

USPS Employee Compensation Upon Appointment

- A. The hiring authority may request a starting salary for an original or promotional appointment to a USPS position up to 15% above the salary minimum of the classification without HR-Compensation review provided the candidate or employee exceeds the minimum qualifications for the USPS classification by at least two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.
- B. Requests for a starting salary greater than 15% above the salary minimum of the classification for an original or promotional appointment to a USPS position require HR-Compensation review and approval from the appropriate division head; the president, provost, or vice president (or their respective designee), and must include written justification documenting that one or more of the following conditions exist:
 - 1. The qualifications of the candidate or promotional employee substantially exceed the minimum qualifications for the USPS classification for which he or she is being appointed or has specialized or unique work experience or skills that are directly related to the requirements for the position. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.
 - 2. Documented evidence that the university is experiencing difficulty filling the position at the minimum of the pay range for the position, as indicated by previous active recruiting to fill the position vacancy.
 - 3. The position candidate's or promotional employee's current salary in a USPS or other state pay plan is above the salary minimum of the classification for the position to which the employee is being appointed.
- C. Position Reclassification:
 - 1. An employee whose current position is reclassified to a higher level classification with a higher minimum salary shall receive a salary increase in accordance with the USPS Employee Compensation Upon Appointment sections A and B. The minimum salary increase is five percent. Position reclassifications require HR-Compensation review and approval.
 - 2. Employees whose current position is reclassified to a lateral classification do not normally receive a salary change.
 - 3. Employees whose current position is reclassified to a lower level classification with a lower minimum salary shall normally receive a lower salary on a pro rata basis using the two salary minimums to determine the ratio, unless an exception is approved by the college or unit and the chief human resources officer or designee.
- D. Lateral Transfer through Competitive Process: A lateral transfer does not normally result in a salary increase unless an exception is approved by the college or unit and the chief human resources officer or designee.

USPS Compensation Procedures

- A. Salary requests up to 15% above the salary minimum of the classification for an original or promotional appointment to a USPS position do not require HR-Compensation review. Therefore, departments can submit the hiring packet to HR-Recruitment as they typically would for any above base request by entering the requested salary in the hiring packet via the PeopleAdmin system. Departments are encouraged to establish internal guidelines.
- B. Salary requests above 15% for an original or promotional appointment to a USPS position require HR-Compensation review and approval from the appropriate division head; the president, provost, or vice president (or their respective designee). Once the hiring packet is submitted to HR-Recruitment via the PeopleAdmin system, the request will be forwarded to HR-Compensation for review and analysis.
- C. USPS position reclassifications require an Edit Existing Job ePAF to be submitted. Written justification, an employment application and an updated position description are required.
- D. A USPS lateral transfer through the competitive process will be handled the same as all other USPS hiring packets via the PeopleAdmin system and do not require HR-Compensation review unless a salary increase is requested.
- E. When a USPS employee is promoted, the default salary increase is 5% of their current salary or the new minimum whichever is greater. The department must submit an ePAF to formally implement the salary increase and to allocate the new salary rate. No further approval is necessary.