

SALARY GUIDELINES

Salary guidelines provide departments and schools with a structured framework for managing compensation adjustments related to promotions and salary adjustments for officers of administration and non-union support staff*.

These guidelines are intended to promote consistency, transparency, and fairness across all departments, while allowing for recognition of evolving job responsibilities.

Within Guidelines

- Approval determined by position level and percentage increase
- The compensation adjustment requires approval by local HR, HR Business Partners, Direct Manager and Direct Manager's Manager

Outside of Guidelines

- Approval determined by position level and the percentage increase
- A Salary Exception Review Form is required
- The compensation adjustment may require additional conversation with HR Business Partner, HR Compensation or the SVP Human Resources

Adjustment Type	Within Guidelines	Outside Guidelines
Promotion	<ul style="list-style-type: none"> • Less than or equal to 12% • One grade advancement • Significant change in responsibilities • New salary is within the salary range 	<ul style="list-style-type: none"> • Greater than 12% • More than one grade level advancement • No significant change in responsibilities • New salary is below or above the new salary range
Promotion in Grade	<ul style="list-style-type: none"> • Less than or equal to 10% • Change in title • No change in grade • Additional responsibilities • New salary is within the salary range 	<ul style="list-style-type: none"> • Greater than 10% • No change in responsibilities • New salary is below or above the new salary range
Salary Adjustment	<ul style="list-style-type: none"> • Less than or equal to 8% • No change in grade • New salary is within the salary range 	<ul style="list-style-type: none"> • Greater than 8% • New salary is below or above the new salary range

Documentation

- All "**Salary Adjustments**" must include the rationale for the increase as well as all additional compensation the employee has received in the past 12 months and a copy of the "Offer Letter" if the proposed increase is based on a counteroffer.
- All "**Promotional Adjustments**" must include the rationale for the increase, job description, organizational chart, all additional compensation the employee has received in the past 12 months, and employee information for the previous incumbent or other comparable positions in the department or University if known.

Definitions

- Promotion – change in title and grade
- Promotion in grade – change in title with no change in grade
- Salary Adjustment – all adjustments that do not fall under a promotion.

*Not applicable to all non-union support staff. Please consult your HR Business Partner for details.