Information

Appointment Rates

Effective

May 1, 1992

Number

PER-3.03

Applicability

This policy applies to University Administrators and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502-852-6258
Email: askhr@louisville.edu

History

Revision Date(s): July 1, 2010; October 4, 2017 (effective November 30, 2017); December 10, 2021 (minor edits); August 24, 2022 (minor edit); April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; October 4, 2017

Categories

Statement:

A staff employee will be appointed at a rate within the pay range assigned to the position. The Human Resources Department may recommend starting salaries to the midpoint of the established pay range for each internal or external job applicant based upon the candidate's training, education, experience, and internal equity. After consultation with the appropriate dean or unit head, the Vice President for Human Resources will be responsible for final approval of appointment rates above the midpoint of the pay range.

An administrator will be appointed at a rate based on market data and internal equity, and must be approved by the Board of Trustees.

Where unusual market conditions exist for a particular position, the Vice President for Human Resources may establish an appointment rate exception so that the university can recruit and retain top talent.

A former employee with a satisfactory employment history who is reemployed in the same classification within six months of the date of his or her separation may be reemployed at the same rate in effect at the time of separation.

Definitions:

http://louisville.edu/hr/policies/definitions