Policy 4.54
Salary Structures

Responsible Official:   VP for Human Resources
Administering Division/Department:  Compensation
Effective Date:   March 30, 2007
Last Revision Date:   July 31, 2018

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Overview
n/a

Applicability
n/a

Policy Details

The University maintains salary structures into which all classified job titles are placed. Each grade in a structure has a pay range that specifies the minimum, midpoint and maximum of the range allowable for all positions assigned to that grade. The ranges are presented in hourly, monthly, and annual figures.
The minimum of a pay range is generally appropriate for a newly hired employee with little or no experience beyond the required minimum qualifications. All employees are paid at least the minimum rate of the range to which their job title is assigned.

The maximum of a pay range represents the highest pay rate that Emory considers appropriate for employees with extensive experience and a demonstrated record of meeting performance expectations. Employees at the maximum are not eligible for an increase to their base pay rate; however, in recognition of meritorious performance, an employee may receive the value of his/her merit increase in one lump sum payment. This payment is not considered part of an employee’s base salary and is not considered when calculating future salary increases.

**SALARY STRUCTURE ADJUSTMENTS**

In order to ensure that Emory’s salaries and salary ranges remain competitive, Compensation conducts periodic market studies of published survey data. The results are used to determine if, and by what percentage, the salary structures should be adjusted.

**Definitions**

n/a

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.54](http://policies.emory.edu/4.54)

**Contact Information**

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<td>Clarification of Policy</td>
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**Revision History**

- Version Published on: Jul 31, 2018
- Version Published on: May 07, 2007 (Original Publication)