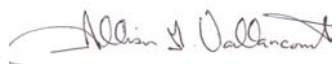


Memorandum

October 30, 2003

To: Dean/Vice President
From: Allison Vaillancourt, Assistant Vice President, Human Resources 
Re: Re-grading Classified Staff Job Titles Effective November 10, 2003

In an effort to increase the market competitiveness of our Classified Staff Pay System, the University has allocated almost \$300,000 to raise the minimum hiring rate and to re-grade a majority of classified staff titles. These adjustments will be effective November 10, 2003. Approximately 1,100 employees will receive pay increases to bring their salaries to the minimum of the new pay grades.

As identified in financial bulletins #30 and #31, 375 of the 573 Classified Staff job titles (representing approximately 5,000 employees) will be reallocated upwards from one to three pay grades. In addition to the re-graded titles, the University has increased the minimum hiring standard from \$8.20 to \$8.50 per hour (\$17,056 to \$17,680 annually), and adjusted the minimum of pay grade 14 accordingly. Twenty-one job titles are affected and approximately 336 employees will receive an increase due to the new minimum hiring standard.

A college/division summary report and associated customized departmental reports are enclosed for your use and immediate distribution to your department heads. The information contained in these reports is based on information in the payroll system as of October 22, 2003.

Implementation Information

1. **Effective date of increases and grade changes:** November 10, 2003. Increases will appear in paychecks issued on November 26.
2. **Automatic Processing:** All increases for pay grade changes will be processed automatically by Systems Control, regardless of the funding source. Funding has been allocated centrally for positions on state and local accounts, including a

15% marginal ERE. Affected positions funded by auxiliary and/or sponsored accounts will also receive an increase unless the department sends a modified report to Human Resources (to the attention of HR's Research and Analysis Unit), indicating that there are insufficient funds currently available to support the increase. Deferred increases should be implemented as soon as possible, and no later than **November 9, 2004**.

3. Deadline for submitting changes and deferred increases to Human Resources:

Please submit the modified reports and PAF's (for affected newly hired employees) to Human Resources (to the attention of HR's Research and Analysis Unit) by **November 14, 2003**.

4. Special Handling Required: While most adjustments will be made automatically, a few situations require special handling by the department. Any transactions occurring after the reports were generated (October 22) must be entered onto the reports by the department.

- a. Terminated employees** who were active in PSOS on October 22, 2003 and who have an effective termination date before November 10, 2003 are ineligible for the increase, and should be manually deleted from the departmental report.
- b. Newly hired employees** who were not active in PSOS on October 22 will not appear on the reports. If there is a newly hired employee whose pay rate falls below the minimum of the new pay grade, please generate a pay increase PAF using the "re-grade up" activity code (17).
- c.** Affected employees on a **paid leave of absence** on November 10, 2003 will receive the increase on November 10.
- d.** Affected employees on an **unpaid leave of absence** on November 10, 2003 will receive the increase upon return to paid status.
- e.** Affected employees on **assignment to special duty** on November 10, 2003 whose pay rate falls below the minimum of the new pay grade will receive an automatic increase to the new pay grade minimum. Upon returning to the original position at the end of an assignment to special duty, the employee must be paid no less than the minimum of that position's pay grade.

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5. **New Transactions:** The new pay grades must be used for all employment actions beginning on or after November 10, 2003.
6. **Notifying Employees:** Department heads are encouraged to notify affected employees about salary changes prior to the November 26, 2003 payday.

For More Information

Classified Staff Re-grading Project materials, including the list of re-graded job titles, are located on the Human Resources web site at <http://www.hr.arizona.edu/>. If you need more information, you may contact Linda Charlip (charlip@email.arizona.edu or 626-7651) or David Shropshire (shrop@email.arizona.edu or 621-1857).

Enclosures: College/Division Summary Report
Departmental Reports

cc: College/Division Business Manager