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MEMORANDUM

DATE: July 14, 2014
TO: Vice Presidents
FROM: Lewis Benavides, AVP, Human Resources
REF: Guidelines Compensation Exceptions

Professional & Administrative Positions:

Steps for determining salary range:

- Calculate 80% + 4% of the market
- Determine current budgeted amount of position
- Determine 100% to market figure

Compare 80% + 4% to current budgeted amount of position to determine the percent of market salary minimum. If the market salary minimum is less than the current budgeted amount of the position, the pay should remain at the budgeted amount. Departments must complete a Compensation Hiring Exception Form to request approval to hire above the minimum salary market up to the maximum 100% market figure.

Note: For positions with multiple incumbents, review all salaries to ensure no pay inequities.

Classified Positions:

Steps for determining salary range:

- Calculate 80% + 4% of the market
- Determine current budgeted amount of position
- Determine 100% to market figure

Compare 80% + 4% to current budgeted amount of position to determine the percent of market salary minimum. If the market salary minimum is less than the Fiscal Year 14 pay grade salary minimum, the pay should remain at the Fiscal Year 14 pay grade salary minimum. Departments must complete a Compensation Hiring Exception Form to request approval to hire above the minimum salary market up to the maximum 100% market figure.

Note: For positions with multiple incumbents, review all salaries to ensure no pay inequities.