

Guidelines for Unclassified Professional Staff Position and Salary Actions

The Department of Human Resources and Equal Opportunity (HR/EO) coordinates the management of Unclassified Professional Staff positions and salary actions. Provided below are the processes and institutional guidelines for the management of those unclassified position and salary actions.

Definitions, processes and required approvals for such actions are provided below. Also, see [summary chart](#). (www.hreo.ku.edu/files/documents/scenarios.xls)

Academic Staff position, salary and promotion actions are handled by the Provost's Office, in coordination with the Vice Chancellor for Research and Graduate Studies.

SALARY ACTIONS:

Counter Offer – A salary increase offered when an existing employee has received a bona fide offer from internal (a different university department) or an offer external to the university.

www.hreo.ku.edu/policies_procedures/recruitment/counter_offer

Market Adjustments – Request for a salary adjustment when compensation is significantly out of alignment with either the internal or external market. If concerns exist about salary equity based on discriminatory factors, please contact [HR/EO](#).

www.hreo.ku.edu/policies_procedures/recruitment/market_adjustment

Merit Increase - An annual change in compensation for unclassified professional staff based on work performance. www.hreo.ku.edu/policies_procedures/recruitment/merit

Promotion – A major change in the level of duties and responsibilities, resulting in a change in the official job title and salary.

www.hreo.ku.edu/policies_procedures/recruitment/promotion

Responsibility Reassignment – The assignment of additional duties or a change in duties that might result in an official job title change, transfer, demotion, or acting/interim appointment. An acting/interim appointment is made for a specified time period.

www.hreo.ku.edu/policies_procedures/recruitment/responsibility

Guide for Successful Recruiting

www.hreo.ku.edu/files/documents/UPS_USS_Recruit_Guideline.pdf

Guidelines for Appointments with Special Conditions of Employment

www.hreo.ku.edu/files/documents/Guidelines_Appts_w_Special_Conditions_of_Employment.pdf