HUMAN RESOURCES POLICY BULLETIN NO.: 1/17  Date: 11/1/2017

REGULATION REFERENCE NO.: None

INDEX REFERENCE: Hard-to-Recruit Titles

UNIVERSITY PAYROLL TITLES: University Payroll Analyst,
                                Senior University Payroll Analyst

APPROVED

Judith Opperman, Senior University Executive Director of HR

**Definition:**
Hard-to-Recruit titles are those competitive titles that have been difficult to fill as documented by a series of failed searches, including those where final candidates refused the position due to insufficient salary offers.

**Background:**
The title of University Payroll Analyst was created on January 31, 2017. Since that time, University Payroll has gone through three cycles of recruitment, with offers being rejected each time due to the low salary offers.

The title of Senior University Payroll Analyst was created on October 30, 2017. Due to the similarity of the titles, it is expected that University Payroll will also have difficulty in recruiting for these positions as well.

Presently neither title is designated as hard-to-recruit. Therefore, any offers made are at 11.5% below the incumbent rates (salary suppressed rate)

**Policy:**
Effective immediately, both titles will be designated as Hard-to-Recruit and starting salaries will be at the incumbent rates as follows:
<table>
<thead>
<tr>
<th>Title</th>
<th>Salary Suppressed Rate</th>
<th>Incumbent Rate (rate for hard-to-recruit designation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Payroll Analyst</td>
<td>$42,835</td>
<td>$48,404</td>
</tr>
<tr>
<td>Senior University Payroll Analyst 1</td>
<td>$58,747</td>
<td>$66,384</td>
</tr>
<tr>
<td>Senior University Payroll Analyst 2</td>
<td>$76,891</td>
<td>$86,887</td>
</tr>
</tbody>
</table>

In the event of increased rates due to contract negotiations, salary offers will be made at the newly established incumbent rate.