



Administration and Finance
Operations Detail: #12-03

FINANCE AND ADMINISTRATIVE SERVICES | UNIVERSITY BUDGET SERVICES

Divisional Allocation for Staff and MPP Salary Adjustments

January 21, 2022

1.0 PURPOSE

The purpose of this Operations Detail is to establish a pool of funds from the university base operating budget that provides Vice Presidents the ability and flexibility to fund salary adjustments for equity, new job responsibilities, reorganizations, and other personnel related needs. This pool of funds will be established on an annual basis.

2.0 BACKGROUND

The President has approved, as funding permits, an annual central funding pool for divisional In-Range Progression requests, Reclassifications, and MPP salary adjustments.

3.0 OVERVIEW

The Budget Services department will assess available base operating funds each year and provide recommendations to the Vice President of Administration and Finance as to whether an annual pool can be established for salary adjustments (non-GSI):

Factors to be considered for establishing a pool:

Staff	MPPs
• Previous FY Average Salary (dollars) • Previous FY Average Salary Adjustment (Percentage) • Estimated Number of Staff Who May Receive an Adjustment (Percentage)	• Previous FY Average Salary (dollars) • Previous FY Average Salary Adjustment (Percentage) • Estimated Number of MPP Who May Receive an Adjustment (Percentage)

If base operating funds are available, the Vice President for Administration and Finance will seek Presidential approval to establish the funding pool for that fiscal year under the following criteria:

- Annual pools will not roll forward from one year to the next.
- Funds available are not to be used for purposes other than what they were established for.
- Funds are not replenished or increased in the year they are established.

4.0 CITATIONS

IRP:

<https://www.cpp.edu/eoda/class-comp/documents/new-irp-form-updated-3.4.21.pdf>

Reclass:

<https://www.cpp.edu/eoda-hr/departments/classification-and-compensation/reclass.shtml>

5.0 PROCEDURES

Base funding for this salary adjustment pool will be held **centrally** by Budget Services and allocated to divisional budgets incrementally as permanent salary increases are approved.

Divisions are to track and manage their funding pool amounts to ensure that the established pool is not exceeded each fiscal year. To support this process, Budget Services will create a shared file each year for each division that will assist in tracking allocations to date. The “IRP and Reclass Pool – Division Name” file will be shared at the time of the Annual Budget Load. Attachment A provides a sample file.

At the conclusion of the IRP and Reclassification process, including EODA’s review and approval of the request, divisions will update the shared file with the funding pool approval details and will notify Budget Services at budget@cpp.edu that a funding pool request has been approved. Budget Services will then transfer the approved base funding amount documented in the approval process to the appropriate ChartField String (CFS).

6.0 DEFINITIONS

In-Range Progressions (IRP) – Permanent increase to the employee’s base pay based on movement within a class or skill level (e.g., increased duties, equity, performance, minor use of increased skillset.)

Reclassification Review – Permanent increase to the employee’s base pay based on movement from one class or skill level (e.g., increased skill or knowledge needed to perform higher-level skills, increased responsibility). Reclassifications must align with classification standards for skill level and would not be approved only for additional duties. A request for a review may be submitted for a position when functional responsibilities extend outside of the position classification. A successful classification review should **clearly demonstrate that the employee has been assigned, and is performing, significant and permanent changes in work responsibilities and job duties.**

7.0 CONTACTS

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8.0 APPROVAL AND REVISION TRACKING

Approved by: Y. Trinidad
Date: January 20, 2022

Revision History:

Revision Date	Revised by	Summary of Revision	Section(s) Revised

Review/Approval History

Revision Date	Revised by	Summary of Revision	Section(s) Revised