

Compensation Process Changes FY2025

Pay Parity

The practice of ensuring appropriate salary relationships are maintained for employees within the same job title or related job titles as imbalances or issues may arise with new hires and differences in pay practices across the University.

- Pay Parity will be used when referencing equity and compression.
 - Market inequity no longer exists as all jobs have been benchmarked and pay structures created based on market pricing.

Lateral Transfers

Allow up to a 5% increase for lateral transfers provided that the new salary will not exceed the midpoint of the salary range.

Examples:

- Increase amount can't exceed the midpoint.
 - If the employee only lacks 2% to get to the midpoint, then they would only receive a 2% increase.
- Increase amount can't exceed 5%.
 - If the employee's salary is 7% below midpoint, they would only receive a 5% increase.

Interim Assignment

Interim assignment increases are capped at 15% of interim employee's current base salary. Increases exceeding 15% will require pre-approval from the Assoc VC/VP of Human Resources.

- 5% Increase - Recommended for employees temporarily performing duties at a Team Lead or Professional level.
- 10% Increase – Recommended for employees temporarily performing duties at a Manager or Director level. Supervision of additional FTE is added.
- 15% Increase – Recommended for employees temporarily performing duties at a Sr Director level or higher. Supervision of additional FTE is added.

Additional Compensation

Additional compensation will not exceed 20% of the employees annual salary.

- 20% calculation is based on fiscal year.

New Job Creation

Before a Department can create a new job they will have to identify the following;

- What job will this be replacing?
- Where did these new duties come from?
 - Are these new duties temporary or permanent?
- What position was performing the duties prior to this new job creation?
- Why is that position no longer performing these duties?
- Why does this new job creation not meet the needs of an already existing job?
- Who will this job report to?
- Who will report to this job?
- Will this new job creation and duties result in additional duties being shifted to other employees?
 - Who are the employees?
 - How will they be impacted?

Salaries for New Hires

- Employees meeting the minimum qualifications of the job will be paid at the minimum.
- Employees with qualifications in excess of the minimum qualifications will be placed on the range based on their experience.
 - When this is the case, flexibility of minimum to 1st quartile will be available.
- Employees are not placed higher in the salary range if they have additional education outside of the minimum requirements.
- Pay rate requests above midpoint will require Division VP and HR approval.

Experience & Education Equivalency

Job Qualifications	Candidate's Qualifications					
	HS/GED	Associates	Bachelors	Masters	JD	PhD
High School Diploma or GED	✓	receive credit for 2 yr related exp	receive credit for 4 yr related exp	No credit, over qualified		
Associates Degree	must have add'l 2 yr related exp	✓	receive credit for 2 yr related exp	receive credit for 2 add'l yr related exp	No credit, Over qualified	
Bachelors	must have add'l 4 yr related exp	must have add'l 2 yr related exp	✓	receive credit for 2 add'l yr related exp		
Masters	must have add'l 6 yr related exp	must have add'l 4 yr related exp	must have add'l 2 yr	✓	receive credit for 2 add'l yr related exp	
JD / Jurisprudence	Candidate MUST possess specified degree (no experience in lieu of degree)				✓	
PhD / Doctorate						✓

***Individuals are not placed higher in the salary range if they have additional Education outside of the minimum requirements.**

Work Experience

Related experience = work applicable to the Job Family, ie Finance, Admin Support, Electrical, etc.

#	Experience	Equivalency
1)	Student work programs	0 work experience
2)	Internships (paid or unpaid)	1/2 work experience so long as directly related
3)	PhD work program	0 work exp, work is counted towards degree program
4)	part-time	1/2 work experience
5)	interim duties	Counted as regular work experience.

Standard Range Placement

<u>Minimum</u>	<u>1st Quartile</u>	<u>Midpoint</u>	<u>3rd Quartile</u>	<u>Maximum</u>
<u>MINIMUM</u> Individual meets the minimum qualifications (MQ's). Individual has up to 2 years of direct experience in addition to MQ's.				
<u>1st Quartile</u> Individual has gained experience and skill and is more proficient in the position for which they are hired. Individual has a minimum of 3 years of direct experience in addition to MQ's.				
<u>MIDPOINT</u> Represents the market rate for a position and a fully experienced employee. Individual has a minimum of 5+ years of direct experience in addition to MQ's.				
<u>3rd Quartile</u> Individual has a minimum of 10+ years of direct experience in addition to MQ's.				

***Individuals are not placed higher in the salary range if they have additional Education outside of the minimum requirements.**

Standard Range Placement

Salary Range				
Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
<p>Meets MQ's (Up to 2 YOE)</p>	<p>Individual has gained experience and skill and is more proficient in the position which they are hired. (3+ YOE)</p>	<p>Represents the market rate for a position and a fully experienced employee. (5+ YOE)</p> <p>Comp Philosophy</p>	<p>(10+ YOE)</p>	<p>Legacy Salaries</p>

Number represents minimum number of years of direct experience in addition to job minimum requirements.