

Compensation & Classification Overview and Updates

Trevor Glanz: Senior Director of Compensation and Classification and HR Data Management
Jiongting Hu: Senior Compensation and HR Data Specialist

P&S Classification System

- Implemented a new system in 2011 which is market calibrated
- 18 job functions
- 102 job families
- 29 unique classifications
- 434 total classifications
- Working titles (optional)

P&S Compensation System

- Pay Structures
 - Pay Levels 2A – 8B; 9 & 10
 - Development
 - Maintenance
 - Classification Assignments
 - Level Profile
 - Structure Determination
- Special Compensation Examples:
 - Lump Sum Salary Policy Payment
 - Additional Work
 - Flexible Pay
 - Exceptional Performance
 - Spot Awards
 - University Awards

Employment Practices Review

- Compensation and Classification was asked to implement action items that were a result of the review
- These actions are categorized as follows:
 - Increased transparency of current practices
 - Clarification of processes
 - Salary expectations for various actions
 - New and updated policies and practices

Decentralized Salary Setting

- The University of Iowa budget model allows salary flexibility at the college/division level, with oversight from University Human Resources
- The market range and median zone for pay levels 2A through 8B serve as a guide when determining an appropriate salary
- Colleges and divisions are encouraged to consult with University Human Resources to assist with salary reviews

Salary Determination (Job Offer)

There are a variety of factors that should be used to determine an appropriate salary offer; The more prominent considerations are:

- Credentials of the candidate
- Difficulty in filling the position
- Internal and external market analysis
- Available budget of the hiring department

Annual Performance Increases

- Budget cycle salary decisions are guided by individual performance and the relationship to the market range and median zone for the job classification
- University Human Resources provides guidance on salary increases regarding different levels of performance and relationships with the median zones, within the context of the available salary budget
- A long-term objective may be to give additional consideration and resources to individuals who are below the median zone, when they are good performers and fully proficient in the full range of their responsibilities, to the extent that funding resources allow

Career Development Increases

- Career Promotion: Salary increase is typically 1-10%; exceptions may be requested with a rationale;
 - If greater than one pay level, it is recommended that the college/division consult with Comp/Class to determine an appropriate salary increase
- Career Shift: Salary change is dependent on the type of career shift
- Career Advancement: Salary increase is between 1-5%

Short Term Adjustments

- Interim Appointment
 - May be used to recognize a time limited assignment to perform the responsibilities of another position
 - If fully functional and competent in the interim classification, salary offer may be within the median zone
- Administrative Differential
 - May be used to recognize a time limited assignment of additional administrative duties without transferring to a different position number
 - The amount of the increase is dependent on the specific circumstances but is normally between 5 and 15%

Counter Offer Guidelines

- Used to retain high-level performers in hard-to-recruit for and/or highly specialized positions
- Made in response to a competing job offer within the University or from another employer
- The amount should be consistent with individual's level of responsibility and performance
- There must be some evidence that an offer was made in order to provide a counter offer

Salary Equity Review Process

- The Annual P&S Salary Equity Review Committee is composed of selected staff from University Human Resources and the Office of Equal Opportunity and Diversity
- The Department of Statistics performs an analysis to identify classifications where there are statistically significant differences in average salaries by sex and/or racial/ethnic minority status
- For classifications flagged in the preliminary test, the committee calculates the relationship between salary and length of employment at the university and in the classification to determine expected average salaries for the lower paid group
- Individual situations are discussed with Senior HR Leaders which lead to one of two outcomes:
 - Documentation explaining the salary difference based on legitimate, non-discriminatory reasons
 - Salary adjustment for the staff member whose salary difference could not be reasonably explained

Flexible Pay

- Flexible Pay may be awarded for extra-meritorious performance that may include rewarding a variety of outcomes and behaviors e.g., project completion, sustained high level performance and revenue generation, etc.
- Flexible Pay will be awarded in the form of a lump sum payment that is not added to the base salary
- Types of Flexible Pay
 - Exceptional Performance Awards
 - Spot Performance Awards

Career Advancement Policy (Proposed)

- Policy was developed in a similar format to that of P&S Classification Change (3.4) and Merit to P&S Classification Change (3.6)
- Formalizes an existing process
- Establishes timeframes for each level in the review process
- Creates an appeal process that allows a college or division to manage the appeal or to request analysis from University Human Resources
- Specifies what constitutes a denial of a career advancement

For More Information

Compensation and Classification has updated all applicable web pages which can be viewed from <https://hr.uiowa.edu/compensation-classification>.

Comp/Class Email: comp-class@uiowa.edu



Questions



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