

Overview of Most Common Compensation Actions

Compensation offers several types of actions designed to address a range of compensation and position-related requests. Some actions focus on the **employee**—the unique skills and abilities an individual brings to the role. Others focus on the **position**—the duties and responsibilities associated with a specific business need.

All requests must be approved in accordance with established Level 3 (College/School/Division) internal processes before being submitted to the Division of Human Resources.

The table below provides a high-level overview of the most commonly used compensation actions. For complete details and equity review requirements, please refer to the respective compensation guidelines linked under “Action Type”.

Action Type	Purpose	Salary Determination	Requires Equity Review	Key Requirements	Approvals
Reclassification	Substantial change in the employee's existing duties that no longer align with the employee's current classification (position).	Based on SPET calculated range	Yes	- Position Review Questionnaire (PRQ) - Resume - Current Org Chart - Proposed Org Chart - SPET Grid	Employee Supervisor Dean/VP
Classification for Posting Review	Requests approval from the appropriate centralized department to use a job title (position) that requires pre-approval. Ensures effective use of job classification.	N/A	N/A	- Online Form - Current Org Chart - Proposed Org Chart (if applicable)	Varies by Review Approval Code
Salary Placement Review (SPR)	Address wage concerns for existing employee(s) .	Based on SPET calculated range	Yes	- Salary Placement Review (SPR) Form - SPET Grid	Chair/Director Dean/VP
In-Range Adjustment	Additional duties that are substantial but not warranting reclassification of the employee's current classification. May be of a higher or lower level or increased volume of the same duties.	Up to 10% of base salary	No	- Position Review Questionnaire (PRQ) - Current Org Chart	Supervisor Director Dean/VP

	May be temporary (not to exceed 12 months) or continuous.				
Career Ladder	Structured development plan to advance an employee within the department.	Based on SPET calculated range	Yes	• Career Ladder Form • Resume • Current Org Chart • Proposed Org Chart • SPET Grid	Employee Supervisor Dean/VP
Counteroffer	Retain an employee who has received an employment offer from another employer.	Up to 10% of base salary	No	• Counteroffer Justification Form • Current Org Chart • Offer of Employment	Supervisor Dean/VP EVP
Retention Offer	Retain a high-value employee at risk of leaving.	Up to 10% of base salary	No	• Retention Offer Justification Form • Current Org Chart	Supervisor Dean/VP EVP
Mass Salary Update (MSU)	Annual employee increase approved by Regents.	Varies	No	• Internal Guidelines	Level 3 Org
Professional Intern	Support career development for students/grads.	Based on SPET calculated range	Yes	• Internship Development Plan (IDP) Form • SPET Grid	Supervisor Employee

Other Compensation Action Types:

At times, departments may need to pursue less common HR Compensation actions. In these cases, please contact HR Compensation at comp@edu to discuss the appropriate action type prior to submitting a request. HR Compensation will provide guidance on the best method to meet your business needs.

- Reorganization or Restructure
- Revised Job Description
- New Job Description
- Job Progression Agreement
- Pay Practice Agreement
- Market Study
- FLSA Review