

DEFINITIONS

1. Administrative Review – A second review of the facts, including the duties and responsibilities of a position, and a reassessment of the band action taken to resolve any disagreements that an employee may have.
2. Approving Authority – Vice Presidents, Chancellors and Provost are authorized to approve broadbanding requests. Community College Chancellors may approve broadbanding requests, with the exception of classification of Bands C and D positions. An approving authority may designate an authorized representative to act on his/her behalf but shall continue to be responsible for all actions. See [APT Broadband Chain of Reviews](#) for the approving authority at each campus for the various actions.
3. Band - A grouping that reflects the level of work complexity and/or scope of responsibility, e.g., entry/independent versus specialist/working supervisor identified by an alpha designator, e.g., Band A. Associated with each band are multiple pay steps.
4. Campus Human Resources – Is the campus' designated human resources office.
5. Career Group - A description of functional commonalities shared by a group of positions. Career Group definitions are broad and intended to be liberally interpreted to encompass a range of positions performing functions characteristic of a field of endeavor or characteristic of a subject area.
6. Change in Band/In-Band Adjustment Factors – Factors used to assess the degree of change in the position. There are 3 factors:
 - a. Responsibility and Accountability - the increase in size and scope of responsibilities and level of authority
 - b. Problem Solving - the inherent difficulty of identifying and resolving problems
 - c. Decision Making - the judgment required in making decisions; the consequences and impact of decisions
7. Delegate or Delegated Authority – An administrator who is supported by a System OHR certified HR professional and authorized by the approving authority to approve identified broadband actions. The approving authority assigns responsibility and accountability for compliance with pertinent policies and procedures to the delegated authority.

8. Designated New Hire Rate (DNHR) - The rate at which new hires shall be appointed. The DNHR shall be determined by the University in the context market data based on appropriate salary surveys.
9. Essential Function – A duty or function performed that is important or critical to the reason the position exists.
10. Job Title – A description of position’s work reflecting the primary purpose and nature of work.
11. Position Description (PD) - An official, narrative of the major duties and responsibilities assigned by proper approving authority to a position in an organization. The position description shall be: a) current, accurate and in sufficient detail to serve as the basis for classification decisions, (b) consistent with the official approved table of organization and functional statements and (c) created and formatted according to the requirements specified in the on-line PD Generator.
12. Post-Hire Adjustment – An adjustment to base pay or stipend for purposes of in-band adjustment (IBA), change in band, equity or retention.
 - a. In-band adjustment (previously known as in-grade adjustment) – To recognize career development and progressive growth within an employee’s existing band, and is based on 1) broader job duties and more difficult work, and/or 2) increased skills, knowledge, abilities, etc. IBAs may be permanent and paid as an adjustment to base pay, or temporary and paid as a temporary stipend.
 - b. Change in Band (previously known as reband) – To recognize career advancement, and is based on degree and significance of changes in duties and responsibilities. A position’s band may change upwards (change from Band A to Band B) or downwards (change from Band B to Band A). The change may be permanent and paid as an adjustment to base pay, or temporary and paid as a temporary stipend.
 - c. Equity – To allow programs to request a base pay adjustment when considering balance and fairness across employees with similar job titles and similar band, that perform similar scope, complexity, quality and quantity of work. Compensation is a change to base pay.
 - d. Retention – A counter-offer to a written job offer because the program strives to retain skilled, well-performing APT employees that the program has invested in. Compensation is a change to base pay.