

COMPENSATION GUIDELINES- MU STAFF

Revised 5/4/18

GENERAL INFORMATION:

Before offers are extended to candidates, they must be approved by HRS to ensure consistency with Federal EEO law/regulations, campus salary guidelines and internal equity.

Substantial and directly related job experience, education and/or credentials will be considered when determining a salary/pay offer. No one will be paid a full-time equivalency (1.0 FTE) salary that is below or above the range minimum or maximum.

See [Leadership Administration Guidelines](#) for more information on philosophy, etc. See the [Justification for Increase](#) (JFI) for processing instructions on certain increases.

SALARY OFFER	DEFINITION	CONSIDERATIONS	GUIDELINES
NEW HIRE	An external hire; someone who is not currently working at the University.	<ul style="list-style-type: none"> - Candidates' applicable knowledge, skills, and abilities (KSAs) - Internal equity (e.g., campus, division (CSD) and dept. average), and - Potential adverse impact related to gender, race, ethnicity, etc. - External labor market conditions - Budget considerations - Salary range of position - Merit increase timing 	<p>Before an offer is made to a candidate, compensation, including any hiring incentive and moving expenses, must be approved by HRS. Based on a review of the "considerations", HRS will review, analyze and provide guidance to hiring departments on salary offer.</p>
TEMPORARY TO REGULAR (BENEFIT-ELIGIBLE)	Employee initially hired in a temporary (non-benefit-eligible) status who transfers to a benefit-eligible position.		
INTERIM APPOINTMENT	An employee temporarily assumes a new title (e.g., executive or upper management).	<ul style="list-style-type: none"> - Internal equity (e.g., campus, division (CSD) and dept. average), and - Potential adverse impact related to gender, race, ethnicity, etc. - Level & scope of new duties assumed - Current pay and compa-ratio or range penetration - Whether incumbent retains old duties - Current job duties & title - If the EE is appointed as interim basis without a competitive search or external recruitment 	<p>Individuals in interim appointments are to be paid at least the range minimum of the interim title assumed. Consult with your HRS HRP for guidance.</p>
TEMPORARY PAY INCREASE (TPI)	An employee temporarily assumes additional duties outside of the scope of the current role (e.g., duties generally associated with a higher position).		

<p>LATERAL TRANSFER (including those due to reclassification)</p>	<p>Transfer in the same title or same grade.</p> <p>A lateral transfer exists when the new salary plan (e.g., GGS, PAT) and grade midpoint is within 10% of the current salary plan and grade midpoint. This applies to exempt and non-exempt titles.</p>	<ul style="list-style-type: none"> - Candidates' applicable knowledge, skills, and abilities (KSAs) - Internal equity (e.g., campus, division (CSD) and dept. average) - Potential adverse impact related to gender, race, ethnicity, etc. - External labor market conditions - Budget considerations - Salary range of position - Merit increase timing - Level and scope of new duties assumed - Current pay and compa-ratio or range penetration - Review of special pay practices such as call pay eligibility, shift differential if non-exempt, etc. 	<p>Typically, a lateral transfer would not warrant an increase in the staff member's pay. However, an increase may be allowed when considerations support a higher salary.</p> <p>Based on a review of the "considerations", HRS will analyze and provide guidance to hiring departments on salary offers.</p>
<p>DEMOTION (including those due to reclassification)</p>	<p>A demotion is defined as a move to a position with a lower grade.</p> <p>A demotion exists when the new salary plan (e.g., GGS, PAT) and grade midpoint is at least 10% less than the current salary plan and grade midpoint.</p>	<ul style="list-style-type: none"> - Candidates' applicable knowledge, skills, and abilities (KSAs) - Internal equity (e.g., campus, division (CSD) and dept. average) - Potential adverse impact related to gender, race, ethnicity, etc. - External labor market conditions - Budget considerations - Salary range of new position - Current pay and compa-ratio or range penetration - If the change is initiated by the employee or the organization 	<p>Staff who transfer or are reclassified to a lower level title will receive a salary commensurate with the relevant considerations. A decrease in salary is not required, but may be appropriate based on the new title and relevant considerations.</p> <p>Based on a review of the "considerations", HRS will analyze and provide guidance to hiring departments on salary offers.</p>

<p>PROMOTION (including those due to reclassification)</p>	<p>A promotion is defined as advancement to a job in a higher salary grade.</p> <p>A promotion exists when the new salary plan (e.g., GGS, PAT) and grade midpoint is at least 10% higher than the current salary plan and grade midpoint.</p>	<ul style="list-style-type: none"> - Candidates' applicable knowledge, skills, and abilities (KSAs) - Internal equity (e.g., campus, division (CSD) and dept. average) - Potential adverse impact related to gender, race, ethnicity, etc. - External labor market conditions - Budget considerations - Salary range of new position - Current pay and compa-ratio or range penetration - If there was a competitive recruitment for the position 	<p>Staff who transfer or are reclassified to a higher level title will receive a salary commensurate with the relevant considerations. An increase in salary is not required, but may be appropriate based on the new title and relevant considerations.</p> <p>Based on a review of the "considerations", HRS will analyze and provide guidance to hiring departments on salary offers.</p>
<p>MID-YEAR INCREASES (e.g., market, equity, counter offers)</p>	<p>Off-cycle, (i.e., not 9/1) increase to pay.</p> <p>Market increases are those where pay is substantially below the external market.</p> <p>Equity increases are designed to bring an incumbent's salary more in line with peer groups in the dept., division and/or campus.</p> <p>Counter Offers are made in response to a job and salary offer from another internal department or an external employer.</p>	<ul style="list-style-type: none"> - Incumbents' applicable knowledge, skills, and abilities (KSAs) - Internal equity (e.g., campus, division (CSD) and dept. average) - Potential adverse impact related to gender, race, ethnicity, etc. - External labor market conditions - Budget considerations - Current pay and compa-ratio or range penetration - Incumbent's performance - "Time to fill" the position &/or title <p>Counter Offers:</p> <ul style="list-style-type: none"> - Internal equity & impact of a counter offer to other staff - Is the job the employee is considering a lateral transfer or a promotion - Is either (internal) job hard to fill and what is in the best interest of the institution - Documentation of the external offer may be required (e.g., offer letter) 	<p>A Justification for Increase form, along with the Chancellor's direct report or Dean's signature authorizing review, must be submitted to HRS @ muhrscompreview1@missouri.edu.</p> <p>These increases require the approval of the Vice Chancellor HRS before discussing with the employee. Approval of any mid-year increase is based on an evaluation of the relevant considerations.</p>