# UMSL Compensation Administrative Considerations and Guidelines

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<th>SALARY ADJUSTMENTS</th>
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| NEW HIRE           | External hire | - Salary Range  
|                    |             | - Candidate KSA  
|                    |             | - Internal Equity  
|                    |             | - Salary Budget  
|                    |             | - External market  
|                    |             | - Proximity to merit increase  
|                    |             | - Obtain Approval through 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  
|                    |             | - Not eligible for a salary increase  |
| 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  
|                    |             | - Range is generally 3% to 15%  |

July 2012
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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  
- Distribution of departmental increases based on performance ratings, with variances justified and documented |
| 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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