

# Salary Justifications within Hiring Proposals: Guidance for HR Reps and Departments

*This document last updated March 2023.*

This guide supplements the [“Hiring Proposal Instructions”](#) mini-manual and replaces the previous Salary Justification handout.

## Field 1: Relevant Years of Experience

- Include relevant professional-level work experience encompassing direct or transferrable knowledge & skills for the position in which they applied. Generally, omit part-time work, internships/volunteerism, and student employment-based positions (including at master’s level).
- Make note (in following field) of the work being counted, particularly with long and detailed resumes. If their entire work history is relevant, this narrative is not necessary.
- Ensure their resume matches what was discussed during interview(s). If necessary, request an updated resume and attach it to the hiring proposal.
- If the candidate is a current UVM employee, reference their prior hiring proposal\* to ensure the “years experience” agrees with what is now being input, especially if they are continuing in same scope of work.  
*\*If the employee began the position more than ~10 years ago, a hiring proposal will not exist in PeopleAdmin.*

## Field 2: Staff Proposed Salary Amount

- Department enters proposed annual salary or proposed range
  - For non-exempt employees, hourly rate must be referenced in addition to annualized equivalent. Tip: calendar year has 1,950 working hours for 37.5 hr/wk and 2,080 for 40 hr/wk.
  - If position is <1.0 FTE or <12mo term, specify actual vs. annualized
- When proposing a salary or range, consider:
  - Prior incumbent’s salary and their experience level at departure (if backfilling existing position)
  - Budgeted funds available to spend
  - Employees’ salaries who are in “same title, same department” – for represented positions, reference [UVM SU Article 23.9.b](#) & [UE Article 50.6](#) to ensure an equitable salary is put forth in comparison to existing employees, regardless of position funding type (i.e., grants, gifts, general fund).

## Field 3: Salary Justification

- Please avoid describing:
  - Details found on their resume and/or application
  - Personal qualities or characteristics
  - Interview committee feedback and/or reference check outcome
  - For represented employees, avoid comparing job complexities or position descriptions with department peers in same job code (“same title, same dept”): in the union environment and with the current classification system, there is not a way to distinguish job complexities.
- For represented positions, must list *all* existing employees within the same classification/job code (“same title, same dept”) and include:
  - Hourly wage (for non-exempt) and/or annualized salary
  - Total relevant years of experience (include non-UVM work if applicable; this may involve referencing past hiring proposals)
  - If including attachment, must use PDF format (PeopleAdmin incorrect converts data from Excel).  
Tip: use landscape format + ledger paper size to fit all data in one page, and print to PDF.
- Equity adjustments triggered by new hire (if applicable): include existing employee(s) who would receive an equity adjustment as a result of the new hire. This must be documented within the hiring proposal in order for the existing employee’s equity increase(s) to be approved at time of new hire start date.