

Compensation and Classification

Professional & Scientific (P&S)

Merit Supervisory Exempt & Confidential (MSEC)

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

Jiongting Hu: Senior Compensation and HR Data Specialist

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Comp/Class Functions

- Classification Systems
- Compensation Administration
 - Pay Structures
 - Salary Reviews
- Transaction Management
- Compliance
- P&S Furlough and P&S Status Programs
- HR Data Management

P&S Classification System

- 18 job functions
- 137 job families
- 29 unique classifications
- 447 total classifications
- Working titles (optional)



P&S Compensation System

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

Merit System

- Pay Structures
 - 322 classifications
 - Pay grades 1-23
 - UI hiring rates
 - Merit increases
- Special Comp Examples:
 - Additional Work
 - Exceptional Performance
 - Spot Awards
 - University Awards

<https://hr.uiowa.edu/pay/pay-plans/merit-pay-plan>

Decentralized Salary Setting

- The University of Iowa budget model allows salary flexibility at the college/division level, with oversight from University Human Resources
- The P&S market range and median zone for pay levels 2A through 8B serve as a guide when determining an appropriate salary
 - Benchmark jobs in each pay level are used to define midpoint
 - Median zone is built around the midpoint
 - Market range is an extension of the median zone
- Colleges and divisions are encouraged to consult with University Human Resources to assist with salary reviews

Salary Analysis of Current Staff

Internal Considerations

- Classification
- Job family
- Department, college or division
- University “peers”

External Considerations

- Geographic competition
- Market analysis
- Total rewards package
- Work schedule flexibility

Typical Salary Setting Factors for Current Staff

- Education
- Related Experience
- Licenses/Certifications
- Specialized Skills
- Position in Market Range
- Performance
- External Market Considerations

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
- 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
- All colleges & divisions will be on the July 1 increase cycle starting in FY23

Career Development Planning

- The combination of **responsibilities** and **competencies** will help individuals and their supervisors in setting goals and planning for career development to meet the needs of the unit
- University pay practices support career development by providing the opportunity for salary adjustments to recognize significant changes

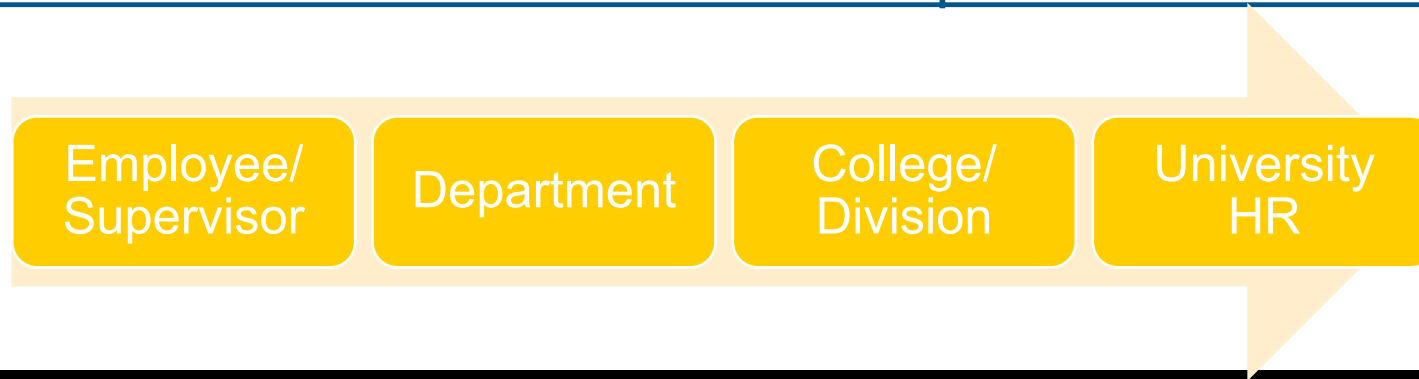
Career Development Activities

- **Career Promotion:** Change in classification to a higher pay level due to significant changes in responsibilities
 - 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:** Change in classification to the same or lower pay level based on an assessment of responsibilities
 - Salary change is dependent on the type of career shift
- **Career Advancement:** Salary increase without a change in classification based on new duties, new skills, additional key areas of responsibility, expanded scope and/or advanced competency
 - Salary increase is between 1-5%

Career Development Review Process

- Requests may be initiated by an employee, supervisor or department
- Documentation must confirm sustained performance of new duties for enough time to evaluate the employee's performance and continuing success in the role
- The new responsibilities must not have been recognized in previous classification and/or compensation decisions

<https://opsmanual.uiowa.edu/human-resources/professional-and-scientific-staff>



Career Development Review Process

- Classification change and career advancement requests are either approved or denied at the college/division level and are subject to appeal
- Final decisions are made by University HR
 - Classification changes (formal process)
 - **Effective date** is the 1st day of the month following UHR approval.
 - Career advancement (formal process if certain criteria are met)
 - New salary above median zone
 - Multiple advancements in the same fiscal year
 - Decentralized IT staff
 - **Effective date** is the 1st day of the month following College/Division approval.

For More Information

Compensation and Classification web page: <https://hr.uiowa.edu/compensation-classification>

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

Comp/Class Staff:

- Consuelo Garcia, Senior HR Specialist (Furlough Program, Special Comp)
- Trevor Glanz, Senior Director for Comp/Class & HR Data Management
- Jessy Hinds, Student HR Associate (Merit Increase Administration, Transactions)
- Jiongting Hu, Senior HR Specialist (P&S Administration, Market Analysis, HR Data Management)
- Amanda Johnston, HR Specialist (Merit/SEIU Administration, Web Sites)



Questions



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