Administrative Guidelines - Employee Compensation

Dear Colleague,

As a result of the completion of the Staff Job Title and Salary Study, we have moved from 5000 job titles and 1000 salary ranges to a consolidated 740 titles and 16 salary ranges. We now have a meaningful market-based salary structure for our administrative, service and support staff employees.

As part of this study, we have implemented the Leadership Administration Guidelines to assist university leaders in setting and administering employee compensation. A copy can be found at University of Missouri Administrative Guidelines. All salary offers need to be approved by Human Resource Services (HRS) in accordance with the attached guidelines.

I would like to highlight some of the policies that pertain to this salary and title structure:

**New Hire Rates**

All employees should be paid within their applicable salary range, which means that the pay for a new hire should not be lower than the minimum of the range.

**Movement within the Range**

Employees are expected to progress through their pay range over time, provided they continue to develop job-related skills and become fully functional in their position.

**Re-evaluation**

A request may be made to re-evaluate a job based on significant changes in content and may be assigned to a different title or salary grade. The process can be reviewed at Reevaluation/Review Process.
Salary Adjustments

In addition to performance-based salary increases, certain other circumstances may warrant salary adjustments:

**Lateral Transfer:**
A lateral transfer occurs when an employee accepts a new job in the same GGS title. An employee who transfers from one position to another in the same title should not receive an increase in base pay.

**Lateral Career Development:**
A lateral career development occurs when an employee transfers to a different title in the same GGS grade. An employee may receive a different pay rate based on qualifications, market, budget and internal equity considerations.

**Promotion:**
A promotion occurs when an employee moves to a new title with a higher grade. The increase should not result in pay above the maximum of the new range and typically is below the midpoint of the range.

For a summary of pay policies please see the [Leadership Administrative Guidelines Matrix](#).

If you have any questions or concerns please feel free to contact your human resource professional at 573-882-4256.

Sincerely,

Karen Touzeau
Associate Vice Chancellor
Human Resource Services