Administrative Changes in Salary Procedure Guide						
The colony energy process for education and the second process of						
The salary approval process for advancement, career change, promotion or demotions varies depending upon the rate of the desired increase or decrease. The following chart summarizes the approval process for changes in salary for classified staff						
(office/service and managerial/profes			c approvar proce	coo for changes	, in Sulary lor	ciaconica stan
,		,				
Change in Position	Change in	Department	Dean	Human	Vice	Chancellor
Change III 1 Usition	Salary	Department		Resources	Chancellor	Onancenor
Promotion		Must seek	Reviews for	Provides	A	
Movement between zones -	0% - 20%	approval of	approval and recommends	consultation with final	Approves or disapproves	
accepts or is reassigned to a new	070 - 2070	dean/vice	to vice	review and	**	
job that		chancellor	chancellor	approval*		
is allocated to a higher job family		Must sask	Reviews and	Provides	If approved	
zone.		Must seek approval of	seeks	consultation	If approves, seeks	Approves or
	> 20%	dean/vice	approval of	with final	approval of	disapproves
		chancellor	vice	review and	Chancellor	ающроготсо
			chancellor	approval*	500000000000000000000000000000000000000	
		Must seek	Reviews for approval and	Provides consultation	Approves or	
Demotion		approval of	recommends	with final	disapproves	
Disciplinary		dean/vice chancellor	to vice	review and	**	
			chancellor	approval*		
		Must sale	Reviews for	Provides		
Voluntary Reduction		Must seek approval of	approval and	consultation	Approves or	
Movement to a lower zone in same		dean/vice	recommends	with final	disapproves	
job family 		chancellor	to vice	review and	**	
		chancenor	chancellor	approval*		
Transfer		Must seek	Reviews for	Provides	Annvalled or	
Movement to same job family zone	Treated as a	approval of	approval and recommends	consultation with final	Approves or disapproves	
in a different Organizational Unit	new hire	dean/vice	to vice	review and	**	
in a different Organizational Onit		chancellor	chancellor	approval*		
2	1	Moral and	Reviews for	Provides		
		Must seek	approval and	consultation	Approves or	
Advancement within a zone	0 % - 10%	approval of dean/vice	recommends	with final	disapproves	
Assume more duties, projects, or		chancellor	to vice	review and	**	
assignments within the same			chancellor	approval*		
scope or increases level of		Must seek	Reviews and	Provides consultation	If approves,	
competencies relevant to their position.	> 10%	approval of	seeks approval of	with final	seeks	Approves or
position.	2 1070	dean/vice chancellor	vice	review and	approval of	disapproves
			chancellor	approval*	Chancellor	
		Must seek	Reviews for	Provides		
Career Change	Treated as a	approval of	approval and	consultation	Approves or	
Movement to a new Job Family	new hire	dean/vice	recommends	with final	disapproves	
,		chancellor	to vice	review and	**	
			chancellor Reviews for	approval* Provides	-	
Other Salary Adjustments		Must seek	approval and	consultation	Approves or	
(In the case of a counter offer, staff		approval of	recommends	with final	disapproves	
member must provide evidence of		dean/vice	to vice	review and	**	
offer from other employer)		chancellor	chancellor	approval*		
		Must seek	Reviews for	Provides		
	, o.,	approval of	approval and	consultation	Approves or	
D. f.	1% - 10%	dean/vice	recommends	with final	disapproves	
Performance Increases		chancellor	to vice	review and	70	
Only permitted on July 1	ı. J		chancellor	approval*	1	

chancellor

Reviews and

seeks

approval of

vice

chancellor

Must seek

approval of

dean/vice

chancellor

May not exceed 1 occurrence in a fiscal

year without prior approval

>10%

*Human Resources approval indicates salary complies with classification and campus equity.

approval*

Provides

consultation

with final

review and

approval*

If approves,

seeks

approval of

Chancellor

Approves or

disapproves

Only permitted on July 1

Advancements and Promotions

**Vice Chanellor may delegate this responsibilty

or January 1

Special Note

increases