

# Procedure for Developing a Promotion Pay Adjustment

## I. CORRESPONDING POLICY AUTHORITY: Policy on Establishing Base Pay

## II. PROCEDURE STATEMENT:

Auburn University establishes market-competitive pay levels for University Staff and Administrative & Professional employees through a compensation program infrastructure that includes market-competitive pay structures and a well-informed pay decision process. Promotion pay adjustments are developed in compliance with the university's [Policy on Establishing Base Pay](#) and this procedure.

Promotion pay adjustments for regular non-faculty employees recognize legitimate advancement of the employee to a job reflecting a significant increase in the job content value. The resulting pay adjustment reflects 1) the job content value of the work being executed, and 2) the measured value of an individual's work-related attributes and qualifications (knowledge, skills, and abilities) directly compared to the minimum requirements of the job as published on the job description.

A promotion can occur when an employee moves to another position classification within the same job family, or when an employee moves to another position classification within a different job family.

Using the university's Pay Evaluator<sup>®</sup> ensures that promotion pay levels are the result of well-informed and unbiased pay decisions.

## III. RELATED POLICY(S) AND PROCEDURE(S):

- A. Policy on Establishing Base Pay
- B. Procedure for Using the Pay Evaluator<sup>®</sup>
- C. Procedure for Determining a Pay Alignment Adjustment Outcome

## IV. DEVELOPING PROMOTION PAY

The responsible supervisor, designated Human Resources Liaison and University Human Resources Compensation & Classification staff collaborate, using the Pay Evaluator<sup>®</sup>, to develop an appropriate base recommendation in accordance with the principles set forth in the [Policy on Establishing Base Pay](#).

- A. For instructions on using the Pay Evaluator<sup>®</sup> please see related [Procedure for Using the Pay Evaluator<sup>®</sup>](#), your designated [Human Resources Liaison](#) or [Compensation Specialist](#).
- B. The resulting pay level from this action may be a "triggering event" that warrants a "pay alignment review" for another eligible employee or group of employees if the resulting pay level leads to unjustifiable pay compression or inversion relative to another employee(s) within the same job family, job classification, hiring team, unit, department, or division. See related Procedure for [Developing a Pay Alignment Adjustment](#).

## V. APPROVAL AND FUNDING OF BASE PAY DECISIONS

- A. Promotion pay decision actions require at least two levels of direct supervisory/managerial approval signatures within the relevant organizational hierarchy, as well as the signature of the designated Human Resources Liaison. Each division, department, and college may have additional approval signature requirements. Contact your designated Human Resources Liaison for additional information.
- B. All pay actions for employees appointed to jobs in the Information Technology Job Family – central office and distributed, require the review and approval of the Vice President and Chief Information Officer, or authorized designee.
- C. Funding and approval of pay actions are the responsibility of the divisional leadership in accordance with established operating budget funding policies and procedures.

## VI. DEFINITIONS

**Promotion:** Recognized job advancement due to a validated significant and permanent increase in the job content value of the position's assigned work. This work is either,

- A. Being performed by an employee currently assigned to the position, or
- B. To be performed by an employee who has been selected to be assigned to this position through a competitive selection process, or
- C. To be performed by an employee who has been appointed to the position through a legitimate university-authorized organizational establishment, expansion, or reorganization, in full compliance with university policies and applicable law.

A promotion can occur when an employee moves to another position classification within the same job family, or when an employee moves to another position classification within a different job family. To identify whether the move is designated as a promotion, the following characteristics must occur:

- A. A move to a job that is in the SAME Job Family Pay Structure: A promotion occurs when the new job is allocated to a higher pay grade level within the same Job Family Pay Structure to which the employee's current job is assigned.
- B. A move to a job that is in a DIFFERENT Job Family Pay Structure: A promotion occurs when the new job is allocated to a different job family pay structure, and the new job's pay range midpoint is at least 5% greater than the pay range midpoint of the employee's current job assignment.
  - 1. If the new job's pay range midpoint is within 5% of the pay range midpoint of the employee's current job assignment, the position action is considered a "Lateral" position action. See the [Procedure for Determining a Lateral Pay Adjustment Outcome](#) to determine if a pay adjustment is warranted.
  - 2. If the new job's pay range midpoint is more than 5% below the pay range midpoint of the employee's current job assignment, the position action is considered a "Demotion" position action. See the [Procedure for Determining a Demotion Pay Adjustment Outcome](#) to determine if a pay adjustment is warranted.

**Promotion Pay Adjustment:** An increase in an employee's pay level reflecting a promotion as defined by this procedure and developed using the Pay Evaluator<sup>®</sup>. See related [Procedure for Using the Pay Evaluator<sup>®</sup>](#).

## VII. EFFECTIVE DATE

September 15, 2023

## VIII. PROCEDURE ADMINISTRATION

**Responsible Office:** Auburn University Human Resources; Classification & Compensation

**Responsible Director:** Director, Compensation and Classification

**Responsible Administration Manager:** Manager, Compensation Administration

## IX. INTERPRETATION

Responsible Director: Director, Compensation and Classification