



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

UTK Area - Classification & Compensation Review Procedures

Updated January 2022

Classification (PD) Review

New positions and current positions with significant changes are submitted for classification review.

- Requesting department must complete and include:
 - Classification/Compensation Request Form
 - Position Description
 - Updated Organizational Chart
- Request is logged into excel tracking sheet and put into a queue for review.
- Compensation analyst performs review, communicating with department as needed.
- Compensation's recommendation is made and finalized with department. The HR use only section is completed during the initial compensation review.
- Upload classification review documentation and final official position description to IRIS. The position description and back-up documentation are attached in IRIS in the following format.
 - Position Description – Document type – Official position description
 - Classification review documentation
- Final results sent to department and log is updated.
- Requesting department submits the appropriate transaction in IRIS.
- The IRIS record will be automatically updated upon final approval.

Position Review for Recruitment

- Hiring department submits requisition in IRIS.
- Compensation reviews and approves IRIS transaction:
 - Verify official PD is up-to-date and confirm duties have not changed and the description has been reviewed and approved. If PD has been updated follow the process for classification review.

Temporary Assignments or Interim Appointments:

- Department drafts a request for temporary assignment or interim appointment.
- Compensation receives the request for review, analysis, and makes a recommendation to the requestor.
- Recommended action is processed through appropriate approvals.

UTK Area:

1. Department reaches out to Compensation to determine appropriate compensation for the interim appointment/temporary assignment.
2. Department prepares request for temporary assignment or interim appointment.
3. Compensation reviews request for approval.
4. Department processes temporary assignment or interim appointment pay.

Compensation Reviews

- Compensation conducts a salary analysis to determine an appropriate and equitable salary for the following actions:
 - Starting Pay – through recruitment process for new hires, promotions, demotions, lateral transfers
 - UTK Area:
 1. The college/department is responsible for setting starting pay and maintaining equity. The HR Compensation team is available for consultation if the college/department would like support or has questions while determining starting salaries.
 - Reclassifications – change in job family, role, and/or level:
 - Lower market range
 - Same market range
 - Higher market rangeUTK Area:
 1. Classification Request, Position Description (PD) form, and Org Chart are submitted for review.
 2. Compensation performs holistic salary analysis for occupied positions to recommend appropriate compensation.
 3. Salary changes must be reviewed by the appropriate budget office through the workflow process prior to department notifying employee of pay changes.
 - In-range Adjustment – adjustments in pay within current classification and market range:
 - Change in duties
 - Professional/skill development
 - Internal alignment/equity
 - Market/retention
 - Counter OfferUTK Area:
 1. For change in duties, Classification Request and Position Description (PD) forms are submitted. Compensation performs holistic salary analysis for occupied positions to determine appropriate compensation.
 2. For professional/skill development, internal alignment/equity, market/retention, and counter offers, department submits request to Compensation to determine if a salary adjustment is appropriate.
 3. In-range adjustments must be reviewed by the appropriate budget office through the workflow process prior to department notifying employee of pay changes.

Supplemental or Non-base Pay Adjustments

- Compensation conducts a review to determine an appropriate and equitable rate or amount.
 - Bonuses
 - Additional pay for extra services
 - Shift differentials to establish or change rates
 - On-call pay to establish or change rates
 - Call-back to establish or change ratesUTK Area:
 1. Department contacts Compensation when considering bonuses and additional payments. Requests will be reviewed by the appropriate budget office through the workflow process.
 2. Department works with Compensation when establishing or changing shift differentials, on-call pay and call back pay. Supplemental pay adjustments will be reviewed by appropriate budget office.

Temporary/Student/Retiree Starting Pay – Pending JF & Market Structure Implementation

- Procedures to be determined later.

Market/Merit Increases – Pending available funding each fiscal year

Procedures to be determined later consistent with salary increase guidelines