



System Administration Compensation Philosophy

University of Colorado is committed to providing a fair and competitive compensation that will attract, retain, and reward a diverse and high-performing workforce with the requisite experience and skills to execute the University's goals.

Our goal is to develop and maintain pay systems and policies that are externally competitive, internally equitable, and meet the needs of a very diverse institution.

Primary principles:

- Seek to pay competitively through market analysis while ensuring internal equity.
- Recognize and reward individual and group performance to drive motivation and institutional growth.

Key objectives:

- **Transparency:** Provide managers and employees access to job-related content, pay guidelines, and salary ranges.
- **Flexibility:** Support a diverse, decentralized organization to accommodate differences and changes in job requirements, job market, and economy.
- **External Competitiveness:** Reflect pay rates for comparable jobs within the relevant labor market.
 - Salary ranges will target approximately the median (50th percentile) of the appropriate higher education peers and general industry markets for identified talent segments
- **Internal Comparability:** Provide pay guidelines that ensure similar jobs are paid equitably across the organization, taking into consideration job factors such as knowledge required, scope of responsibilities, and job impact.
- **Recognition:** Reward performance through salary increases and, when appropriate, one-time payments and incentives.

Governance / Approval structure:

Internal Action / Internal Hires		
Compensation Action	Compensation Guideline	Required Approvals
Comp change for VP's and Chancellors (Direct reports to the President)	Includes all New Positions, Offers, Internal Moves and Compensation Actions	President VP Administration VPBF & CFO SVP & Chief of Staff
Associate VP's Assistant VP's Compensation Actions for an employee earning at least \$150K base salary before or after salary change	Includes all New Positions, Offers, Internal Moves and Compensation Actions for all Associate VP and Assistant VP Positions and Employees at all levels earning \$150,000 or more	VP Admin CHRO Vice President Dept. Head
Directors, Assistant Director, Assoc Dir, Employees earning at least \$125k base salary before or after salary change	Includes all New Positions, Offers, Internal Moves and Compensation Actions for all Directors, Assistant Directors, Assoc Dir, Employees earning at least \$125k base salary before or after salary change	CHRO Vice President Dept. Head
New Hires	Salary offers above 60 th percentile of HR established salary range <i>*Any offers made outside of the established HR salary range must be approved by the HR Approvals Committee</i>	CHRO VP Dept. Head
New Positions	Positions adding a headcount, not previously budgeted	VP Admin CFO & VPBF SVP & Chief of Staff
Promotion - Promotion cycle is effective October 1-December 31 annually; deadline for all paperwork submitted to HR is December 10 th . Promotions will be not be permitted during annual merit cycle. Justification: Reinforcement of employees receiving merit pay based on performance with promotions addressed distinctly separately, and align with our annual performance management cycle.	<ul style="list-style-type: none"> 0-15% base salary increase, as long as the base salary does not exceed maximum 	HR Vice President Dept. Head
	<ul style="list-style-type: none"> Placing new salary above the maximum of range or Greater than 15% base salary increase Employee has been in current position less than 6 months 	HR Vice President Dept. Head VP Admin CFO & VPBF SVP & Chief of Staff

<p>Lateral</p> <p>- Movement to a new job at the same salary grade as old job</p>	<ul style="list-style-type: none"> Any base salary increase or move that results in a base salary above salary range maximum <p><i>Recommendation is 0% base salary change for same level of work</i></p>	<p>VP Admin</p> <p>CHRO</p> <p>Vice President</p> <p>Dept. Head</p>
<p>Demotion</p>	<ul style="list-style-type: none"> Base salary at or below the new maximum and salary is not increasing from the old position 	<p>HR</p> <p>Vice President</p> <p>Dept. Head</p>
	<ul style="list-style-type: none"> Base salary above maximum of the new range; or Base salary increasing from old position 	<p>CHRO</p> <p>Vice President</p> <p>Dept. Head</p>
<p>All Out of Cycle Increases/Equity</p> <p>- Employee is not changing jobs but a base salary adjustment is necessary</p>	<p>All Out of Merit Cycle increases for any reason (e.g., retention, equity, and performance) need to have a business justification and one off-cycle increase per 12 month period maximum</p>	<p>HR</p> <p>Vice President</p> <p>Dept. Head</p>
<p>Retroactive Adjustments to Base Salary</p>	<p>Retroactive payments may not exceed more than one earlier pay period and require approval</p>	<p>HR</p> <p>Vice President</p> <p>Dept. Head</p>
<p>Bonus/Additional Pay</p>	<p>Including sign-on recruitment bonus or payments outside of a pre-established and approved incentive plan or policy</p>	<p>HR</p> <p>Vice President</p> <p>Dept. Head</p>
	<p>Bonuses over \$5,000 and Additional Pay over 15% of salary require additional approval</p>	<p>VP Admin</p> <p>VPBF & CFO</p> <p>SVP & Chief of Staff</p>
<p>Merit (July 1)</p>	<p>Includes all merit percentage increases and one time payments associated with the annual merit pool</p>	<p>HR</p> <p>Dept. Head</p>
<p>Position Classification and FLSA Determination</p>	<p>Includes all new, current, and updated positions</p>	<p>HR</p>

****All requests made outside of these established guidelines will require approval by the SVP & Chief of Staff, the VP of Administration, and the VP of Budget & Finance/CFO.**