POLICY AND MANAGEMENT GUIDELINES MEMORANDUM

POSITION/SALARY REVIEWS FOR CLASSIFIED AND
NON-FACTORY, 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
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 _______________________