

UMSL Compensation Administrative Considerations and Guidelines

SALARY ADJUSTMENTS	DEFINITION	CONSIDERATIONS	GUIDELINES
NEW HIRE	External hire	<ul style="list-style-type: none"> - Salary Range - Candidate KSA - Internal Equity - Salary Budget - External market - Proximity to merit increase 	<ul style="list-style-type: none"> - Obtain Approval through Human Resources - Offer within salary range (generally up to mid-point) - Document Offer
LATERAL TRANSFER	Individual assumes a different job with a comparable level of responsibility within the same Global Grade	<ul style="list-style-type: none"> - Position title - Global Grade 	<ul style="list-style-type: none"> - Determined by position title and Grade - Not eligible for a salary increase
PROMOTION	Move to a new position with a higher salary grade	<ul style="list-style-type: none"> - Salary Range for new role - Candidate KSA - Internal Equity - External Market - Salary Budget 	<ul style="list-style-type: none"> - Consult with Human Resources - Offer within salary range, generally up to mid-point - May occur throughout the year - Range is generally 3% to 15%

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MERIT	Annual salary adjustment based on performance and the organization's ability to pay	<ul style="list-style-type: none"> - Salary Budget - Merit Increase Guidelines - Performance Evaluation - Position within range - Internal Equity - Date of Hire 	<ul style="list-style-type: none"> - Employee below the minimum of the Grade should be first be brought to the minimum of the Grade - 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 - Distribution of departmental increases based on performance ratings, with variances justified and documented
MARKET	Off-cycle increase to adjust for pay substantially below external market	<ul style="list-style-type: none"> - External Market - Salary Budget - Position within range - Internal Equity - Incumbent performance 	<ul style="list-style-type: none"> - Consult/approve with Human Resources - All market increases must be approved through campus approval process prior to notifying the employee
EQUITY	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"> - Internal equity - Performance - Salary Budget 	<ul style="list-style-type: none"> - Consult/approve with Human Resources - All equity increases must be approved through the campus approval process prior to notifying the employee
DEMOTION	Move to a job title in a lower global grade	<ul style="list-style-type: none"> - Was change initiated by employee or organization? - Incumbent KSA - Internal Equity 	<ul style="list-style-type: none"> - Consult/approve with Human Resources prior to notifying employee - If demotion results from reorganization, salary may be red-circled (frozen) - 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.