


Division of Agriculture
PMGM-00-1
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Revised April 26, 2016

POLICY AND MANAGEMENT GUIDELINES MEMORANDUM

POSITION/SALARY REVIEWS FOR CLASSIFIED AND NON-FACULTY, NON-CLASSIFIED POSITIONS

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-faculty, 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 AES or CES Human Resources Office on the attached form no later than **March 15 or September 15**, to be effective **May 1 and November 1**, respectively.

Approval



Mark J. Cochran
Vice President for Agriculture

April 26, 2016

Date

**REQUEST FOR POSITION/SALARY REVIEW FOR CLASSIFIED AND
NON-FACULTY, NON-CLASSIFIED POSITIONS**

University of Arkansas System Division of Agriculture

The job description must be updated in the People Admin system when the request is for a position review.

The completed request must be submitted no later than March 15 (for a May 1 effective change) or September 15 (for a November 1 effective change.)

Department _____ PSB Position # _____

Current Position Title _____

Incumbent's Name _____

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

Proposed Source of Funding _____

Brief Description:

Submitted by _____ Title _____

Department Head _____ Date _____