Salary Administration Plan

Are you aware JMU has a guiding document for making compensation decisions?

The Salary Administration Plan (SAP) serves as a guide to ensure consistent application of compensation decisions across campus. The SAP is primarily for classified and wage employees; however, many of the philosophies and compensation practices within the SAP are applicable to A&P Faculty. The SAP also contains information regarding performance management including probationary reviews, IPDPs, and the probationary period.

As a supervisor or manager, you should:

- Familiarize yourself with the SAP and the information it contains
- Utilize your HR Consultant to determine appropriate pay increases
- Regularly review employees' position descriptions for accuracy and update them as needed
- Gather information supporting a requested pay action to provide thorough justification

JMU
HR Consulting Services

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Did you know?

The A&P Faculty Salary Adjustment Request Form was recently updated to include important information regarding budget information and routing changes and to make the form easier to fill out. If you've downloaded a copy to your desktop, please ensure you are using the correct form. Additionally, the Employee Recognition Nomination Form is for classified and wage employees only. To process a bonus for an A&P Faculty member, use the Supplemental Pay ePAR.