


POLICY AND MANAGEMENT GUIDELINES MEMORANDUM

POSITION/SALARY REVIEWS FOR CLASSIFIED AND NON-FACULTY, NON-CLASSIFIED POSITIONS

Occasionally the duties of a position change and you may want the position reviewed to determine whether the correct title is being used. Additionally, in the case of non-faculty, non-classified support positions, responsibility changes may justify salary adjustments. Effective immediately, reviews of positions/salaries for all such purposes will be performed on a biannual basis. A request for a position/salary review should be submitted on the attached form to the Human Resources Office at humanresources@uada.edu no later than **March 15 or September 15**, to be effective **May 1 and November 1**, respectively.

Approval



Mark J. Cochran
Vice President for Agriculture

April 26, 2016

Date