

# **SALARY REVIEWS**

## ***Unclassified, Unrepresented***

### **ADVANCED STARTING SALARY REVIEW**

#### ***New Hires***

**Pay scale groups 8 – 13:** A department may set the starting salary at the range minimum, for a non-exempt unclassified applicant. Compensation must review and determine salary offers above the range minimum, prior to offering a salary.

**Pay scale groups 14 – 23:** A department may set the starting salary, up to and including the midpoint of a salary range, for an exempt unclassified candidate who exceeds the minimum qualifications of the position (subject to internal equity). Compensation must review and determine salary offers above the midpoint of the range, prior to offering a salary.

#### ***Promotional Reassignments***

**Pay scale groups 8 – 23:** When an unclassified employee is promoted, the salary will be increased by five percent or to the minimum of the new pay range, whichever is greater. Compensation must review and determine salary offers in excess of these guidelines, prior to offering a salary.

#### ***Process***

Advanced Starting Salary review requests may be submitted by the hiring manager to Compensation:

1. Through PeopleAdmin workflow on the Hiring Proposal tab; or,
2. Upon written request accompanied with the candidate's resume.

#### ***Broadband Programs***

Please review the Policies and Procedures for each broadband program. The VP Designee must review and approve all salary offers, prior to offering a salary. Starting salary information for broadband programs may be obtained from the following link: <http://www.uc.edu/hr/compensation/default.html>.

**Business/Fiscal Broadband:** New hires will start at a pay rate that is within  $\pm 20\%$  range of the target market salary for the position. Exceptions require review and approval from the VP Designee and Compensation.

**Information Technology Broadband:** New hires will start at a pay rate that is within  $\pm 20\%$  of the range of the target market salary for the position. Exceptions require review and approval from the VP Designee and Compensation.

**Project Management Broadband:** New hires will start at a pay rate that is within  $\pm 20\%$  range of the target market salary for the position. Exceptions require review and approval from the VP Designee and Compensation.

**Research Assistant Broadband:** New hires will start at a pay rate that is within the range of the minimum up to the minimum + 25% of the zone, without approval from Faculty Affairs.

## **EQUITY REVIEW**

**Pay scale groups 8 – 23.** The Compensation Department has the responsibility to ensure the maintenance of internal pay equity among: (a) similarly qualified incumbents, and (b) similarly classified positions. All requests not initiated by Compensation must be initiated by the employee's business unit.

### **Process**

1. To initiate an equity study, a written request and a copy of the employee's resume must be submitted to Compensation.

## **AN OVERVIEW OF MINIMUM QUALIFICATION STANDARDS**

### ***Calculation of Education and Paid Experience***

Credit for education is based on a completed degree program (Associate's, Bachelor's, Master's, J.D., and Ph.D.). Credit is not given for multiple degrees. (e.g., if the candidate has an M.A. and a Ph.D., credit is given for the highest degree). Candidates who have not completed a degree program will be evaluated based on their total years of related paid experience.

**EDUCATION EQUIVALENCY CHART**

Degree	Equivalency Points
No Degree	0
Associate	2
BA/BS	4
MA/MS/MBA	6
JD	7
PhD	9

**RELATED PAID EXPERIENCE EQUIVALENCY CHART**

Experience	Equivalency Points
1 – 4 Months	.25
4 – 6 Months	.50
6 – 9 Months	.75
9 – 12 Months	Round up to next whole point*

\*10 years, 10 months = 11 years

**NOTE:** Compensation will not consider experience gained in non-paid positions.

**Example**

**Pay Scale Group 14:** Bachelor's degree with one (1) year related experience; -OR- Associate's degree with three (3) years related experience; -OR- five (5) years related experience.

**SUPERVISORY EXPERIENCE REQUIREMENT**

Pay Scale Group	Years of Experience
14	0 – 1
15 – 17	1
18 – 23	3