



Compensation and Classification: The table below outlines the signature authorization required by Human Resources, Safety and Risk Management, in order to commence a compensation and/or classification review. Vice President/Provost Authorization does not constitute approval of the requested action.

Type of Compensation and/or Classification Change Requested	Purpose/Definition/Criteria	Vice President/Provost Authorization	Human Resources Review and Approval
Temporary Reassignment with a Change in Classification	A temporary change in classification. Any classification change must be reviewed by Human Resources to determine appropriate classification.	✓	✓
In-Class Progression	Movement within a classification to another skill level. Any in-classification progression change must be reviewed by Human Resources to determine appropriate skill level.	✓	✓
Reclassification	A change in classification that occurs due to change in duties and responsibilities. Any classification change must be reviewed by Human Resources to determine appropriate classification.	✓	✓
In-Range Progression	A salary increase as a result of enhanced skills, performance, new lead or project work coordination etc. Any in-range progression request must be reviewed by Human Resources to determine appropriate classification.	✓	✓
Bonus	A one-time lump sum payment to recognize performance, critical skills, retention etc.	✓	✓
Stipends	For temporary project or lead work coordination.	✓	✓

Type of Compensation and/or Classification Change Requested	Purpose/Definition/Criteria	President Authorization	Human Resources Review
<ul style="list-style-type: none"> • MPP Equity Increase • MPP Merit Bonus • MPP Merit Salary Increase 	<p>Address equity, including market, issues if needed.</p> <p>A salary increase as a result of meeting a specific stated objective.</p> <p>For meritorious performance documented by the performance evaluation.</p>	✓	✓