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Policy Information

Effective Date:

September 1, 1988

Policy Number:

CSM 300.0

Responsible Unit:

Human Resources

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Policy

The compensation and classification system for classified staff employees is designed to meet the following goals:

1. To meet the needs of the Universities.
2. To meet the needs of the affected employees.
3. To be competitive with the identified labor markets while maintaining fiscal responsibility.
4. To provide for equality of opportunity and advancement of affirmative action.
5. To ensure accountability for compliance with Arizona Board of Regents policies and statutory requirements.

The following objectives have been established to meet the goals of the compensation and classification system:

1. Classification descriptions and allocation of positions to the classes should show a clear distinction between levels of responsibility and complexity of work performed.
2. The classification system should be responsive to organizational change, through the creation of new classes and redefinition of position responsibilities.
3. The compensation program should be sufficiently flexible to attract, retain and promote qualified employees.
4. The Arizona Board of Regents, within permissible statutory confines, should delegate to the University the responsibility for implementation and administration of the system.
5. Employee performance should be recognized through the compensation program.
6. There should be defined career ladders/paths for occupational groups, where practical, to

afford employees career progression commensurate with their skills and abilities and University needs.

7. The compensation and classification system should be understandable to the employees of the University.
8. Labor markets should be defined for the University by the recruiting area for each occupational group.
9. Labor market-based salary differentials should exist, when necessary, to reflect different average salaries paid in the relevant labor market of the University.
10. The pay grade range midpoints should approximate the average salaries paid to positions in the relevant labor markets as reported in the survey results. Pay range minimums and maximums should be established according to survey results.
11. Classifications should be allocated to the salary structure primarily through labor market slotting for jobs surveyed. Classifications which do not lend themselves to salary surveys should be allocated to the salary structure based upon their internal relationship to comparably surveyed jobs.
12. The compensation and classification system should attract, retain, and promote qualified individuals to achieve a comparable representation of women and minorities in the relevant labor markets.

Responsibility/Authority

The responsibility and authority for administering and implementing the compensation and classification system at the University of Arizona resides with the Vice President & Chief Human Resources Officer.

Revision History*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

02/12/2020: Non-substantive title update.

Source

URL:<https://policy.arizona.edu/employment-human-resources/compensation-and-classification-system>

Links

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