



# Professional Staff Salary Administration Program

**COMPENSATION GUIDELINES AT-A-GLANCE**  
**UMASS-AMHERST COMPENSATION POLICY GUIDELINES FOR PROFESSIONAL EMPLOYEES**

JOB SITUATION		DEFINITION		SALARY ACTION
NEW EMPLOYEE	⇒	Meets minimum job qualifications.	⇒	Paid minimum to 1st quartile of applicable position level.
	⇒	Exceeds minimum job qualifications.	⇒	Dean, Director or Department Head may request to offer a salary up to midpoint of range.
PROMOTION	⇒	A move from one job to another in a higher position level.	⇒	An increase by an amount normally not to exceed 10%, and no less than 6%, of current salary, not to exceed the maximum of the range.
LATERAL TRANSFER	⇒	A move from one job to another with same position level.	⇒	No change in salary.
DEMOTION	⇒	Employee voluntarily reassigned to lower level position.	⇒	Salary appropriately placed in new range; no more than 25% reduction.
	⇒	Employee applies for lower level position than the one currently held.	⇒	No salary increase and salary may not exceed midpoint of the range.
EQUITY INCREASE	⇒	Employee's salary is substantially below the range of other staff members in same position level and with comparable duties, merit history, qualifications and experience.	⇒	Increase to an appropriate level within the appropriate range.
TEMPORARY ASSIGNMENTS	⇒	Assignment of additional duties and responsibilities of greater complexity than those currently performed for a period in excess of one month.	⇒	Temporary increase based on an evaluation of the assigned duties.
ACTING POSITIONS	⇒	Assume a position with a higher position level in an acting capacity.	⇒	Temporary increase in salary to minimum of range for higher position level, or an increase normally not to exceed 10% of the current salary, whichever amount is greater. The increase will be no less than 5%.

Job situations may arise which fall outside the typical cases outlined in the above chart. Any such unusual cases will be reviewed by the Manager of Classification and Compensation.

The following staff titles are not included in the Professional Staff Salary Administration Program: Librarians, Head Coach, Athletic Coach, Assistant Athletic Coach, and Physicians.

In addition, the titles covered by the Management Compensation Program, and the following academic titles are also excluded from the Professional Staff Salary Administration Program:

- Assistant Dean
- Assistant Professor
- Associate Dean
- Associate Professor
- Chairperson of Department
- Faculty Research Associate
- Head of Department
- Instructor
- Lecturer
- Post Doc. Res. Associate
- Professor
- Research Assistant Professor
- Research Associate Professor
- Research Fellow
- Research Professor
- Senior Post Doc. Res. Assoc.
- Senior Research Fellow

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## POLICIES AND PROCEDURES FOR NON-UNIT PROFESSIONAL STAFF POSITIONS

The following policies apply to all professional staff members who are covered by the salary administration program on the Amherst and Boston campuses. Grant funded employees, with rare exceptions, are covered by the provisions of the Professional Staff Salary Administration Program. Employees who are primarily engaged in a particular field requiring unique and highly specialized skills and directly engaged in research activities, for which the major funding source is grants or contracts, will be exempted from the conditions of the professional staff salary administration program, if such activities are of such a unique nature that recruitment and retention may be severely hampered by adherence to formal salary ranges. These policies provide definitive guidelines for determining appropriate compensation for each employee. (Faculty members and certain other classifications are excluded.)

### I. OBJECTIVES

- A. To attract, retain, motivate, and reward the highest caliber of personnel commensurate with our needs, goals, and financial resources.
- B. To provide for internal equity of salaries by:
  - 1. Reflecting the relationship between positions based on a combination of skill, effort, responsibility and working conditions.
  - 2. Maintaining consistency in the granting of increases where position level and performance are similar.
  - 3. Administering salaries in support of University affirmative action principles.
- C. To provide for external competitiveness by paying salaries that are equal to or more than average total compensation for comparable positions in the appropriate labor market.
- D. To provide specific practices to fairly and equitably compensate professional employees for work performed outside their official position description.
- E. To communicate salary policies and practices effectively to employees, in a manner that will allow them to understand their position level, salary and movement within the salary range for their present position.

### II. APPLICATION AND DESCRIPTION OF THE SALARY ADMINISTRATION PROGRAM

#### A. Position Descriptions

Position descriptions provide an accurate and detailed description of the duties, responsibilities, skills, knowledge, and necessary experience associated with each position. They should, however, describe the duties in generic terms, but should not list every activity in which an employee engages.

A written description of each position is developed by the Department Head/Dean/Director, and revised regularly to ensure that it is current. All new or amended position descriptions must be approved by the appropriate Chancellor, Vice Chancellor or designee, hereinafter referred to as Administrative Officer, and the Manager of Classification and Compensation.

B. Position Evaluation

All positions are analyzed and evaluated by the Division of Human Resources personnel in accordance with the Position Evaluation System. Each position is evaluated in terms of specific elements and the extent to which each element is present in the position. The elements considered in evaluating professional positions are:

- \* Basic Knowledge
- \* Experience
- \* Judgment and Initiative
- \* Independent Action
- \* Accountability
- \* Inter-relationships
- \* Manual Skills
- \* Environmental Conditions
- \* Physical Effort
- \* Occupational Risks
- \* Supervisory Responsibilities

Positions may be randomly audited by a classification analyst from the Division of Human Resources to obtain complete and current information and to ensure accurate evaluation.

Using the results of the analysis and evaluation, the Manager of Classification and Compensation assigns a position level and communicates this to the Department Head and Administrative Officer (Chancellor, Vice Chancellor or designee) together with the appropriate salary range.

The Department Head should discuss with the Administrative Officer implementation of position level changes and the effective date for any salary adjustments.

(i) Analysis and Evaluation of New Positions

When a new position for a department has been approved by the appropriate Administrative Officer, evaluation should be requested by submitting a completed position description to the Manager of Classification and Compensation prior to initiating the search process.

A principal investigator should not write or accept a grant, contract or other sponsored activity under the auspices of the University which does not provide for a minimum salary consistent with the Professional Staff Salary Administration Program.

(ii) Re-evaluation of Existing Positions

Scheduled Review

All positions are to be reviewed and re-evaluated every three (3) years on a schedule determined by the Manager of Classification and Compensation.

Each position description is reviewed by the Department Head with the employee, to ensure that it is accurate and reflects the content of the position, the minimum qualifications and the working conditions. Use of the worksheet is encouraged as part of the review process and, if used, should accompany the position description. If agreement is not reached on the position description, the employee must complete a position description worksheet (Appendix #1) and submit it to the Manager of Classification and Compensation, together with the proposed position description, for analysis and evaluation. The results of this analysis and evaluation will be discussed with the Administrative Officer and subsequently communicated to the Department Head, whose responsibility it is to inform the employee of any change.

Any salary changes made as a result of the scheduled review will be effective on the first day of the **current** fiscal year, or coincident with the date the employee assumed the duties, whichever date is later. If funds are not available in the current fiscal year budget, the funds required to implement any salary change will be included in the budget for the following fiscal year, with the same effective date. Increases for grant funded employees will be granted subject to the availability of funds.

(iii) Unscheduled Review (Off-Cycle Review)

An unscheduled position re-evaluation will be considered only if significant changes in complexity of duties have taken place. It should be noted that changes in work volume, minor changes in work content, or changes in quality of employee performance will not result in a changed position level, and should not result in a request for an off-cycle review. A Request for Off-Cycle Review Form (Appendix #3) detailing the basis for such action should be forwarded by the Department Head/Dean or Director to the appropriate Administrative Officer for review. The form should then be signed and forwarded to the Manager of Classification and Compensation, with comments providing some insight into the extent of change and analogous situations existing within the executive area.

To facilitate the process and provide timely responses to Department Heads the following priorities are established by the Manager of Classification and Compensation:

- a. New or changed positions for which openings exist or changes due to major reorganizations are given first priority.
- b. Increased responsibilities: Positions for which the content has changed significantly and permanently, and there appears to be added responsibilities that could possibly change the position level, are given second priority.

- c. Content changes: Position descriptions in which the content has changed somewhat, and which have been submitted for informational purposes only, to ensure records are current.

Any salary increase granted as a result of an off-cycle review will be made effective the first Sunday following receipt of the request by the Division of Human Resources.

If funds are not available in the current fiscal year budget, the funds required to implement any salary change will be included in the budget for the following fiscal year, with the same effective date. Grant-funded programs may be exempted in rare situations, only if it can be documented that insufficient funds are available.

### III. APPEAL PROCEDURE

A staff member or supervisor who wishes to appeal the results of an off-cycle review, or a staff member whose supervisor will not request an off-cycle review, should follow the procedure outlined below:

- A. Staff member or supervisor completes Section I of Appeal of Position Level form (Appendix #4) and forwards, with position description, to Department Head.
- B. Within 10 working days of receipt, Department Head in conjunction with the Dean/Director completes Section II and forwards, with organizational chart, to Manager of Classification and Compensation, providing copies to the Administrative Officer of the Executive area.
- C. Within 20 working days of receipt, Division of Human Resources completes Section III and returns to Department Head with copies to staff member, and Administrative Officer of the Executive area.
- D. If staff member or Department Head wishes to appeal action taken in Step C above, within 10 working days of receipt he or she completes Section IV and submits, to Chair of Appeals Board, with copies to the Department Head, Dean or Director, Director of Human Resources, and Vice Chancellor or Chancellor. The Appeals Board is comprised of the Administrative Officer of each executive area and a majority vote is necessary to approve an appeal.
- E. Within 15 working days of receipt, the Chair convenes a hearing at which the appellant, Department Head/Dean/Director, and Manager of Classification and Compensation present their respective cases and answer any relevant questions of the committee.
- F. Within 15 working days of the hearing, the Board completes Section V of the form and notifies the staff member of its findings, with copies to the Department Head, Dean or Director, Director of Human Resources, and Vice Chancellor or Chancellor.
- G. The Appeals Board's decision is final; any resultant change in position level will be implemented effective on the Sunday following the date the request for review was received by the Division of Human Resources. If funds are not available in the current fiscal year budget, the funds required to implement any salary change will be included in the budget for

the following fiscal year, with the same effective date. Grant funded programs may be exempted in rare situations, only if it can be documented that insufficient funds are available.

#### IV. GUIDELINES FOR DETERMINING INDIVIDUAL SALARIES

The following guidelines apply to all professional staff members who are covered by this salary administration program, regardless of their source of funds, i.e. state, trust or grant.

##### A. Starting Salaries for New Employees

1. Normally a new employee will be hired at a salary up to the first quartile of the range, based on application of the criteria listed in #2 below, and with the approval of the Dean/Director/Department Head.
2. Salary amounts shall be determined by:
  - a. the experience and education of the applicant in relation to the advertised job qualifications,
  - b. salaries being paid to current employees,
  - c. salaries paid in the appropriate labor market.
3. If the applicant is exceptionally well-qualified and is fully capable of immediate competent performance, the Dean/Director/Department Head may request to offer a salary between first quartile and midpoint of the range. Prior consultation must occur with the executive area Administrative Officer and the Manager of Classification and Compensation.
4. An applicant can only be offered a salary above the midpoint of the range if: a.) the position has been appropriately advertised, and b.) market conditions exist which require such an offer. Prior approval must be given by the Dean/Director/Department Head and appropriate Administrative Officer in consultation with the Manager of Classification and Compensation.

##### B. Advertising Salaries for Vacant Positions

1. Generally advertisements will state the hiring range from the minimum to the midpoint of the range, indicating that the normal starting salary will be up to the first quartile.

SAMPLE FORMAT: Hiring salary range: \$30,000 - \$50,000 (Normal starting salary: \$30,000 - \$40,000).

This method provides potential applicants a realistic perspective about probable salary. No offer above the maximum of the advertised range may be made.

2. It is possible to advertise a position at level 30 and above without stating salary figures. In lieu of salary information, the advertisement will read, "salary commensurate with skills and experience". This method is generally reserved for positions in which it is known ahead of time that the salary offer will most probably

need to be above mid-point of the range. Prior approval for using this method must be obtained from the appropriate Administrative Officer. An acceptable hiring range must be established by the Department Head/Dean/Director in consultation with the Manager of Classification and Compensation. This range must be determined prior to beginning the search and shall appear on the critical needs requisition. Approvals shall precede any salary offer made to applicants.

C. Other Factors and Situations

1. In those instances where living quarters are provided to the employee, (e.g. Residence Directors), it is considered that this represents an indirect compensation value, which should be considered when the annual salary is established. The current established value of this indirect compensation may be obtained by contacting the Manager of Classification and Compensation.
2. In rare instances, agreements are made ahead of time by the Dean/Director/Department Head, appropriate Administrative Officer and the Manager of Classification and Compensation to establish a single entering salary or a starting salary range that is different from the usual minimum to first quartile of the range, but within all other guidelines. In these instances, the salary should be advertised as agreed upon in order to provide applicants with correct information.
3. If the successful applicant for the posted vacancy is an on-campus faculty, staff or benefited classified employee, the action shall generally be considered a promotion or lateral transfer depending on the levels of the posted position and the employee's present position. See guidelines below for promotional increases. If promotional guidelines are felt to be inappropriate to the situation, the Dean/Director/Department Head and appropriate Administrative Officer shall consult with the Manager of Classification and Compensation. A classified employee who is moving to a professional position shall normally receive a salary increase up to 10%, but not to exceed the midpoint of the salary range for the new position.

D. Promotional Increases

Promotional increases awarded shall reflect:

- \* the extent of the change in duties and responsibilities,
  - \* the education and experience of the employee in relation to the position requirements,
  - \* the relative position of the employee's current salary within the new salary range, and
  - \* the interval since the last increase.
1. A professional employee whose current salary is below the minimum salary for the new position and who meets the education and experience qualifications for the new position shall receive an increase to at least the minimum of the range.
  2. A professional employee whose current salary is at or above the minimum salary of the new position and below the maximum of the new position is eligible to receive an

increase normally not to exceed ten percent and in no case less than six percent, of the current salary. No such increase may take an individual's salary above the maximum for the new position level.

Any salary increase accompanying a promotion must be approved by the employee's Department Head, Dean or Director, if appropriate, and Vice Chancellor or Chancellor, in consultation with the Manager of Classification and Compensation. These approvals shall precede any communication of the promotion and increase to the employee.

E. Lateral Transfers

If an employee moves from a job in one position level to another job in the same position level, a salary adjustment will generally not be made.

F. Transfers to a Lower Position Level or Demotion

Any salary reduction must be approved by the Dean/Director/Department Head and the appropriate Administrative Officer in consultation with the Manager of Classification and Compensation.

The extent of the salary reduction resulting from a transfer to a lower position level or a demotion shall reflect:

- \* the reason for the demotion,
  - \* the extent of the demotion,
  - \* the education and experience of the employee in relation to the new position, and
  - \* the relative position of the employee's salary in the new salary range.
1. If an employee applies for a position evaluated at a lower level than the one currently held, there will be no salary increase and the salary may not exceed the midpoint of the range, or the highest salary advertised, if the advertised salary is less than the midpoint of the range (See page 6 - C2).
  2. Generally, when redefinition of an existing position results in a lowered level, the incumbent's salary will be unaffected. However, the position will be identified for the lower classification and salary when it becomes vacant.
  3. An employee exercising voluntary reassignment to a position with lesser responsibilities and position level shall normally have the salary reviewed so that it is appropriately placed within the range for the new position; there shall be no more than a 25% salary reduction.

G. Temporary Assignments or Acting Positions

Employees temporarily assigned duties and responsibilities of more complexity in addition to those outlined in the current job description, or transferred temporarily to a vacant higher position in an acting capacity should receive additional compensation from the date of assignment if such assignment is continuous and is to be in excess of one month.

1. An employee assigned such additional duties and responsibilities shall be eligible for a temporary increase in salary. This recommended increase should be based on an evaluation of the assigned duties by the Department Head in consultation with the Manager of Classification and Compensation.
2. An employee assuming a higher position in an acting capacity shall be eligible for an increase in salary to the starting rate of the range of the assumed position or an increase normally not to exceed 10 percent (but under no circumstances less than 5 percent) of the current salary, whichever amount is greater if the assignment is for a period of at least 30 calendar days. The duration of the acting period should not exceed one year.

#### H. Merit Increases

The movement of employees' salaries within a range is determined by individual performance of assigned duties as specified in the merit program guidelines. The Annual Performance Review does not imply automatic or regular increases. Length of service without proficient performance is not a valid reason for merit increases.

#### I. Equity Increases

An employee's salary may be reviewed for a possible equity increase, when the staff member or his/her supervisor believes any inequity exists between that employee's salary and other salaries being paid to employees in the same position level, performing comparable duties. Consideration is given to the duties and responsibilities assigned, merit history, qualifications, experience, labor market and anomalous circumstances which may exist. Equity adjustments will only be made when a substantial inequity exists, not when there is a slight variance in salaries.

Education and experience are a determinant in establishing an appropriate starting salary. Occasionally earning a particular degree or certificate is made a condition of employment, and a predetermined salary increment may be awarded. However, position levels, and resultant salary ranges, are determined based upon a set of factors that include "minimum education experience". Job-related advanced degrees earned while employed at the University will not be considered as the sole basis for an equity increase.

The procedure to be followed is:

1. Staff member or supervisor completes Section I of Request for Equity Review form (Appendix #5) and forwards, with position description, to Department Head, with copies to Dean or Director and Administrative Officer.
2. Within 10 working days of receipt, Department Head after consultation with Dean/Director or Administrative Officer completes Section II and forwards, with organizational chart, to Director of Human Resources.

3. Within 20 working days of receipt, Division of Human Resources completes Section III and returns to Department Head with copies to staff member and Administrative Officer.
4. If staff member or Department Head wishes to appeal action taken in Step 3 above, within 10 working days of receipt he or she completes Section IV and submits to Chair of Appeals Board, with copies to the Department Head, Dean or Director, Director of Human Resources, and Vice Chancellor or Chancellor. The Appeals Board is comprised of the Administrative Officer of each executive area and a majority vote is necessary to approve an appeal.
5. Within 15 working days of receipt, the Chair convenes a hearing at which the appellant, Department Head/Dean or Director, and Manager of Classification and Compensation present their respective cases and answer any relevant questions of the committee.
6. Within 15 working days of the hearing, the Board completes Section V of the form and notifies the appellant of its findings, with copies to the Department Head, Dean or Director, Director of Human Resources, and Vice Chancellor or Chancellor.
7. The Appeals Board's decision is final; any resultant salary increase will be implemented effective no later than the Sunday following the date the appeal was received by the Division of Human Resources. If funds are not available in the current fiscal year budget, the funds required to implement any salary change will be included in the budget for the following fiscal year, with the same effective date. Grant-funded programs may be exempted in rare situations, only if it can be documented that sufficient funds are unavailable.

J. Across-The-Board Increases

Employees' salaries are automatically adjusted by any across-the-board increase announced. Salary ranges will be automatically adjusted with an across-the-board increase authorized by the Board of Trustees, and funded by the legislature.

# UNIVERSITY OF MASSACHUSETTS POSITION DESCRIPTION WORKSHEET

This worksheet has been prepared to assist  
in describing the functions of a position.  
Please complete it when creating a new position  
or requesting a review of a current position.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

OFFICIAL TITLE: \_\_\_\_\_ FUNCTIONAL TITLE: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_ TITLE: \_\_\_\_\_

- I. **BASIC KNOWLEDGE** - Minimum Education Requirements for position: (Do not describe the qualifications of the incumbent of position.)

	Minimum Number of Years	Degree	Course or Specialization
College			
Graduate School			
Other (certification; licensure; etc.)			

What specialized courses or technical knowledge in addition to above is desirable?

- II. **EXPERIENCE** - Minimum length of time required at time of hire to perform duties of position effectively with specified education or training?

\_\_\_\_\_ under 1 year

\_\_\_\_\_ 1 to 3 years

\_\_\_\_\_ over 3 to 5 years

\_\_\_\_\_ over 5 to 7 years

\_\_\_\_\_ over 7 to 10 years

\_\_\_\_\_ over 10 years

- III. JUDGMENT AND INITIATIVE - Includes relative level of intellectual demand inherent in the position; responsibility for formulating independent decisions; problem solving; prioritization; original thinking; analytical evaluation; application of specialized expertise or advanced knowledge in a field; conceptual development of techniques, procedures, and policies; and participation in long- and short-range plans.

Describe those duties which involve the greatest demand on intellectual skills (as outlined in paragraph above):

- IV. INDEPENDENT ACTION - The degree of independence exercised in performing assigned duties; exposure to or freedom from supervision or scope of delegated authority.

A. In what areas does the position allow for independent action and decision-making?

B. In what kinds of situations would the incumbent refer an issue to a supervisor? Within what constraints does the incumbent act?

C. Briefly describe the scope of responsibility and authority for the following:

Reports and records: (creating and/or approving)

Methods and procedures: (establishing and/or reviewing)

University expenditures: (incurring expenses, establishing and/or controlling budgets)

- V. ACCOUNTABILITY - Likelihood of errors; possibility of error detection; probable effects of errors on department, institution, or public; results of errors as measured in cash losses, injury to others, jeopardy to programs, damage to equipment or facilities, or significant inconvenience to others; access to privileged information, the disclosure of which could compromise the institution's position.

In light of the above description, describe briefly:

A. Those tasks in which serious errors are most likely to be made:

B. The scope and likely consequences of the most serious errors:

- VI. INTERRELATIONSHIPS - Level of human interaction: types of persons with whom the incumbent may be associated as well as basic human relations skills required.

A. Contacts within the University:

Position or Title of Persons Contacted	Nature of Contacts

B. Contacts outside of the University:

Position or Title of Persons Contacted	Nature of Contacts

VII. MANUAL SKILLS - Degree of manual skill required, including eye and hand coordination, finger dexterity, manipulative ability, etc., for varying lengths of time.

Identify those tasks which require significant manual skills and indicate what portion of daily assignments would be devoted to the task and whether lengthy periods of time (i.e., over two hours) would be involved:

Task

Proportion of Job/Period of Time

VIII. ENVIRONMENTAL CONDITIONS - Those conditions in the environment which may hamper the incumbent's ability to perform assigned duties through the creation of work distractions or unpleasant conditions.

Describe the environmental conditions of this position in relation to:

Noise, fumes, chemicals, harsh weather, or other physical irritants:

Stressful distractions or regular encounters with irate clientele:

- IX. PHYSICAL EFFORT - Degree of exertion required by general physical activity (standing, walking, etc.) and physical force exerted for short or intermittent periods of time.

Describe the most physically demanding activities of the position and the approximate percentage of the work hours involved in the activity:

- X. OCCUPATIONAL RISKS - Degree of exposure to job-related injury, probability of injury and potential severity of injuries, should accidents occur.

Potentially Dangerous Tasks

Potential Severity

- XI. SUPERVISORY RESPONSIBILITY - A: Types of supervision (direct, indirect, functional, etc.) and related organizational responsibilities (hiring, training, developing policies and procedures, establishing and controlling budgets through subordinate personnel).

Persons Supervised

Type of Supervision

Supervisory Activities

**XII. SUPERVISORY RESPONSIBILITY - B:** Numbers of staff under direct and indirect supervision and numbers of student employees under either direct or indirect supervision.

**A. Direct supervision of non-student employees (not FTEs):**

Check one box:

1-3	4-6	7-9	10-12	Over 12

**B. Indirect supervision of non-student employees (not FTEs): (Employees supervised by directly reporting staff.)**

Check one box:

1-10	11-20	21-50	51-100	Over 100

**C. Direct or indirect supervision of student employees (average number at any given time):**

Check one box:

1-10	11-20	21-50	51-100	Over 100

**UNIVERSITY OF MASSACHUSETTS  
POSITION DESCRIPTION**

<b>NAME:</b>	<b>DEPARTMENT:</b>	<b>DATE:</b>
<b>STATE TITLE:</b>	<b>WORKING TITLE:</b>	<b>POSITION LEVEL:</b>

**A. GENERAL SUMMARY OF POSITION:**

**B. EXAMPLES OF DUTIES:** (Identify those duties that demand the greatest amount of time, attention, and are of key priority to the department. Include any duties which present unusual physical requirements such as standing, walking, exposure to chemicals, etc.)

**C. MINIMUM QUALIFICATIONS:** (Minimum required level of education; required licenses; years and nature of related experience; unique requirements related to physical ability, travel, working evenings and weekends, etc.)

**D. SUPERVISION RECEIVED:**

**E. SUPERVISION EXERCISED:**

1. Number of non-student employees directly supervised:
2. Number of non-student employees indirectly supervised:
3. Average number of student employees supervised at any given time:

\_\_\_\_\_**OFFICIAL POSITION CERTIFICATION**\_\_\_\_\_

This is a complete and accurate description of this position.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE - STAFF MEMBER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE - DEPARTMENT HEAD**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE - HUMAN RESOURCES DIVISION**

UNIVERSITY OF MASSACHUSETTS  
REQUEST FOR "OFF-CYCLE" REVIEW

Appendix #3

INSTRUCTIONS: Send to appropriate administrative officer who will forward to Manager of Classification and Compensation if approved.

State Title: \_\_\_\_\_

Working Title: \_\_\_\_\_ Date: \_\_\_\_\_

Incumbent(s): \_\_\_\_\_ Department/Division: \_\_\_\_\_

Complete this form if the description must be evaluated apart from the regularly scheduled review of positions in your department. To ensure consistent evaluation, it is important to review all positions within an area simultaneously. In most cases only new or changed positions for which openings exist, or changes due to major reorganizations will be reviewed off-cycle.

1. Is this a new position? ☐ Yes ☐ No  
(attach position description)

2. Is this a revision of an existing position? ☐ Yes ☐ No  
(attach revised and former position descriptions and a completed position description worksheet)

3. Does this position replace an existing description? ☐ Yes ☐ No  
If yes, former title: \_\_\_\_\_

4. If this is a new position or if there is a change in this position,  
does it significantly change any other position(s) in the department? ☐ Yes ☐ No  
If yes, please comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If this is an existing position that has changed significantly, please summarize the difference between this position description and the former description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Identify the reasons why this position has been created or changed (e.g. reorganization of functions, changes in work volume, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Administrative Officer \_\_\_\_\_ Date \_\_\_\_\_

HUMAN RESOURCES USE ONLY

Date Request Received \_\_\_\_\_

Request for Review is ACCEPTED \_\_\_\_\_

DENIED \_\_\_\_\_

POSTPONED \_\_\_\_\_

UNIVERSITY OF MASSACHUSETTS  
APPEAL OF POSITION LEVEL

- I. Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_  
Working Title: \_\_\_\_\_  
Assigned Position Level: \_\_\_\_\_  
Position Level Sought: \_\_\_\_\_ Signature: \_\_\_\_\_
- II. Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Organizational Chart and comments of both the employee and Department Head may be attached.)
- III. Position Level Recommended by Division of Human Resources: \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- IV. I wish to appeal the determination above.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- V. Position Level Recommended by Board: \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Written justification must be attached.)
- cc: Staff Member, Department Head, Dean or Director, Vice Chancellor or Chancellor, Director of Human Resources

**UNIVERSITY OF MASSACHUSETTS  
REQUEST FOR EQUITY REVIEW**

I. Name of Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Working Title: \_\_\_\_\_

Current Salary: \_\_\_\_\_

Salary Sought: \_\_\_\_\_ Signature  
of Requester: \_\_\_\_\_

(Job description must be attached. Comments may be attached if desired.)

II. Salary Recommended by Department Head: \_\_\_\_\_  
(Organizational Chart must be attached. Memo of justification for request/recommendation **MUST** be supplied by both employee and Department Head.)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

III. Salary Recommended by Division of Human Resources: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IV. I wish to appeal the determination above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

V. Salary Recommended by Board: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Written justification must be attached.)

cc: Staff Member, Department Head, Dean or Director, Vice Chancellor or Chancellor, Director of Human Resources