

SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**

Date: August 18, 2022

FROM: James T. Minor, Chancellor  
TO: Morris Taylor, Vice Chancellor for Administration

RE: Suspension of Human Resource Policy: 5.1 Compensation

This memorandum is to set forth a second amendment to the temporary suspension of Human Resources (HR) Policy 5.1 regarding compensation. This amendment represents a procedural change to address the salary grading process formerly administered by the Position Management Committee (PMC). Until a revised compensation policy is approved, the following measures will be implemented:

Recommended salary range determinations for non-represented positions will be determined by available salary data from CUPA, Bureau of Labor statistics, local data, and/or campus level information. The HR compensation staff, led by the Assistant Director of Employment, Compensation, and Classification will determine the salary ranges.

The salary range will be provided to the hiring manager by the Office of Human Resources compensation personnel. Salary offers below the minimum or above midpoint, require Vice Chancellor approval. Offers above the maximum require the Vice Chancellor to receive written approval from the Chancellor.

If a newly established minimum creates salary compression for occupied positions with the same or similar job description, HR will refer the position to the appropriate Vice Chancellor for a salary determination and plan for addressing compression.

If an employee's job duties have changed, the relevant Position Description Questionnaire should be updated with the changes detailed on page 2. The updated PDQ should be submitted to HR fully signed with the box on the front page for request ranking checked. HR will review the PDQ and determine if the new responsibilities substantially change the complexity of the job. If the new PDQ is substantively different on this basis, the form will be shared with the Chancellor's Council Planning Group with a salary adjustment recommendation for their consideration. If not more complex, the Vice Chancellor can decide whether to offer an increase in the employee's current salary range.