I. POLICY STATEMENT
Auburn University establishes market-competitive pay levels for University Staff and Administrative & Professional employees through a compensation program infrastructure that includes market-competitive pay structures and a well-informed pay decision process. It is disciplined, systematic, unbiased, and fiscally responsible. It directly compares employee-specific qualifications and work attributes to the job’s minimum requirements as published on the job description, without regard to such human qualities as life experience, gender, sex, nationality, race, identity, ethnicity, age, political affiliation, sexual orientation, gender expression, gender identity, socioeconomic status, veteran status, disability, neurodiversity, and religion.

II. POLICY PRINCIPLES
The following principles are fundamental to the administration of this policy:

A. Values Inherent in Establishing Base Pay: The university recognizes two components of value when establishing base pay:
   1) **Job Content**: The internal and external value of the work of the job. This is the measure of the value of primary purpose, function, responsibilities, duties, and the environment in which the work is executed. This is not the value of how well an employee performs that work. A position’s job content value is identified by the pay grade range to which the job is allocated.
   2) **Employee’s Work-Related Attributes and Qualifications**: The measured value of an employee’s work-related qualifications (knowledge, skills, and abilities contributing to the successful execution of a job) directly compared to the pre-defined minimum requirements of the job as published on the job description.

B. Tools for Making Well-Informed Decisions:
The two fundamental tools used in making well-informed pay decisions include Pay Grade Ranges and the Pay Evaluator© decision support tool. (See related Procedure for Using the Pay Evaluator©)
   1) **Pay Grade Range**: The university establishes market-competitive pay structures to provide a framework within which to administer non-faculty salaries. Pay structures contain multiple pay grade ranges. Each pay grade range represents the range of pay opportunity for similarly situated jobs, and for the employees executing those jobs.
   2) **Pay Evaluator©**: A managerial decision support tool providing guidance for each pay action covered by this policy. The Pay Evaluator© directly compares the employee’s work-related attributes (including previous
performance contributions, as appropriate) and qualifications to minimum job requirements as documented on the published job description.

C. Developing the Base Pay Decision

Using the university's Pay Evaluator© (see related Procedure for Using the Pay Evaluator©), the responsible supervisor, designated Human Resources Liaison and University Human Resources Compensation & Classification staff collaborate to develop an appropriate base pay recommendation. This is accomplished in accordance with the principles as outlined in this policy and using the relevant base pay action procedures as identified within this policy in Section VII, Supporting Procedures.

D. Approval and Funding of Base Pay Actions

1) Pay decisions for pay actions including hire, promotion, lateral adjustment, demotion adjustment, and pay alignment, require at least two levels of direct supervisory/managerial approval signatures within the relevant organizational hierarchy, as well as the signature of the designated Human Resources Liaison. Each division, department, and college may have additional approval signature requirements. Contact your designated Human Resources Liaison for additional information.

2) All pay actions for employees appointed to jobs in the Information Technology Job Family – central office and distributed, require the review and approval of the Vice President and Chief Information Officer, or authorized designee.

3) Funding and approval of pay actions are the responsibility of the divisional leadership in accordance with established operating budget funding policies and procedures.

III. DEFINITIONS

Base Pay: The monetary compensation earned by employees on a regular basis for performing a job. This amount of money does not include benefits, differential pay, bonuses, or other potential forms of compensation.

Minimum Job Requirements: That part of a job description detailing the necessary minimum of employee work-related attributes and qualifications (knowledge, skills, abilities, and other characteristics) required for competent performance of the job.

Pay Evaluator©: A systematic, disciplined, unbiased, and fiscally responsible pay decision support-tool for supervisors and managers. It suggests appropriate pay levels that reflect 1) the job content value of the work being executed, and 2) the direct comparison of the measured value of an individual's work-related attributes and qualifications (knowledge, skills, and abilities contributing to the successful execution of a job) to the pre-defined minimum requirements of the job as published on the job description.

IV. SUPPORTING PROCEDURES

A. Procedure for Using the Pay Evaluator©
B. Procedure for Developing New Hire Pay
C. Procedure for Developing Promotion Pay Adjustment
D. Procedure for Determining Lateral Pay Adjustment Outcome
E. Procedure for Determining Demotion Pay Adjustment Outcome
F. Procedure for Determining Pay Alignment Adjustment Outcome