days of the review.
Assistant Vice President for Human Resources (AVP for HR)	6. Meets with the SBC to resolve any differences of opinion within 15 working days. 6a. If not resolved, proceed to Step 7.
SBC Chair and AVP for HR	7. Review issues with Vice President for Business and Financial Affairs (VP for BFA).
VP for BFA	8. 8a. Communicates concerns with appropriate vice president or president. 8b. Communicates responses to the SBC.
HR, SBC, and Vice Presidents	9. Make the final determination.