

Compensation Functions and Services

The compensation office assists and advises managers on the effective development and administration of the university's compensation programs. It assists divisional leaders in defining and identifying pay and rewards strategy that meet the unique needs and goals for their individual divisions while adhering to overall university guidelines. Specific services include:

Organizational structure and job design, analysis, and evaluation

- Conducting in-depth review and determining an appropriate organizational structure and jobs, including type and number of positions required to function efficiently
- Defining jobs and establishing the job hierarchy for different job families
- Guiding managers in developing meaningful job descriptions
- Administering the university's staff job classification system, including the assigning the role, level, salary range, and FLSA status of jobs
- Processing job requisitions for staff positions

Salary administration

- Determining appropriate salary for new hires and current employees based on experience, education/skills, performance, pay history and equity, and budgets
- Establishing pay policies and practice guidelines

Reward/recognition

- Developing alternative pay programs
- Building reward and recognition programs

Market benchmarking and salary increase guidelines

- Defining the relevant job market against which university jobs are compared
- Conducting market analysis to determine competitive pay levels for specific jobs, including which staff jobs will require a change in salary range
- Developing annual salary increase guidelines and salary range structure adjustments

Competitive pay analysis/market reference reports

- Supporting recruiting and retention efforts through market reference reports, which managers can use to ensure pay is equitable, externally competitive and recognizes employee development, increased contribution and value to the university

Pay equity studies

- Conducting pay equity analysis and studies to ensure that employee salaries are determined absent discrimination based on an employee's race, color, religion, sex, national origin, age or disability

Performance evaluation and development plan

- Defining performance standards and measurements
- Creating development plans that identify and measure an employee's developmental growth in the current job

Competitive intelligence

- Gathering competitive intelligence on pay practices and trends

Legal/regulatory compliance

- Assessing impact of relevant laws and regulations on the university
- Proposing changes to documents, processes, analyses, etc.
- Analyzing compensation-related discrimination and recommending remedies
- Advising on the legal implications of current and proposed human resources programs, practices and procedures