

The Heller School for Social Policy and Management

Policy #: HS 5

Issue Date: August 9, 2018

Subject: Promotions and Salary Adjustments

Purpose: To establish clear policies on titles, compensation and promotions for Heller staff members

I) Policies

- A.** All Heller administrative staff and research staff are hired based on a Human Resources (HR) approved job description questionnaire (JDQ) and compensation analysis to ensure consistency and fairness across the university.
- B.** Over time, an individual's job responsibilities as detailed in the JDQ may change requiring a review by HR to determine if the position's title and/or compensation should be changed to more accurately reflect the actual job responsibilities. Accordingly, each year administrative staff and their manager are requested to review and update the JDQ as part of the annual performance review process. The manager will then review the revised JDQ to determine if the changes warrant a promotion. If the manager determines a promotion is appropriate, the JDQ will be submitted to the chief administrative officer (currently Ron Etlinger) for review and submission to HR for analysis.
- C.** In the instance of a significant revision of a staff person's responsibilities due to system changes, policy changes, reorganization or the like, the staff person affected and/or the supervisor should update the job description and submit it to the chief Administrative Officer for review and submission to HR for an analysis to determine if the title and/or compensation need adjustment.
- D.** HR's analysis and recommendations will be reviewed by the Chief administrative officer and the staff person's supervisor to determine next steps, i.e.; promotion and/or salary change; or no change.