

## **S&T Compensation Administrative Considerations and Guidelines**

<b>SALARY ADJUSTMENTS</b>	<b>DEFINITION</b>	<b>CONSIDERATIONS</b>	<b>GUIDELINES</b>
<b>NEW HIRE</b>	External hire	<ul style="list-style-type: none"> <li>- Salary Range</li> <li>- Candidate KSA</li> <li>- Internal Equity</li> <li>- Salary Budget</li> <li>- External market</li> <li>- Proximity to merit increase</li> </ul>	<ul style="list-style-type: none"> <li>- Consult with Human Resources</li> <li>- Offer within salary range (generally up to mid-point)</li> <li>- Document Offer</li> </ul>
<b>LATERAL TRANSFER</b>	Individual assumes a different job with a comparable level of responsibility within the same Global Grade	<ul style="list-style-type: none"> <li>- Position title</li> <li>- Global Grade</li> </ul>	<ul style="list-style-type: none"> <li>- Determined by position title and Grade</li> </ul>
<b>PROMOTION</b>	Move to a new position with a higher salary grade	<ul style="list-style-type: none"> <li>- Salary Range for new role</li> <li>- Candidate KSA</li> <li>- Internal Equity</li> <li>- External Market</li> <li>- Salary Budget</li> </ul>	<ul style="list-style-type: none"> <li>- Consult with Human Resources</li> <li>- Offer within salary range, generally up to mid-point</li> <li>- May occur throughout the year</li> <li>- Typically grant 10% increase with the range being 3% to 15%.</li> </ul>

SALARY ADJUSTMENTS	DEFINITION	CONSIDERATIONS	GUIDELINES
<b>MERIT</b>	Annual salary adjustment based on performance and the organization's ability to pay	<ul style="list-style-type: none"> <li>- Salary Budget</li> <li>- Merit Increase Guidelines</li> <li>- Performance Evaluation</li> <li>- Position within range</li> <li>- Internal Equity</li> <li>- Date of Hire</li> </ul>	<ul style="list-style-type: none"> <li>- Employee below the minimum of the Grade should be first be brought to the minimum of the Grade</li> <li>- Employee at the top of the Grade, should receive salary adjustments as a lump sum until such time as the Grade is adjusted and the employee falls back within the Grade</li> </ul>
<b>MARKET</b>	Off-cycle increase to adjust for pay substantially below external market	<ul style="list-style-type: none"> <li>- External Market</li> <li>- Salary Budget</li> <li>- Position within range</li> <li>- Internal Equity</li> <li>- Incumbent performance</li> </ul>	<ul style="list-style-type: none"> <li>- Consult/approve with Human Resources</li> <li>- All market increases must be approved through campus approval process prior to notifying the employee</li> </ul>
<b>EQUITY</b>	Off-cycle increase to bring incumbent salary in line with group incumbents in like positions in the unit or on campus	<ul style="list-style-type: none"> <li>- Internal equity</li> <li>- Performance</li> <li>- Salary Budget</li> </ul>	<ul style="list-style-type: none"> <li>- Consult/approve with Human Resources</li> <li>- All equity increases must be approved through the campus approval process prior to notifying the employee</li> </ul>
<b>DEMOTION</b>	Move to a job title in a lower global grade	<ul style="list-style-type: none"> <li>- Was change initiated by employee or organization?</li> <li>- Incumbent KSA</li> <li>- Internal Equity</li> </ul>	<ul style="list-style-type: none"> <li>- Consult/approve with Human Resources prior to notifying employee</li> <li>- If demotion results from reorganization, salary may be red-circled (frozen)</li> <li>- Salary reduced to within new Global Grade if employee is currently paid above new grade. If employee's current salary is within the new grade, salary may remain the same.</li> </ul>