Policy

University Policy HR-12.02-02/15

Policy Title: Broadband Classification and Compensation System

Originator: Office of the Provost

Responsible Office: Human Resources Department

Reason for Policy/Purpose:

The University shall maintain an appropriate Broadband Classification and Compensation System for University Work Force Employees.

Policy Statement:

(1) The Human Resources Department will maintain responsibility for administering the University's Broadband Classification and Compensation System.

(2) Broadbanding results in an approach to compensation that focuses on performance and market pay level by using a few, wide pay bands to determine compensation. This approach emphasizes management discretion in setting pay, based on individual qualifications and contributions in consultation with the Human Resources Department.

(3) Broadbanding expands the focus from job content and scope to include the relevant knowledge, skills, and abilities of the individual as it relates to job performance. This allows for rewarding work performance, better maintains a competitive job and compensation structure, aids in recruitment and retention, and streamlines administrative processes.

(4) University Work Force positions are assigned to a band with a stated minimum and maximum pay range as established by the Human Resources Department. Salaries are set within an assigned band. The pay bands include job families with ranges that were determined by the University based on industry recognized and applicable market pay data. Market pay rates are reviewed at least once every two years.

Change Justification:

This policy is being revised as the result of a review of University Human Resources policies.

Authority and Related Documents:

Board of Governors Regulation 1.001(5).

APPROVED: Dr. Judith A. Bense, President **Date:** 2/13/15

History:

HR-12.00-2004/07 Broadband Classification and Compensation System, adopted July 2004; revised hereby.

Adopted by the University Board of Trustees Audit and Operations Committee on March 3, 2015; ratified by the University of West Florida Board of Trustees on March 25, 2015.