

Policy Number: HR009EN

Issue Date: 28 Feb 2018

1. PURPOSE

The University promotes compensation strategies that optimize the recruitment, performance and retention of employees.

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY STATEMENT

A. Salary administration

1. The compensation rate of a position is primarily established by relevant markets, the impact of the position or team on the mission of the unit, and available funding. Particular attention is paid to equity patterns.
2. Each position is assigned to a classification (for administrative staff) or rank (for faculty).
3. Employees must be paid at least the published minimum of the pay range for their position classification or rank.
4. Salary actions are implemented at the discretion of the employer.

B. Target hiring range

1. A target hiring range must be established prior to posting a position based upon budgeted funds for the position, required skills and/or experience, salaries paid within the University for similar positions and an assessment of the relevant market.
2. The hiring range should normally have a spread of €3,000 to €5,000.
3. The Director of Human Resources is responsible for approving target hiring ranges for administrative staff and may approve a hiring salary provided it is within the target hiring range. If the hiring salary is more than above the target hiring range, the action must be approved by the Vice President for Finance and Administration.
4. The Provost is responsible for approving target hiring ranges and hiring salaries for faculty.

C. Salary determination

The salary for an internal promotion should be determined in the same manner as that for an external hire. Salary for hiring, promotion or lateral job changes will be established consistent with the following factors.

1. Individual credentials and experience will be compared to those in similar positions.
2. Individual credentials and experience will be compared to the relevant market.
3. The level of available funding.

D. Reclassification of existing positions (with incumbent)

1. The employing unit may initiate requests for reclassification, which the Remuneration Committee addresses during the preparatory phase of budget elaboration each spring. Exceptional reviews may occur in exceptional circumstances, such as departmental reorganization. The Department of Human Resources will facilitate the review of positions or may independently initiate the review of positions when deemed necessary.
2. Individual staff members who wish to request reclassification of their position should address their written request to their supervisor, who will examine the request and either provide the staff member with a written refusal providing reasons for the decision, or carry the request forward to the Remuneration Committee.

E. Change of Status or Rank for faculty members

The rules and procedure for requesting change of status or promotion in rank for faculty members are set out in the [Faculty Manual](#).

4. RESPONSIBILITIES

The Office of Human Resources administers this policy.

5. DEFINITIONS

“Employee” Any person who is linked to The American University of Paris by an employment contract.

6. APPROVALS & HISTORY

This longstanding policy was reviewed in February 2018. Next review will take place in November 2021.

7. ISSUING OFFICE AND CONTACT

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