



# Staff Salary and Job Action Approval Matrix

SALARY ADJUSTMENT			
RESULTING FROM	PERMISSIBLE CHANGE	DOCUMENTATION REQUIRED	APPROVAL REQUIRED <sup>1</sup>
<b>Promotion<sup>a</sup></b> Competitive or Non-Competitive (including waiver of recruitment)	Up to and including 20 percent of current salary or to low end of market zone.		Dean or VP
	> 20 percent of current salary	Justification of percent requested	Provost or EVP/CFO
<b>In-Category Promotion<sup>b</sup></b> Competitive or Non-Competitive (including waiver of recruitment)	Up to and including 20 percent of current salary or to low end of market zone.		Dean or VP
	> 20 percent of current salary	Justification of percent requested	Provost or EVP/CFO
<b>Reassignment<sup>c</sup></b>	Up to and including 20 percent of current salary OR to low end of market zone.	Scope of job change described resulting in lower MRP or category	Dean or VP
	> 20 percent of current salary.	Justification of percent requested	Provost or EVP/CFO
<b>Any Job Transfer<sup>d</sup></b> Competitive or Non-Competitive	0 percent	No change to scope	
	Up to and including 20 percent of current salary.	Significant increase in scope	Dean or VP
	> 20 percent of current salary	Major increase in scope	Provost or EVP/CFO
<b>Retention</b>	Any amount	Confirmation of job offer	Provost or EVP/CFO
STAFFING			
ACTION	APPROVAL REQUIRED*		
Hire – Increase in Headcount	Provost or EVP/CFO		
Hire – Backfill of Vacated Position	Dean, VP or Designee		
Hire – Waiver of Recruitment	Dean, VP or Designee**		
DEFINITIONS	<sup>a</sup> <b>Promotion</b> – Moving to a different job with greater responsibilities, <i>in a higher category</i> with higher pay <sup>b</sup> <b>In-Category Promotion</b> – Moving to a different job with greater responsibilities <i>in the same category</i> with higher pay <sup>c</sup> <b>Reassignment</b> – Change in responsibilities to current job; may result in review of pay <sup>d</sup> <b>Job Transfer</b> – Same job title OR remains in same category and MRP, may be in a different work location and/or department		

\* Copy of approval email from dean, vice president, provost or executive vice president/chief finance officer must be sent to DL.ORG.HR.STAFFING by hiring department. \*\* May also require review from Office of Equity and Inclusion.

<sup>1</sup> Salary increases that require funding from outside the home college or unit always require provost or executive vice president/chief financial officer approval.

**NOTE:** Job changes from Student Worker, Intern, Management Intern or similar to regular staff jobs as well as off-cycle performance-based salary adjustments, up to and including 20 percent, are approved by dean or vice president.