



UNIVERSITY OF
ARKANSAS

Finance and Administration
Human Resources

The Classification and Compensation study is a key component of the university's Employer of Choice strategic focus. To ensure that any changes, once approved, are implemented as accurately as possible, the U of A is implementing a **pay change transaction freeze that will take effect for certain pay transactions from May 1 through Sept. 13, 2024**. Pay transaction requests that are frozen can re-start on Monday, Sept. 16, 2024.

Pay Change Transactions Not Affected:

- Faculty promotions or increases following the current, established process
- Graduate Assistant market-based wage changes
- Job postings
- Any COLA (Cost of Living Adjustment) or "annual merit" increases for eligible employees (once determined and communicated)
- New hire offers
- Retention increases (will be accepted with Provost, EVCFA, & AVC-HR approval only and may include any market adjustment, if otherwise eligible, making the employee potentially ineligible for a later market adjustment)
- Promotions for staff or faculty, whether posted within or outside the employee's current department/division
- Interim appointments
- Demotions

Pay Change Transactions Affected:

- All transactions involving any request for a pay increase outside of the budget cycle not listed above (e.g., "special circumstances" will not be accepted)
- Any type of "market adjustment"
- All transactions or requests to review or increase the extent of responsibility of a current staff employee's position. These include:
 - Job Restrictions
 - Complexity or Volume of the position
 - Title Changes (Titles will be more consistent for staff as an output of the class/comp project and will be communicated when finalized)
 - Pay Increases

Rejection of Actions:

Any transaction request subject to the freeze that is submitted with a May 1, 2024 effective date or later will be rejected and returned to the originator. Units may consult with their HR Partner on or after Sept. 16, 2024 to determine whether a pay change transaction is needed at that time. Any COLA, merit or market adjustments, if eligible, will be determined based on the base salary of the employee as of June 30, 2024 and will remain at that level through the pay change transaction freeze period, unless the transaction involves one of those not affected by this freeze.

Exception Process:

For academic units, any request for an exception to the pay change transaction freeze must be approved in writing/email by the unit's department head/chair and Dean, as well as by Provost Terry Martin and Michelle Hargis Wolfe. For non-academic units, any request for an exception to the pay change transaction freeze must be approved in writing/email by the vice chancellor, as well as by Ann Bordelon, Executive Vice Chancellor for Finance & Administration, and Michelle Hargis Wolfe.

Limited exception requests for equity increases must be reviewed and approved by Dr. Danielle Williams in the Office of Equal Opportunity, Compliance & Title IX (OEOC) and Michelle Hargis Wolfe (to remain consistent with the Class/Comp project implementation).

NOTE:

- **Any pending request for an exception to this freeze may not be communicated to the employee before it is approved by all those required, or supervisors may need to notify the employee that the offer or new pay adjustment request was not approved and must be revoked. Any increase submitted in Workday without prior approval may be reversed and recouped from the employee's next paycheck.**
- **Approval of an exception to the pay change transaction freeze by Provost Martin or Ann Bordelon does not mean the underlying request is approved until all steps in the normal process have been completed and the unit has been approved to communicate the outcome to the employee. (In other words, if Provost or Ann approve a request to have a position reviewed for a different level or higher salary during the freeze, they are approving proceeding with the normal process during the freeze and are not approving a promotion, for instance, until all steps in the process that are usually required are complete).**

Justification for Exceptions:

Any request for an exception to the pay change transaction freeze should be limited and thoughtful, keeping in mind the purpose of this freeze and the need to ensure resources are spent implementing Class/Comp accurately with no further transactions than necessary. If a request for an exception to the freeze is submitted to Provost, Ann, or Michelle, it should include a 3-4 sentence justification explaining:

- Why the timeline of the Class/Comp project will not work to attract or retain the employee
- The impact to the unit's strategy if the exception to the freeze is not granted

- Why the underlying request for the pay action requested was not identified and submitted prior to May 1, 2024

If approved, this justification will be included as an attachment with the Workday transaction, if the underlying requested action is also ultimately approved.