

College of Arts and Sciences Staff Salary Adjustment Fund

Purpose of the Fund The College of Arts and Sciences Staff Salary Adjustment Fund was established to support half the cost of in-grade salary adjustments for regular status full-time or part-time staff in the College of Arts and Sciences whose salaries are paid with state funds (CAR). (If an in-grade adjustment is being sought for a staff member paid from a grant or other non-CAR sources, the funds to cover the salary increase would need to come from that funding source.)

Background **Promotion** (typically an 8% increase) to a higher pay grade can occur when the increase in the level of job duties is significant enough to qualify for a job title in a higher pay grade. An **in-grade adjustment** (typically from 3% to 8% increase) can be considered when the increase in the level of job responsibilities is significant but not extensive enough to qualify for a promotion.

For promotion to a higher pay grade, there is a University Reclassification Pool available to support half the cost of the salary increase and the staff member's department pays the other half. However, under current policy, the University Reclassification Pool cannot be used to cover the increase associated with an in-grade adjustment, which in the past has left the staff member's department to cover the entire increase. *The College of Arts and Sciences Staff Salary Adjustment Fund is designed to cover half the cost of an in-grade salary adjustment once the in-grade adjustment has been approved by the Dean's Office and the Employment Office in Human Resources. The Department will need to cover the other half of the increase from a permanent source of funds (examples include CAR funds from S&E or student wages).*

Eligibility To be eligible for support from the College of Arts and Sciences Staff Salary Adjustment Fund, the individual must be a full-time or part-time regular status staff member in the College of Arts and Sciences whose salary is paid from state funds (CAR). Temporary employees are not eligible. As noted below, approval from the Dean's Office and Human Resources is required.

Process The staff member's supervisor or the department chair initiates the request for an in-grade adjustment based on the recognition that the level of job duties has increased for a particular staff position. To initiate the request, the supervisor or department chair completes the attached form, obtains signatures of the supervisor and department chair and forwards a hard copy of the completed and signed form to Yolanda Buford Demaree, Assistant to the Dean, Staff Personnel, in the College of Arts and Sciences Dean's Office. The request will undergo a review in the Dean's Office and, if the Dean approves, the request will be forwarded to the Manager of Employment Services in Human Resources. Approval from Human Resources is required before an in-grade salary adjustment can be implemented. Requests for an in-grade salary increase can be initiated at any time. The pool of funds committed by the Dean's Office for this purpose will be distributed according to these guidelines until the funds have been expended. Contingent on availability of funding, the College will commit a new pool of funds for this purpose each fiscal year.

