

Procedure for Developing New Hire Pay

I. CORRESPONDING POLICY AUTHORITY: Policy on Establishing Base Pay

II. PROCEDURE STATEMENT

Auburn University establishes new external hire and internal hire pay levels for regular non-faculty employees in compliance with the university's [Policy on Establishing Base Pay](#). The university pays employees based on 1) the job content value of the work being executed, and 2) the measured value of an individual's work-related attributes and qualifications (knowledge, skills, and abilities) directly compared to the minimum requirements of the job as published on the job description.

Using the university's Pay Evaluator[®] ensures that new hire pay levels are the result of well-informed and unbiased pay decisions.

III. RELATED POLICY(S) AND PROCEDURE(S):

- A. Policy on Establishing Base Pay
- B. Procedure for Using the Pay Evaluator[®]
- C. Procedure for Determining a Pay Alignment Outcome

IV. DEVELOPING NEW HIRE PAY

Using the university's Pay Evaluator[®], the responsible supervisor, designated Human Resources Liaison and University Human Resources Compensation & Classification staff collaborate to develop an appropriate base pay recommendation in accordance with the principles set forth in the [Policy on Establishing Base Pay](#).

- A. For instructions on using the Pay Evaluator[®] please see related [Procedure for Using the Pay Evaluator[®]](#), your designated Human Resources Liaison or Compensation Specialist.
- B. Auburn University has established a [minimum hiring rate](#). No pay level for regular full-time and part-time employees will be below the established minimum hiring rate.
- C. The new hire pay level may be a "triggering event" that warrants a "pay alignment review" if the approved new hire pay level leads to a potentially unjustifiable pay compression or inversion that is, or soon will be, occurring relative to another employee's pay level within the same hiring team, unit, department, or division. See related Procedure for Determining a Pay Alignment Outcome.

V. APPROVAL AND FUNDING OF BASE PAY DECISIONS

- A. New hire pay decision actions require at least two levels of direct supervisory/managerial approval signatures within the relevant organizational hierarchy, as well as the signature of the designated Human Resources Liaison. Each division, department, and college may have additional approval signature requirements. Contact your designated Human Resources Liaison for additional information.
- B. All pay actions for employees appointed to jobs in the Information Technology Job Family – central office and distributed, require the review and approval of the Vice President and Chief Information Officer, or authorized designee.
- C. Funding and approval of pay actions are the responsibility of the divisional leadership in accordance with established operating budget funding policies and procedures.

VI. DEFINITIONS

The following are definitions that inform the administration of this procedure:

Base Pay: The monetary compensation earned by employees on a regular basis for performing a job. This

amount of money does not include benefits, differential pay, bonuses, or other potential forms of compensation.

Minimum Job Requirements: As published on the current job description, the necessary minimum of employee work-related attributes and qualifications (knowledge, skills, abilities, and other characteristics) required for competent performance of the job.

Pay Evaluator: A systematic, disciplined, unbiased, and fiscally responsible pay decision support-tool for supervisors and managers. It suggests appropriate pay levels that reflect the 1) the job content value of the work being executed, and 2) the measured value of an individual's work-related attributes and qualifications (knowledge, skills, and abilities) directly compared to the minimum requirements of the job as published on the job description.

VII. EFFECTIVE DATE

September 15, 2023

VIII. PROCEDURE ADMINISTRATION

Responsible Office: University Human Resources; Classification & Compensation

Responsible Director: Director, Compensation and Classification

Responsible Administration Manager: Manager, Compensation Administration

IX. INTERPRETATION

Responsible Director: Director, Compensation and Classification