# UMKC Compensation Administrative Considerations and Guidelines

<table>
<thead>
<tr>
<th>SALARY ADJUSTMENTS</th>
<th>DEFINITION</th>
<th>CONSIDERATIONS</th>
<th>GUIDELINES</th>
</tr>
</thead>
</table>
| **NEW HIRE**        | External hire | - Salary Range  
- Candidate KSA  
- Internal Equity  
- Salary Budget  
- External market  
- Proximity to merit increase | - Consult with Human Resources  
- Offer within salary range (generally up to mid-point)  
- Document Offer |
| **LATERAL TRANSFER**| Individual assumes a different job with a comparable level of responsibility within the same Global Grade | - Position title  
- Global Grade | - Determined by position title and Grade |
| **PROMOTION**       | Move to a new position with a higher salary grade | - Salary Range for new role  
- Candidate KSA  
- Internal Equity  
- External Market  
- Salary Budget | - Consult with Human Resources  
- Offer within salary range, generally up to mid-point  
- May occur throughout the year  
- Typically grant 10% increase with the range being 3% to 15% |
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| **MERIT** | Annual salary adjustment based on performance and the organization’s ability to pay | - Salary Budget  
- Merit Increase Guidelines  
- Performance Evaluation  
- Position within range  
- Internal Equity  
- Date of Hire | - Employee below the minimum of the Grade should be first be brought to the minimum of the Grade  
- Employee at the top of the Grade, should receive salary adjustments as a lump sum until such time as the Grade is adjusted and the employee falls back within the Grade |
| **MARKET** | Off-cycle increase to adjust for pay substantially below external market | - External Market  
- Salary Budget  
- Position within range  
- Internal Equity  
- Incumbent performance | - Consult/approve with Human Resources  
- All market increases must be approved through campus approval process prior to notifying the employee |
| **EQUITY** | Off-cycle increase to bring incumbent salary in line with group incumbents in like positions in the unit or on campus | - Internal equity  
- Performance  
- Salary Budget | - Consult/approve with Human Resources  
- All equity increases must be approved through the campus approval process prior to notifying the employee |
| **DEMOTION** | Move to a job title in a lower global grade | - Was change initiated by employee or organization?  
- Incumbent KSA  
- Internal Equity | - Consult/approve with Human Resources prior to notifying employee  
- If demotion results from reorganization, salary may be red-circled (frozen)  
- Salary reduced to within new Global Grade if employee is currently paid above new grade. If employee’s current salary is within the new grade, salary may remain the same. |

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