

Position and Pay Actions for Officers of Administration (OA) and Faculty Serving in Administrative Roles

Interim Guidance – implemented 8/1/19

Please note that where the abbreviation “VP” is used, it refers to Vice President.

Changes from Prior Version (2/1/2019):

- When a potential pay equity issue is identified in a common job, HR is consulting with unit, up to the area Vice President, on available options. Exception approval (VPFA or Provost) is now reserved for areas where the issue is unable to be resolved through this consultation.

Actions and Processes	Departmental Actions and Approvals	HR Analysis and Recommendations	Higher Level Approval
<p>New Hires: New or Revised Position</p>	<ul style="list-style-type: none"> Department obtains preliminary approval to add FTE from VP Department submits PD with proposed hiring range and supplemental info to HR for analysis VP approves search and confirms recurring funding source Departments offer to new hires within pre-approved hiring range without further approval 	<ul style="list-style-type: none"> HR Analysis: common job or non-common job, FLSA status, classification status, responsibilities align with requirements If job is common, HR evaluates proposed hiring range for Oregon Equal Pay Act (OEPA) concerns and finalizes hiring range. If OEPA concerns, gathers additional information on position and/or comparator employees for review. If no OEPA concerns, approves hiring range. 	<p>Exception Approval*: At PD stage, before recruiting: If OEPA concern, HR reaches out to unit with options. If unable to resolve hiring range concerns, HR may refer to VPFA with analysis.</p> <p>At offer stage: Proposed offers over the hiring range will be reviewed against salaries and qualifications of individuals in comparator positions. If unable to resolve with unit, HR may refer to VPFA with analysis. If proposed offer exceeds maximum of current comp band, VPFA approval is required.</p>

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<p>New Hires: Existing Position</p>	<ul style="list-style-type: none"> • Department confirms PD is current • If no prior hiring range was identified, proposes a hiring range • VP approves search and confirms recurring funding source • Departments offer to new hires within pre-approved hiring range without further approval 	<ul style="list-style-type: none"> • HR evaluates proposed hiring range for Oregon Equal Pay Act (OEPA) concerns. If OEPA concerns, gathers additional information on position and/or comparator employees for review. If no OEPA concerns, approves hiring range. 	<p>Exception Approval*: At PD stage, before recruiting: If OEPA concern, HR reaches out to unit with options. If unable to resolve hiring range concerns with unit, HR may refer to VPFA with analysis.</p> <p>At offer stage: Proposed offers over the hiring range will be reviewed against salaries and qualifications of individuals in comparator positions. If unable to resolve with unit, HR may refer to VPFA with analysis. If proposed offer exceeds maximum of current comp band, VPFA approval is required.</p>
<p>Expansion of Duties Used to recognize someone who has taken on significantly greater responsibility and complexity in their duties due to institutional need. Department is not back filling the position or significantly reassigning former duties.</p>	<ul style="list-style-type: none"> • Department provides written justification, updated PD, proposed pay, and potential comps (if known) to HR • VP confirms recurring funding source 	<ul style="list-style-type: none"> • HR Analysis: common job or non-common job, FLSA status, classification status, responsibilities align with requirements • HR recommends comp band, evaluates proposed salary for Oregon Equal Pay Act (OEPA) concerns. If OEPA concerns, gathers additional information on position and/or comparator employees for review. If no OEPA concerns, approves EOD. 	<p>Exception Approval</p> <p>If OEPA concern with proposed pay, HR reaches out to unit with options. If unable to resolve pay concerns with unit, HR may refer to VPFA with analysis.</p>

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<p>Direct Appointments to Ongoing Assignments Used in cases where recent previous search(es) failed OR urgent, University mission-critical need to fill position on an ongoing basis related to strategic initiative OR partner hires OR contractual obligations OR qualified candidate exists in the OA re-employment pool.</p> <p>Generally, Department does intend to backfill position (if internal candidate) or significantly reassign duties.</p>	<ul style="list-style-type: none"> • Department obtains preliminary approval from VP to pursue request • Department provides written justification, updated PD, proposed pay, and potential comps (if known) to HR • VP confirms recurring funding source 	<p>For direct appointments of staff (either internal or external)</p> <ul style="list-style-type: none"> • HR Analysis: common job or non-common job, FLSA status, classification status, responsibilities align with requirements, direct appointment justification compared to criteria. • HR reviews direct appointment justification and prepares recommendation regarding direct appointment for higher-level approval. • HR evaluates proposed offer amount for Oregon Equal Pay Act (OEPA) concerns. If OEPA concerns, gathers additional information on position and/or comparator employees for review. • HR submits for higher-level approval with recommendation regarding direct appointment and proposed offer amount if necessary <p>For OA partner hires of faculty, Provost's Office evaluates and processes dual career requests and approves funding sources; HR consults on OA partner hires to ensure position description is appropriate for proposed salary and assigns compensation band</p>	<p>For approval to direct appoint (forego competitive recruitment): For internal or external staff appointments, OA partner hires of OA's or OA contractual obligation hires, VPFA approval in consultation with CHRO or designee</p> <p>For OA partner hires of faculty, Provost approval in consultation with CHRO or designee</p> <p>If OEPA concern with proposed pay, HR reaches out to unit with options. If unable to resolve pay concerns with unit, HR may refer to VPFA with analysis.</p>

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<p>Internal Searches (New or Existing Position) Used to provide opportunity for advancement in cases that do not meet criteria for direct appointment but where a representative pool of qualified candidates exists among current employees or where prior university experience is a minimum requirement for hire into the position.</p>	<ul style="list-style-type: none"> • Department obtains preliminary approval to add FTE from VP • Department submits PD with proposed hiring range and supplemental info to HR for analysis OR • Confirms PD is current. If no prior hiring range was identified, proposes a hiring range. • Department provides justification for internal search and requests scope (campus-wide, division or department) • VP approves search and confirms recurring funding source • Departments offer within pre-approved hiring range without further approval 	<ul style="list-style-type: none"> • HR Analysis: common job or non-common job, FLSA status, classification status, responsibilities align with requirements • HR evaluates proposed hiring range for Oregon Equal Pay Act (OEPA) concerns. If OEPA concerns, gathers additional information on position and/or comparator employees for review. If no OEPA concerns, approves hiring range. • HR reviews justification for internal search scope and approves or declines internal search. 	<p>Exception Approval At PD stage, before recruiting: If OEPA concern, HR reaches out to unit with options. If unable to resolve hiring range concerns, HR may refer to VPFA with analysis.</p> <p>At offer stage: Proposed offers over the hiring range will be reviewed against salaries and qualifications of individuals in comparator positions. If unable to resolve with unit, HR may refer to VPFA with analysis. If proposed offer exceeds maximum of current comp band, VPFA approval is required.</p>
<p>Reorganizations Involving position or pay changes for multiple individuals</p>	<p>Reorganizations may require coordination of multiple pay actions occurring simultaneously. For timely and efficient processing, departments are encouraged to schedule a reorganization planning consultation with HR prior to initiating individual actions. See “Reorganizations” under “Hiring Faculty and Staff” on the Recruitment website.</p>		

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<p>Retention Increases Used to retain a high performing individual or someone with unique skills/expertise in cases where there is a credible threat of employee departure either to an internal UO position or external opportunity</p>	<ul style="list-style-type: none"> • Department submits written justification, new PD if position is changing, proposed increase amount and potential comps (if known) to HR • VP confirms recurring funding source 	<ul style="list-style-type: none"> • HR Analysis: common job or non-common job, FLSA status, classification status, responsibilities align with requirements • HR reviews/recommends comp band, evaluates proposed salary for Oregon Equal Pay Act (OEPA) concerns. If OEPA concerns, gathers additional information on position and/or comparator employees for review. If no OEPA concerns, approves retention increase. 	<p>Exception Approval If OEPA concerns, VPFA reviews analysis provided by HR, consults with area VP on proposed pay action</p>
<p>Merit/ATB/COLA (annual/regular process)</p>	<ul style="list-style-type: none"> • Departments submit salary increase proposals to their VP or dean. • OAs and faculty who are serving in full-time administrative roles who are employed in their OA position on or before July 1 are eligible for merit consideration. 		<p>Exception Approval Justification is submitted to VPFA for approval (OAs) or Provost (faculty serving in full-time administrative roles)</p> <p>Exception approval is required for the following:</p> <ul style="list-style-type: none"> • Any combined increase greater than 10% • Any increase for OAs who are paid at or above comp band maximum or the raise takes them above the comp band maximum • Any merit increase for OAs hired after July 1.

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Timing of Pay Actions/Requests for Retroactivity

In most cases, increases associated with the pay actions above will be effective only prospectively, beginning with the pay period following the submission of the request with unit based approvals to HR using the appropriate mechanism for the pay action (e.g. submission via the MyTrack requisition process or PRF)

Exception Approvals: Additional Information

HR Analysis: lack of alignment with VP on compensation will go through approval processes described above (faculty serving in administrative roles will also require approval of the Provost). Lack of alignment regarding technical components of position (FLSA status, classification status and classification) will be determined by CHRO.

Certain appointments in Athletics (e.g. coaches with individually negotiated contracts) will also require Presidential approval.

Titles which include “Dean” in the title will require Provost approval. Titles which include “Vice President” must be approved by the President.

Internal Searches: Internal searches with university-wide scope will be approved by Director of Talent Acquisition. Requests for department- or division-only searches will be approved by CHRO.