

Guidelines: A&P Faculty Competitive Salary Offers

To retain mission-critical A&P Faculty employees, JMU may choose to make a competitive salary offer. Whether or not an employee is critical to the unit's mission is based on management's evaluation of the following:

- The specific knowledge, skills and abilities the employee brings to the job
- Specialized training and/or licensure which the employee has obtained and is critical to the work tasks and duties
- The unavailability of specialized skills in the current labor market
- Excessive turnover in the position
- Other factors as identified by the department.

Specific Guidelines:

1. Competitive salary offers must always be in writing. If received electronically, the original email and attachments from the organization/institution making the offer should be forwarded to Human Resources. The organization/institution must have the position title and salary information documented in the original offer.
2. Supervisors must work with their Human Resources Consultant to discuss the process and determine the appropriate salary – taking into consideration the level of the position offered, internal equity, market rate, and overall job performance.
3. Once a salary has been determined and before the competitive salary offer is extended to the employee, the supervisor must obtain the appropriate approvals. The vice president must approve all competitive salary offers before the offer is extended.
4. Once approved, the supervisor should submit an A&P Faculty Salary Adjustment Request Form and a Pay Action Request (PAR) form to human resources with appropriate signatures.
5. This pay practice may not be used when a JMU employee is made an offer to accept another position at JMU.