

Division of Agriculture
PMGM-00-1
Issued September 22, 1999
(Added to PMG Manual 3-31-00)


POLICY AND GUIDELINES MEMORANDUM

TO: Unit Heads
FROM: P.K. Siebenmorgen
THRU: C.J. Scifres
SUBJECT: Position/Salary Reviews
DATE: September 22, 1999

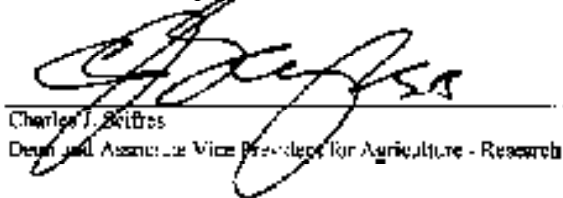
Occasionally the duties of a position change and you may want the position reviewed to determine whether the correct title is being used. Additionally, in the case of non-classified support positions, responsibility changes may justify salary adjustments. Effective immediately reviews of positions/salaries for all such purposes will be performed on a biannual basis. A request for a position/salary review should be submitted to the AFLS/AES Personnel Office on the attached form no later than April 1st or November 1st, effective July 1st and January 1st, respectively

xc: Associates
Glenda Rufer

Approval


Milton J. Stahl
Vice President for Agriculture

3/17/00
Stc


Charles J. Scifres
Dean and Associate Vice President for Agriculture - Research

3/09/00
Stc

REQUEST FOR POSITION/SALARY REVIEW
College of Agricultural, Food and Life Sciences
Agricultural Experiment Station

This form must be accompanied by a new Position Classification Questionnaire when the request is for review of a classified position.

The completed request must be submitted no later than April 1st (for a July 1st effective change) or November 1st (for a January 1st effective change.)

Department _____ PSB Position # _____

Current Position Title _____

Incumbent's Name _____

Current Salary _____ Proposed Salary (for non-classified only) _____

Brief Description:

Submitted by _____ Title _____

Department Head _____ Date _____