



Staff Compensation and Classification Authorization Guidelines

The following matrix outlines the authorization required to commence a staff compensation and/or classification related action. **Please be aware that Vice President/Provost authorization alone does not constitute approval of the requested action.** Please refer to the appropriate collective bargaining agreement for more information concerning criteria, definitions, and eligibility details.

Request Type	Definition	Review & Approval
Position Description Update	Any update to the position description on file	HR Review & Approval
In-Range Progression	An increase to a base salary within a salary range, funded by the requesting department	Vice President/Provost Authorization HR Review & Approval
Reclassification	A change in classification that occurs due to a change in duties and responsibilities	Vice President/Provost Authorization HR Review & Approval
In-Classification Progression	Movement within a classification series to a higher skill level	Vice President/Provost Authorization HR Review & Approval
Bonus	A one-time lump sum payment	Vice President/Provost Authorization HR Review & Approval
Stipend	A temporary additional monthly payment for project coordination or lead work with a specific beginning & end date	Vice President/Provost Authorization HR Review & Approval
Temporary Reassignment with a Change in Classification	A temporary change in classification	Vice President/Provost Authorization HR Review & Approval
Temporary or Permanent Reassignment	A reassignment to a position with no change in classification	Vice President/Provost Authorization HR Review & Approval
MPP Equity Increase MPP Merit Bonus MPP Merit Salary Increase MPP Promotion	To address equity, for meritorious performance documented by the performance evaluation, promotion within the Management Personnel Program	President Authorization HR Review & Approval