


Division of Agriculture  
PMGM 00-01  
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Revised July 16, 2013  
Revised April 26, 2016

## POLICY AND MANAGEMENT GUIDELINES MEMORANDUM

### POSITION/SALARY REVIEWS FOR CLASSIFIED AND NON-FACULTY, NON-CLASSIFIED POSITIONS

Occasionally the duties of a position change and you may want the position reviewed to determine whether the correct title is being used. Additionally, in the case of non-faculty, non-classified support positions, responsibility changes may justify salary adjustments. Effective immediately, reviews of positions/salaries for all such purposes will be performed on a biannual basis. A request for a position/salary review should be submitted on the attached form to the Human Resources Office at [humanresources@uaex.edu](mailto:humanresources@uaex.edu) no later than **March 15 or September 15**, to be effective **May 1 and November 1**, respectively.

### Approval

  
\_\_\_\_\_  
Mark J. Cochran  
Vice President for Agriculture

*April 26, 2016*  
\_\_\_\_\_  
Date

**REQUEST FOR POSITION/SALARY REVIEW FOR CLASSIFIED AND  
NON-FACULTY, NON-CLASSIFIED POSITIONS**

**University of Arkansas System Division of Agriculture**

The job description must be updated in the Workday® system when the request is for a position review.

The completed request must be submitted no later than March 15 (for a May 1 effective change) or September 15 (for a November 1 effective change.)

Department \_\_\_\_\_ PSB Position # \_\_\_\_\_

Current Position Title \_\_\_\_\_

Incumbent's Name \_\_\_\_\_

Current Salary \_\_\_\_\_ Proposed Salary (for non-classified only) \_\_\_\_\_

Proposed Source of Funding \_\_\_\_\_

Brief Description:

Submitted by \_\_\_\_\_ Title \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_