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

<table>
<thead>
<tr>
<th>Administrative/Technical Operations Salary Structure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Range ($$)</td>
<td>Min($$)</td>
</tr>
<tr>
<td>OA</td>
<td>16,700</td>
</tr>
<tr>
<td>OB</td>
<td>19,100</td>
</tr>
<tr>
<td>OC</td>
<td>21,700</td>
</tr>
<tr>
<td>OD</td>
<td>24,800</td>
</tr>
<tr>
<td>OE</td>
<td>28,300</td>
</tr>
<tr>
<td>OF</td>
<td>32,200</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Developmental Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Reward growth in individual skills, competency, contribution</td>
</tr>
<tr>
<td>○ Recognize increasing market value &amp; increasing value to JHU</td>
</tr>
<tr>
<td>○ Promote staff retention &amp; return for JHU investment</td>
</tr>
</tbody>
</table>

*Requires: Manager/HR Partnership & Developmental Plan*

## Job-based

<table>
<thead>
<tr>
<th>Market-Based/Contribution Level Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Acknowledge most job changes to be within level</td>
</tr>
<tr>
<td>○ Recognize meaningful job change supported by the market</td>
</tr>
<tr>
<td>○ Reward significant job change to a higher level</td>
</tr>
</tbody>
</table>
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 define period of time

**Shift Differential Pay**
To pay staff for working a designated shift according to departmental operational needs