ADMINISTRATIVE/PROFESSIONAL SALARY PROGRAM C045

07/01/2004

PURPOSE

To provide guidelines for determining salary for Administrative/Professional (A/P) positions.

DEFINITIONS

Executive

Elected officers of the University, Academic Deans of Schools and Colleges, Vice Presidents, Director of Otto Richter Library, and other similar positions as designated by the President.

Senior Administrator

Administrators of major units/departments reporting directly to an executive and who have broad-based duties, responsibilities and authority, and other administrative personnel so designated.

POLICY

This salary plan does not apply to Executives or Senior administrator as defined above. The salary plan consists of a list of University occupational titles, which is established and maintained by Human Resources. Each title has an assigned pay grade consisting of a salary range with a designated minimum, midpoint and maximum.

The University surveys and monitors the wage and salary market through a variety of means to compare compensation levels in the markets in which the University competes for the retention and recruitment of talent. To the extent that it is financially feasible, salary ranges reflect the competitive position of the University in its markets. The salary plan will be reviewed periodically and, if necessary and financially feasible, will be adjusted.

HIRING SALARY FOR NEW STAFF

Departments are encouraged to hire A/P employees at a salary between the minimum and midpoint of the salary range. However, where qualifications or conditions exist, applicants may be hired above the midpoint with prior approval from the appropriate Human Resources office and as requested, with written justification, by the departmental administrator. Approvals must be obtained before a new employee is offered a starting salary. These qualifications and conditions include but are not limited to:

1. Availability of applicants, current market value of the job, job-related experience, skills, technical training and educational background.

2. Intra and inter-departmental salaries, i.e., salaries of A/P employees in similar positions within the respective campus of the University.

SALARY INCREASES FOR PROMOTION

An A/P employee who receives a promotion into a position (other than Executive or Senior Administrator as described in definitions) normally may receive a salary increase up to ten percent. Where qualifications or conditions exist as described in Items 1 and 2 above, a higher salary may be offered subject to approval by the appropriate departmental
administrator/designee and the Associate Vice President for Human Resources for the School of Medicine and the Executive Director of Human Resources for the Coral Gables and Marine campuses. Approval must be received before the employee is offered a salary increase.

**TRANSFER TO LOWER PAY GRADE**

The salary of an A/P employee who receives a demotion normally may receive a salary decrease up to 10 percent, depending upon several factors to include the circumstances of the demotion, i.e. change in job grade due to job restructuring, lack of satisfactory performance, etc. Exceptions require the prior approval of the appropriate departmental administrator and Associate Vice President for Human Resources for the School of Medicine and the Executive Director of Human Resources for the Coral Gables and Marine campuses.