Information

Compensation and Classification

Effective

May 1, 1992

Number

PER-3.01

Applicability

This policy applies to University 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): December 10, 2021 (minor edits); August 24, 2022 (minor edit); June 27, 2025; April 1, 2026 (minor revision)
Reviewed Date(s): March 8, 2016; June 13, 2025

Categories

Reason for Policy:

To encourage superior performance by adjusting the pay rate of each employee on the basis of the quality of individual performance, as determined by a systematic program of performance evaluation.

To ensure that compensation practices comply with all federal and state laws and support the university's ongoing commitment to compliance with applicable laws.

Statement:

The university's compensation policy will:

A. Establish wage and salary ranges that reflect the value to the university of the various jobs, as determined by a system of job evaluation and review, taking into account the duties and level of responsibility of each job;

B. Establish and maintain justifiable differentials between job levels; and

C. Adjust salary and wage ranges when warranted by changing economic and competitive factors, as determined by periodic surveys and in accordance with available funding.

Procedures:

A. The Vice President for Human Resources may review, reallocate, abolish, or establish new classifications and shall assign each classification to a pay grade.

B. The evaluation of individual positions and the assignment to titles and grade levels existing within the classification structure, based on the job evaluations.

C. Upon request from a department head, the Human Resources Department shall conduct a review of the classification and/or pay grade assignment. In determining classification level, the employing unit will furnish an up-to-date organization chart together with a Job Description. A position is classified based upon the education, training, skills, and experience required and the duties, responsibility and authority assigned.

D. Any change resulting from the review will be implemented within 30 days of receipt of the appropriate material. Approved reclassification requests will be processed prospectively according to established payroll deadlines.