

Approval Process for a Compensation Override by the President and Vice Presidents

1. Human Resources (HR) Compensation completes the job analysis and provides recommendation to the department. If the department does not accept this recommendation, they will contact HR-Compensation to meet and discuss. If a resolution is not reached with the department, it will be elevated to the appropriate vice president.
2. HR-Compensation meets with the appropriate vice president and explains the analysis. If the vice president's decision is to not accept the analysis, HR provides them with the Compensation Override Approval Process Form.
3. The vice president completes the Compensation Override Approval Process Form and submits it to HR-Compensation for processing.
4. The Chief Human Resources Officer (CHRO) or designee will present the form to the president and vice presidents for discussion.
5. The CHRO or designee attends the president and vice presidents meeting to provide input regarding the HR-Compensation recommendation.
6. If the president and vice presidents approve the override, the CHRO or designee will provide the signed Compensation Override Approval Process Form to HR-Compensation.
7. The president will approve in writing all salary increases for recommended adjustments of 20% or greater.