FAQ’s about the Staff Compensation Task Force

1. **Who are the members of the Staff Compensation Task Force?**

   Task Force Chair: Scotti Siebert, Director of Human Resources.
   
   The other Task Force members are:
   
   Crystal Ponder, Employment Specialist – Human Resources
   Bonnie Wilcox, Director of Academic Support Services – Breech School
   Jill Wiggins, Director of the Career Center – Student Affairs
   Tim Posey, Associate Registrar – Records & Registration
   Donna Smith, Financial Aid Advisor-Day School – Financial Aid
   Robert McGinnis, Carpenter Locksmith – Facilities Services
   Brandon Gammill, HVAC Technician – Facilities Services
   Asikaa Cosgrove, Director of Web Services – University Communications
   Andrew Wiemer, Dir. of Volunteer & Leadership Development – Student Affairs
   Cheryl Bradshaw, Research Assistant – Alumni & Development
   Becky Roy, Assistant Director – Admission

2. **Why has this task force been established and what is their mission?**

   In response to staff feedback on recent surveys, this task force was established to help evaluate staff positions in terms of internal and external equity.
   
   The first phase of the process calls for the establishment of a staff compensation task force to assist Human Resources in analyzing each staff position in terms of internal equity. The task force will not have access to or make any determination about individual salaries for any staff positions.
   
   Once this part of the first phase has been completed, the task force will also assist in the review of positions in terms of external equity. This will involve establishing benchmark positions for which Human Resources will then attempt to obtain salary information in relevant job markets and from relevant competitors.
   
   In phase two, this benchmark salary data will be used to create a new pay grade structure, which will establish appropriate pay-range limits for staff positions.
Each position’s assignment to a particular pay grade will be based on the position questionnaire and relevant competitive market data.

Finally, the task force will help study various models of systems for ongoing compensation administration, in general, and specifically for the administration of equity adjustments and merit increases. Once their study is complete, they will make a recommendation to the administration regarding a published ongoing compensation administration plan.

3. **During this first phase, how will positions be evaluated in terms of internal equity?**

You will play a critical role in this process. The primary method of collecting information will be through surveys of staff members in every position. Using the completed questionnaires, members of the task force will be evaluating each position’s job duties and minimum qualifications on the basis of eight compensable factors. These factors are the primary job characteristics which will be used to determine overall position relationships, which will eventually be used to determine pay ranges.

Using the completed questionnaires, all staff positions will be evaluated on the basis of each of these eight factors. You will be asked to complete a position questionnaire, which will be reviewed by your supervisor and then submitted to the task force. This process will be just one method of gathering information about each position. It may also be necessary to meet with you and/or your supervisor to clarify certain aspects of your position.

Point plans are the most commonly used position evaluation approach in the United States and specify the criteria for evaluating positions: the compensable factors.

4. **What are “compensable factors”?**

Compensable factors have been established to help determine to what extent the work associated with each staff position contributes to the university’s mission and strategic plan. Each compensable factor is scaled to reflect the degree to which they are present in each position. Point values have been attached to the degrees within each factor to provide appropriate weighting. The total points for each position will then be used as one tool to determine its place in the overall job structure.
The compensable factors that have been established are:

1. Education / Training
2. Work Experience
3. Leadership / Supervisory Responsibilities
4. Personal and Organizational Contacts Required
5. Customer Service Relationships
6. Work Complexity / Work Authority
7. Independent Judgment / Decision-making / Problem Solving / Accountability
8. Working & Environmental Conditions

4. When will this process begin and how long will it take?

Pairs of task force members will be assigned to specific departments to oversee the distribution, completion, and collection of position questionnaires and to provide assistance to those completing the questionnaires. The task force hopes to begin the distribution of questionnaires to the first group of departments in late November or early December. The goal is to have collected completed questionnaires from each department by the end of June 2009.

5. What will be your involvement in this process as a staff member?

You will be asked to review your job description and then complete the position questionnaire. The questionnaire consists of a series of questions relating to the compensable factors described above. Completed questionnaires will be used to establish the relationship between all staff positions in terms of knowledge, skills, and abilities required; problem solving; accountability; and working conditions.

6. What will be the outcome of this process?

The outcome of this process will be a system that establishes appropriate compensation levels for new positions, identifies existing positions that are either being compensated at levels below the established minimum or above the established maximum for similar positions, and then provides the university’s administration with a proposal as to how and when equity adjustments should be administered, assuming that funds are made available for equity adjustments.