Staff Compensation Administration

For: NonAcademic Staff

Subject: Wages and Salaries
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Contact: Compensation Services
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compensation@cornell.edu
www.hr.cornell.edu

Scope

Regular full-time and part-time staff positions (not applicable to bargaining-unit staff positions).

Objectives

Cornell University recognizes the importance, contribution and performance of its staff in pursuing, achieving and supporting the university's missions. Therefore, Cornell is committed to designing and maintaining compensation policies and programs which ensure equitable job and position evaluation, competitive pay, and performance-based pay increases.

The university's compensation policies and programs are designed to assist in creating an environment which will:

• attract, develop, retain, and reward high quality staff at all levels of responsibility;
• provide the foundation for internal equity through consistent application of job evaluation, position evaluation, and pay programs;
• pay wages and salaries which are competitive with the prevailing rates for similar employment in the labor markets;
• foster staff understanding of, and reward staff on the basis of, individual and team performance and contribution to the university's missions;
• enhance staff understanding of career development opportunities;
• plan for and respond to changes in the design, development, and performance of work both at Cornell and in the general marketplace; and
• comply with all state and federal laws and regulations.

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We're an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities

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Responsibility

The development of compensation programs, including compensation strategy and pay-for-performance, is the responsibility of the university's executive officers and the Division of Human Resources. Program responsibilities are delegated to the Council of Deans and Vice-Presidents, which, in conjunction with the Division of Human Resources, periodically reviews the compensation program's overall effectiveness, plans and proposes to executive officers short-term and long-term refinements.

Each dean/vice-president, in consultation with the local hr representative or designee is responsible for ensuring each staff position description and its university job title equitably reflect the position's current responsibilities, essential functions and required qualifications.

On an ongoing basis, each dean/vice-president, in consultation with the local hr representative or designee is responsible for monitoring and analyzing the effectiveness of its compensation administration program to ensure that an appropriate relationship exists between position description, job title, pay band, performance assessment, and pay increases, and that all compensation administration actions are delivered in a nondiscriminatory manner. (Note: contract colleges will comply with all applicable New York State regulations)

Each dean/vice-president, in consultation with the local hr representative or designee is responsible for maintaining an ongoing program informing staff about the University Staff Compensation Program with the objective of making all staff aware of the basis for their compensation.

The university reserves the right to amend this policy due to business necessity.

NOTE:
For Cornell University policy information, visit the University Policy Office.