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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*
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-syste
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Links
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