



COASTAL CAROLINA UNIVERSITY

Record Group 355

HUMAN RESOURCES AND EQUAL OPPORTUNITY

15387 CLASSIFICATION/COMPENSATION ACTIONS

Description

Created by Human Resources for support documentation related to reclassification, additional duties, additional knowledge and skills, transactions processed under pay for performance program, hiring above the minimum, position description updates, temporary salary adjustments, administrative supplements, special pay, promotional pay, grant salary supplements and other relevant instances. Information includes salary/classification/job duty comparisons to other comparable positions, state and CCU salary average data, support memo for transaction from department, side by side job analysis, position notes, survey data, print screen of employee profile from OHR system as well as copies of the following: transcripts/degrees, job specifications, CCU minimum requirements, approvals, employment applications, old or proposed position description, and other items germane to making class/compensation action decision.

Retention

3 years after termination, destroy.

REVISED.

SCHEDULE APPROVED 02/12/13