

March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 25

To: Vice Presidents, Deans, Directors, Department Chairs, and Other
Administrative Officials

From: Gordon H. Lamb, President

Subject: Administrative Adjustment within the Same Classification

In rare instances, an employee may acquire a significant percentage of responsibilities which exceed or which are not characteristic of any other classification and are not in a direct promotional line (e.g., Executive Secretary) as defined by the University Civil Service System. Under these circumstances, the appropriate Vice President may approve an administrative adjustment of 5% to 15%, depending on the significance of the variance. Such decisions will take into account individuals who are similarly classified.