Policy 4.38
Salary Administration

**Responsible Official:** VP for Human Resources  
**Administering Division/Department:** Compensation  
**Effective Date:** March 30, 2007  
**Last Revision:** August 17, 2011

**Policy Sections:**

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**Policy Details**

Emory is committed to maintaining salary levels that are internally equitable, externally competitive, and in compliance with applicable laws and regulations.

Emory administers a classification and pay system in which each employee is placed in a job classification which reflects his/her responsibilities and is paid within the established pay range for the job. Pay rate is determined by factors such as the individual's education and experience relative to the job's minimum qualifications, job performance, and the rates paid to other job incumbents.

All employees will be compensated fairly regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status or marital status.

The Human Resources Division is responsible for policy guidance and administration of a uniform compensation program by providing counsel to hiring departments. Achieving the goals of equitable, fair and market competitive compensation is a responsibility shared by Emory management and the Human Resources Division.

**Related Links**

- Current Version of This Policy: http://policies.emory.edu/4.38

**Revision History**

- Version Published on: May 07, 2007
- Version Published on: May 07, 2007 (Original Publication)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*