

Department of Medicine
Chairman's Office

DOM Departmental Policy

Subject: Staff Appointment, Promotion, Transfer, and other Compensation changes

Effective Date: August 24, 2011

Revised: October 18, 2012

Purpose: To ensure fair and equitable compensation practices

Policy: Compensation changes exceeding the following parameters must receive prior approval from the Department of Medicine Chairman's Office Senior Leadership Team prior to any communication with candidates or employees regarding compensation changes. Divisions are expected to carefully review compensation and years of relevant experience of other Division employees in the same job title to ensure fair and equitable compensation levels.

New Hire or Re-Hire:	Offer greater than midpoint of range
Promotion:	Increase greater than 5% unless going to range minimum
Lateral Transfer:	Increase greater than 5%
Reclassification:	Increase greater than 5% unless going to range minimum
Competitive Retention Increases:	Greater than 5%
Probationary Increases:	Greater than 5%

Procedure:

1. Complete and submit the electronic Compensation Request Form (CRF) if the offer proposed exceeds the University Guidelines. (e.g. promotion increase greater than 15%)
2. If the offer exceeds the Department of Medicine Guidelines stated above, but does not exceed the University Guidelines, then send an email to the DOM Personnel Generalist containing ALL of the following information:

a. Type of action (New Hire, Promotion, Lateral Transfer, etc.)	b. Candidate's Name
c. Position Job Title	d. Position Grade
e. Current Salary	f. Percent of Increase Requested
g. Requested Salary	h. List of current employees in same job title including salary and years of relevant experience
i. Copy of the candidate's resume	j. Copy of the approved Position Request Form (PRF).

3. Receive required approval before making offer to candidate or informing employee of increase.

Responsibility: Division Administrator/Division HR Administrator

Signed by: Seth Landefeld, MD
Professor and Chair
Department of Medicine
Spencer Chair in Medical Science Leadership