



MOLLOY UNIVERSITY

Policy # HR.113
Employee Information
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Non-Faculty Employees
Last Revised: 11/01/2018
Last Reviewed: 07/01/2022

SALARY ADMINISTRATION PROGRAM

Molloy University maintains a compensation program that supports the institution's strategic vision, mission and values and its diverse employee population. Guiding principles around this program include:

- Internally equitable, fair and consistent administration of compensation across the University
- Attraction, retention and engagement of talented, qualified employees
- A flexible, market-competitive pay system that reflects changes in the external market, but also recognizes internal institution dynamics and structures
- Shared accountability for success from all stakeholders including Senior Leaders, Human Resources, Supervisors and Employees
- Fiscally responsible management of compensation that considers the budgetary constraints of the University

Position Grade Re-evaluation and/or Reclassification

Reclassification occurs for jobs in which there are major changes to the job duties, qualifications, responsibilities, decision-making and/or level of supervision. Classification decisions are based on the following job value factors: **Knowledge and Skill, Scope of Responsibility, and Impact**. For a reclassification to be approved, the primary duty or duties of a job must undergo significant and permanent changes. Human Resources will review the requested changes and compare the job to other similar jobs across the University on a bi-annual basis and will identify market compensation data for the new role. A change in job title and/or salary may or may not accompany a new classification. The area Vice President will review and approve all job reclassifications and if appropriate return to Human Resources for implementation.