### KEY HIGHLIGHTS OF CHANGES TO UAP 3500

*The below highlights are not all-inclusive. Refer to UAP 3500 for specific details.*

<table>
<thead>
<tr>
<th>UAP Section (Revised)</th>
<th>Current Language</th>
<th>Proposed Language</th>
<th>Specific Changes</th>
<th>Benefit of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. – Salary Determination</td>
<td>Refers specifically to starting salaries.</td>
<td>Expands use of salary determination to other types of compensation actions</td>
<td>See 3.2 for qualifying personnel actions.</td>
<td>Allows for greater flexibility in types of actions.</td>
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</tbody>
</table>
| 3.1 – Establishing a Salary | Language is vague in identifying how an increase is determined. | Language expanded to include salary determination criteria and clarifies parameters are established by using the Salary Placement and Equity Tool (SPET). | • SPET will identify a pay range based on education and related experience; can consider other factors.  
• Will no longer require additional approval for salaries above the mid-point if within the SPET range.  
• Justification for salaries outside of recommended SPET range will require approval by HR. | • Provides a competitive salary range based on an individual’s specific education and related experience, relative to salary grade.  
• Allows departments to compensate employees more competitively with extensive work experience by allowing greater flexibility above mid-point. |
| 3.2 – Internal Equity | Equity applies only to New Hires and Rehires. | • Expands equity reviews to additional qualifying personnel actions in addition to new hires.  
• * Allows opt-in to Review at the School/College/Division/Level 3 Org. | Equity now applies to:  
• New hires  
• Rehires  
• Reclassifications  
• Career Ladders  
• Demotions  
• transfer  
• Salary Placement Reviews | • Expands types of eligible actions. |
| 4.3 – Change in Grade | Language is vague in identifying how an increase is determined. | Refers to 3. Salary Determination | Refers to the policy section that provides guidance in determining a competitive range using SPET for various actions identified in 4.3. | • Provides a competitive salary range based on an individual’s specific education and related experience, relative to salary grade.  
• Replaces historical practices limiting grade change increases to a specific % (i.e. – 7% increase for in-range – 10% increase for 1-level grade change, etc.). |
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<tr>
<th>4.3.4 – Market Study</th>
<th>Language does not allow for salary adjustments unless falling below the minimum of the salary grade.</th>
<th>Allows for possible increases due to market study.</th>
<th>Salaries may be adjusted upward when market data obtained from the market study indicates such adjustments are warranted</th>
<th>• Additional flexibility to pay competitively based on the market.</th>
</tr>
</thead>
</table>
| 4.5 – In-Range Salary Adjustments | Contains various types of in-range salary options:  
1. Higher level duties; and  
2. Same or lower level duties when a position is eliminated. | Allows for in-range adjustment when an employee’s scope of responsibilities has expanded, and the additional duties are a substantial part of the employee’s workload. | • Consolidates various types of in-range salary adjustment opportunities under one, larger umbrella.  
• Internal Equity is not considered for in-range adjustments; Sec. 3.2 does not apply. | • Streamlines multiple processes to one approach for ease of administering.  
• Expands in-range to allow for taking on additional duties at any level. |
| 4.6 - Salary Placement Review | Currently conducted as ad-hoc reviews. Requires an exception to policy to initiate any resulting salary changes. | Departments may request a salary placement review when there are concerns that a current employee’s salary level is inconsistent with the salary placement parameters identified by SPET. | • Allows for ad-hoc salary reviews when there is a potential inequity.  
• Sec. 3.2 applies. | • No longer requires AVP of HR approval for an exception to policy related to salary changes. |

* In exceptional circumstances, a dean or vice president may request approval to administer internal equity at a scope other than the Level 3 organization.