

June 3, 2002

**MEMORANDUM**

To: Deans, Directors, and Department Heads  
From: Peter Likins, President *Pete*  
Subject: Re-grading Classified Staff Job Titles

Human Resources has completed a comprehensive review of salary grades for all Classified Staff job titles for improved market competitiveness and a re-grading proposal has been approved by the Academic Council and the President's Cabinet. These grade changes will be effective June 8, 2002, concurrent with the legislated General Adjustment Increase of \$1,450. In these difficult economic times, it is more important than ever that our funds be used to attract and retain the most qualified employees, and this project supports that goal. We plan to review the pay grades of Classified Staff job titles annually.

Of the 553 current Classified Staff job titles, 416 (representing approximately 5,000 employees) will be re-graded one grade higher, and 137 (representing approximately 1,800 employees) will retain their current grades. These changes will result in fewer than ninety employees with a pay rate that is less than the minimum of the new grade, and the total estimated cost for these additional adjustments is approximately \$50,000, including ERE costs. This is an exceptional opportunity to improve the Classified Staff pay system with a very small university-wide cost impact. The potential earning power of Classified Staff employees will be increased, and hiring managers will be using more competitive pay ranges to attract and retain quality employees.

The new grade ***must*** be used for all employee recruitments, new hires and pay adjustments. If possible, departments should increase employee salaries that fall below the minimum of the new range at the time of the re-grade. In those instances where funding is not immediately available, departments will have until June 9, 2003 to increase employees' salaries to the range minimum.

Lists of the re-graded job titles and those job titles that are not being re-graded are available on the Human Resource web site at [www.hr.arizona.edu](http://www.hr.arizona.edu). Also available on the website are a Frequently Asked Questions document, updated job descriptions, an updated alphabetical list of classified job titles, and a guide to using the Classified Staff Pay Ranges. Confidential reports projecting employees whose rates are below the new grade minimum have been shared with affected deans/vice presidents. Updated reports will be sent to deans/vice presidents shortly after June 8. If you have any questions, please contact Human Resources by calling 621-3662 or email [infoexpress@listserv.arizona.edu](mailto:infoexpress@listserv.arizona.edu).

Please share this information with your staff involved in hiring or human resources activities.

