

Approved /Cabinet 12.12.12

Cabinet Level Administration of A/P Pay Actions

Cabinet VP's may administer specified pay actions for A/P faculty within their divisions to support the accomplishment of their Division Strategic Goals. All pay actions will be reviewed by the HR and approved by the Cabinet. HR will determine where Recruitment and Hiring Guidelines should apply in lieu of pay actions.

Pay Practices (base pay)

1. Internal alignment within the division. Consideration will include where current salary is in relation to market and current grade per A/P Salary Model. (*External market alignment is governed by A/P Salary Model and administered by HR*).
2. Change in duties (the assignment of new and permanent accountability for significant program outcomes or results). HR will determine where position reclassification is needed.

Division Guidelines for Pay Practices

To assist HR in its review, prior to cabinet approval, each cabinet member will prepare guidelines describing how the pay practices will be administered in their areas. Upon HR review and the President's approval, the division guidelines will be effective June 25 of each year. Cabinet VP's will review guidelines annually for adjustments at the beginning of the fiscal year. The Guidelines will serve as the basis for HR review of pay actions within each division.

Division Guidelines will ultimately answer why pay actions are being taken in some cases and not others, by describing:

1. *Division's Strategic Goals as the primary drivers for program changes and resulting pay actions*
2. Division's internal process to ensure (1) the broadest access to activities that may result in compensation growth (2) that internal standards and guidelines are applied consistently and (3) that all affected positions are reviewed
3. Criteria and considerations for each pay action
4. Budget – how adjustments will be funded

Required Documentation and Support

1. A/P faculty must have a satisfactory performance rating to be eligible for a pay action.
2. Written rationale for the pay action:
 - Internal Alignment- application of division criteria
 - Changes in Duties- description of new duties (*copies of old and updated Work Plans*), the assignment of new and permanent accountability for significant program outcomes or results.

Process

1. Cabinet VP will complete and submit online Organizational Change Form to HR with documentation attached.
2. HR will review and consult with Cabinet VP within 7 business days.

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3. Cabinet VP will present pay actions to the Cabinet for approval at one of its weekly meetings. Funding will be confirmed at that time.
4. Cabinet VP will notify HR of the approval and funding source via email with a copy to Budget.
5. HR will initiate requisition for payment on the 10th or 25th of the month.