



STAFF COMPENSATION UPDATE

JANUARY 2023



WHAT WE'LL COVER IN THIS UPDATE

- X Review of approach and resources to get background information
- X Job description update project
- X Market increases and ***NEW*** market verification
- X ***NEW*** ability to apply discretionary amount to those above range maximum in form of one-time payment
- X Skill Matrix Outreach & Training that will launch in February



REVIEW OF APPROACH RESOURCES



APPROACH TO STAFF COMPENSATION

Informed by Market

Rates and ranges are based on market

Includes peer institutions, similar jobs, geography

Collaborative

Opportunity for department leadership to weigh in on market data and how roles are benchmarked

Fair & Competitive

Investment to increase starting wages

Competitive for all

Standard & Simple

Easily explainable and applicable to all staff

Career Progression

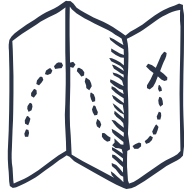
New system not directly tied to annual performance or minor adjustments to role

Focus on development

Repeatable

Something we can use this year AND going forward on an annual basis





ROLE

Role mapped to market and min/max range established

Agnostic to individual



INDIVIDUAL

Skill matrix based on ownership and impact drives where individual falls into range



DISCRETION

Final layer of discretion based on VP/Manager functional expertise

Guardrails in place

JOB DESCRIPTION UPDATE PROJECT



JOB DESCRIPTIONS

- X Job description update project for all staff complete by end of January
- X Old compensation system rewarded specificity, current market approach is focused on primary purpose and broader strokes
- X New shortened, consistent format will remove burden of creating and keeping updated, aimed to highlight primary purpose and core responsibilities, not task list
- X Will be publicly available soon—we will share when it is up!

Position Summary (Limited to 1 page)

Position Title: Click or tap here to enter text.
Position # (or New): Click or tap here to enter text.
Grade: Choose an item.
Date Prepared: Click or tap to enter a date.

Position Purpose: Provide 2 sentences or less summarizing the *primary* purpose of this position.

Core Responsibilities: Provide a bulleted list of no more than 8 core responsibilities of the role; starting with a verb. Focus on those that provide an indication of the scope and impact of the role. Include information that demonstrates the level of responsibility for material, financial, human and information resources.

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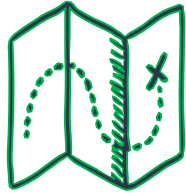
Position Prerequisites: Provide a bulleted list of 8 essential skills, abilities, education, or experience needed to be successful in this position. Include any certificates and licenses here.

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Physical Demands & Working Conditions:

MARKET INCREASES
NEW MARKET VERIFICATION





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Role mapped to market and min/max range established

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ALL ROLES WILL RECIEVE A MARKET INCREASE

This step will be based on the overall market movement *and* may also include specific roles that have shifted significantly and move from one grade to another





MARKET VERIFICATION

We will add an option for leaders to request a *Market Verification* to have HR take another look at a specific role if you feel there are outstanding questions/issues with where the role has been graded





CHANGE TO DISCRETIONARY STEP WITH OPTION
FOR ONE-TIME PAYMENT



BASED ON FEEDBACK, FOR THOSE THAT ARE ABOVE RANGE MAX...

- X This year there will be a *NEW* change so that it is possible to apply discretionary amounts to above range maximum in form of one-time payment
- X This means that STEP 3: DISCRETION can now be applied to anyone, regardless if someone is over the maximum of the range...
- X ...if the individual is over the maximum, instead of it being a base compensation increase, the discretionary amount will be paid as a one-time payment in lieu of increase to base pay



SKILL MATRIX OUTREACH & TRAINING



GATHER

- February—March
- SLG led, waterfall conversations to reach all staff and gather input from every level of supervisor
- Focused on framing approach/expectations to build shared understanding

REVIEW

- April
- All data available with market increases already applied
- Apply movement in skill matrix for those that have reached significant career progression

CHECK

- April—May
- Ensure accuracy and consistency within and across divisions and each decision is explainable
- Expect to have ~10% shift career progression

SHARE

- June
- Final decisions complete
- Direct conversations with all staff using waterfall approach



TIMELINE



TIMELINE

NOVEMBER

Kick off job description update project

Review and analyze options related to market parameters

Share details on process and approach

JANUARY

Complete job description update project

New job description library available

Outreach and training with leaders on skill matrix placement

MARCH

Updated market data available

Decisions on market parameter adjustments

Prep for launch of skill matrix and discretion input process in mid-April

MAY

Market adjustments determined

Budget finalized

By end of May, all input gathered from leaders for skill matrix placement and discretion

JULY

New compensation details communicated to individual employees in June and effective July 1

WE'LL SHARE AN UPDATE EVERY OTHER MONTH ALIGNED TO THIS TIMELINE



MORE DETAILS

EXPLORE OUR FRAMEWORK.

Take a deeper dive into each step of our compensation program.

Role

Each role is placed into a grade based on market benchmarking and internal review. This sets the min/max range for a role.

Individual

The skill matrix is a tool to place individuals into the range based on career progression.

Discretion

When funds are available, department leadership can distribute supplemental increases.

To learn more about how this program was developed, you can see materials that were shared with our community leading up to the rollout [here](#).

Visit the [Staff Compensation](#) section of the HR website for more information including ranges, skill matrix tables, previous presentations and FAQs...

...and we'll be back in March with another update!

