



**INDIANA UNIVERSITY**  
UNIVERSITY HUMAN RESOURCE SERVICES

To: Professional Staff Employees August 30, 2007  
From: University Human Resource Services  
Subject: Compensation Program for Professional Staff

A restructured salary administration program for over 5,500 IU Professional Staff positions university-wide will be rolled out this fall. This program is intended to assist department heads by providing them with objective, market-based information when deciding salaries for new hires, promoted employees, and future salary adjustments.

For the vast majority of employees, this program will have no immediate impact. No Professional Staff employee will experience a reduction in salary. A small number of employees may receive a salary increase to the minimum of their position's salary range, depending on their qualifications and performance.

**Principles:** Based on feedback from executive focus groups, a steering committee, and various advisory groups, this program incorporates the following:

- Emphasis on total compensation (salary and benefits)
- Compensation program that strives to be market competitive
- Flexibility for Responsibility Centers (RCs) to recognize differences in priorities and fiscal resources
- Emphasis on internal equity within RCs or large, distinguishable departments

**Features:** A distinctive feature of this program is the establishment of 12 job families, each with a separate set of broad salary ranges anchored to the relevant labor market. Within each job family are jobs with distinguishable levels of work, which are allocated to one of six levels. Positions are then classified to their respective job.

**Roll out:** In late September, all Professional Staff will receive a brief statement indicating the job family and level assigned to their position. Effective October 1, 2007, department heads will begin to use the program's job and salary information for future salary decisions.

IU is a complex institution, with dynamic work assignments, and it can be expected that a few positions have been assigned different duties/responsibilities since this review began. Campus HR offices will gladly review position classification actions based on updated information submitted through management channels.

Managers should provide employees with a description of duties and responsibilities assigned to their position, along with performance expectations. If needed, employees should seek clarification of assigned work and associated performance expectations.

Details regarding this program are at [www.indiana.edu/~uhrs/salary/comp](http://www.indiana.edu/~uhrs/salary/comp).