



Staff Compensation Program

An Overview



Components of the Program

- Role & contribution based classification system
- Market-based salary structures
- Pay policies and practices



Role & Contribution Based Classification System

- Each job is assigned -
 - a role
 - a level
 - a salary range



Market Based Salary Structures

- A salary structure for every role
- 8-10 salary ranges for every role
- Salary range assigned based on market data for that job

Market Based Salary Structures

Administrative/Technical Operations Salary Structure

<u>Range</u> <u>(\$\$)</u>	<u>Min(\$\$)</u> <u>Max (\$\$)</u>	<u>Mid</u>
OA	16,700 23,000	29,300
OB	19,100 26,200	33,300
OC	21,700 29,900	38,100
OD	24,800 34,100	43,400
OE	28,300 38,900	49,500
OF	32,200 44,300	56,400

Job X

Role: Administrative/Tech
Operations

Level: 2

Market: \$ 25,000

Range: OB

Job Y

Role: Administrative/Tech
Operations

Level: 2

Market: \$ 31,000

Range: OC



Pay Policies & Practices

Designed to

- Be responsive
- Provide managerial authority and responsibility (as defined by division/school)
- Allow opportunities for managers to recognize and reward staff's within current job for
 - growing skills/competency
 - significant contribution & accomplishments
- Be market competitive

Note: Subject to division/school/department internal protocol and practices

Career & Salary Growth Opportunities

Person-based	Job-based
Developmental Increase	Market-Based/Contribution Level Promotion
<ul style="list-style-type: none">○ Reward growth in individual skills, competency, contribution○ Recognize increasing market value & increasing value to JHU○ Promote staff retention & return for JHU investment	<ul style="list-style-type: none">○ Acknowledge most job changes to be within level○ Recognize meaningful job change supported by the market○ Reward significant job change to a higher level
<i>Requires: Manager/HR Partnership & Developmental Plan</i>	

Other Pay Policies & Practices

Departmental authority

- Salary offers up to salary range midpoint or market reference point, whichever is higher
- Salary offers up to salaries of current staff with comparable qualifications

Note: Subject to division/school/department internal protocol and practices

Other Pay Policies & Practices

Discretionary Bonus

- Lump sum cash award
(e.g., critical business operational need, significant project)
- University Guidelines

Note: Subject to division/school/department internal protocol and practices

Other Pay Policies & Practices

Annual Merit Increase

To reward performance during the prior year

Internal Equity Adjustment

To correct a salary inequity among staff

Market Equity Adjustment

To adjust salaries to market competitive level

On-call Pay

To pay staff for being available to report to work within a defined period of time

Shift Differential Pay

To pay staff for working a designated shift according to departmental operational needs