



# Compease

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Study Session

October 10, 2013

Staff Salary Administration Program



# Compease

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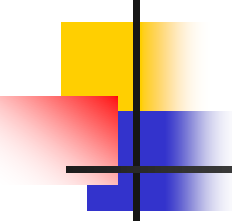
- A fully qualified and effective work force is essential to the College's success
- Fundamental to pay employees a fair and equitable amount for their services
- Achieved through a salary system that is
  - Internally consistent
  - Externally competitive
  - Responsive to changes in economic conditions



# Compease — Determination of Salary Structures

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- Process by which monetary values are attached to salary grades via a salary schedule
- Assists the College in meeting their administrative salary objectives
- Salary surveys are utilized to determine salary levels for both campuses



# Compease – Types of Salary Structures

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- Three salary structures for survey: executive, exempt (salaried), and non-exempt (hourly)
  - Non-exempt based on local labor market
  - Exempt based on local/regional or industry labor market
  - Executive based on regional/national or industry labor market



# Compease – Salary Schedules

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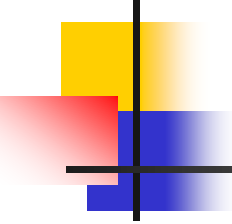
- Two campus salary schedules (FR & GB)
- Salary schedules are divided into Hourly, Salary, & Executive
- The software allows a way to do a market comparison or Compa-ratio
- The software provides a consistent process for writing and maintaining job descriptions



# Compease – Salary Schedules

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- All grades within Compease are assigned a minimum, midpoint, and maximum wage level. The grades start at zero and the top grade is 20.
- Midpoint is considered the average wage of comparable positions.
- Barton's 5 year goal is to get all employees to midpoint.



# Compease – Job Evaluation Objectives

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- Focus on the job and not the person holding it
- Treat employees doing approximately the same kind and/or level of work similarly in regard to pay
- The job evaluation process attempts to:
  - Establish the relative value of jobs
  - Group jobs into appropriate pay grades
  - Ensure a basis for disciplined rather than arbitrary judgments
  - Provide consistent, understandable measure of the worth of each job



# Compease – Job Evaluation Process

## Continued

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- Ten factors all related to
  - Knowledge/skills
  - Problem Solving (effort)
  - Accountability



# Compease – Sample Job Evaluation



- File Clerk
  - Experience—1 (The job can be learned in hours or days or weeks.)
  - Education—2 (A high school education or GED.)
  - Managerial Responsibility—1 (Has no supervisory/managerial responsibilities.)
  - Interpersonal Skills—1 (Normal courtesy in dealing with others is required. Work involves minimal contacts, usually within the department. Contact usually involving routine, non-sensitive issues.)
  - Independent Judgment—2 (Specific standards and operating procedures provide some options and latitude for independent decision and action. Decisions are usually limited to choosing between two or three known options. There is minimal room for discretion. Decisions normally take the form of recommendations and have very limited decision-making authority).
  - Mental Process—1 (Problems encountered are simple in nature, requiring a choice from a limited number of prescribed options.)



# Compease – Sample Job Evaluation

## Continued

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- Organizational Impact—1 (Has little or no noticeable authority to make decisions that would impact the overall goals and objectives of the College and would not have budgetary responsibilities. The impact of the job would generally effect the services or product which an individual student would receive. Does not have budgetary responsibilities and is not authorized to make decisions that would commit or jeopardize college assets/budget).
- Organizational Restraint—2 (Moderate supervision and inspection of work. Errors can be difficult to detect but are generally easy to resolve and/or consequences of potential errors is of some concern but not significant).
- Physical Demands—1 (Job may require lifting light weight objects (1-10 pounds) with no repetitive bending or stooping).
- Working Environment—1 (Regular exposure to favorable conditions such as those found in a normal office).
- Resulting job grade based on evaluation: 4



# Compease – Additional Information

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- HR Performance Solutions provides an 800 number to provide Compease support
- The software allows a way to do a market comparison or Compa-ratio
- The software provides a consistent process for writing and maintaining job descriptions



# Example of Calculations

Employee	Grade	Minimum	Mid-Point	Maximum	Current Hourly	Current Annual	Amount Under Min	Amount Needed to Reach Mid	Compa-Ratio	Increase	New Hourly	New Salary	% Increase
Employee #1	6	\$10.93	\$13.66	\$16.39	\$11.42	\$23,753.60	-\$0.49	\$2.24	83.6	\$0.51	\$11.93		4.5%
Employee #2	7	\$11.59	\$14.49	\$17.39	\$12.70	\$26,416.00	-\$1.11	\$1.79	87.6	\$0.41	\$13.11		3.2%
Employee #3	7	\$11.59	\$14.49	\$17.39	\$13.92	\$28,953.60	-\$2.33	\$0.57	96.1	\$0.15	\$14.07		1.1%
Employee #4	8	\$12.72	\$15.90	\$19.08	\$13.93	\$28,974.40	-\$1.21	\$1.97	87.6	\$0.45	\$14.38		3.3%
Employee #5	9	\$29,165.76	\$36,457.20	\$43,748.64		\$30,490.75	-\$1,324.99	\$5,966.45	83.6	\$1,372.28		\$31,863.03	4.5%
Employee #6	10	\$32,295.74	\$40,369.68	\$48,443.62		\$40,370.00	-\$8,074.26	-\$0.32	100.0	\$312.00		\$40,682.00	0.8%
Employee #7	10	\$32,295.74	\$40,369.68	\$48,443.62		\$33,959.62	-\$1,663.88	\$6,410.06	84.1	\$1,474.31		\$35,433.93	4.3%
Employee #8	10	\$33,240.06	\$41,550.08	\$49,860.10		\$40,000.00	-\$6,759.94	\$1,550.08	96.3	\$356.52		\$40,356.52	0.9%
Employee #9	12	\$40,163.11	\$50,203.89	\$60,244.67		\$43,993.00	-\$3,829.89	\$6,210.89	87.6	\$1,428.50		\$45,421.50	3.2%
Employee #10	13	\$46,404.16	\$58,005.20	\$69,606.24		\$45,510.78	\$893.38	\$12,494.42	78.5	\$2,873.72		\$48,384.50	6.3%

# Compa-ratio: Is the process working?

