Compensation Ladder Session
January 28, 2009
**Charge**

- **Charge** –

  Staff Senate has been charged by the institution to develop and propose a Compensation Ladder plan for staff positions. Staff Senate will develop focus groups involving staff campus wide to design the compensation ladders based on functional areas to submit to Human Resources.

- Focus should be on all staff positions within the focus group as opposed to having individual agendas

- Win-Win for all
Definition of Compensation Ladders

- **Definition**
  Compensation Ladders encompass objective, job-related, compensable factors designed for each individual job classification to provide rewards for professional growth activities and "promote-in-place" opportunities.
## Sample Compensation Ladder

<table>
<thead>
<tr>
<th>Current Title</th>
<th>Level</th>
<th>Proposed Titles</th>
<th>Compensable Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Years in Job/ Satisfactory Perf (not compensable)</strong></td>
</tr>
<tr>
<td>Academic Secretary</td>
<td>Level 4</td>
<td>Academic Office Coordinator</td>
<td>3R</td>
</tr>
<tr>
<td></td>
<td>Level 3</td>
<td>Academic Office Assistant III</td>
<td>2R</td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
<td>Academic Office Assistant II</td>
<td>1R</td>
</tr>
<tr>
<td></td>
<td>Level 1</td>
<td>Academic Office Assistant I</td>
<td></td>
</tr>
</tbody>
</table>

| Administrative Secretary | Level 4 | Administrative Office Coordinator | 3R  | only one required | R    | R |
|                         | Level 3 | Administrative Office Assistant III | 2R  | R  | R |
|                         | Level 2 | Administrative Office Assistant II | 1R  | R  | R |
|                         | Level 1 | Administrative Office Assistant I |     |     | R  | R |

R = required  
O = optional

Each position contains levels and compensable factors. While each factor is independently compensable, all required factors within each level must be achieved before compensation will be awarded. Optional factors are compensable but are not required for movement to the next level.
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<td></td>
<td></td>
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R = required
O = optional
Guidelines

- Create compensable factors using the S.M.A.R.T. method
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Timely

- Compensable factors may not be based on skills that are required for the position as defined by the job description

- No set number of steps
Guidelines

- There may be positions for which there are no steps.
- While compensation is not to be assigned to factors, an importance ranking may be noted for each.
- Time in job.
- In most cases, there should be one unique ladder for each position (A focus group may have several types of coordinators that cause for various ladders.)
Guidelines

- Time spent in Focus Group sessions is not eligible for overtime compensation or compensatory time
- Focus groups may not meet more than once per week and for no more than one hour per session
- Communication of the meeting times/dates must be sent to respective supervisors and Staff Senate liaison
  - Take advantage of email for communicating between meetings
- Progress reports should be submitted to assigned Staff Senator by the second Monday of each month
Packet Contents

- Job descriptions for each position represented in each focus group
- Blank Template
- Sample Compensation Ladder
Staff Senator Liaison’s Role

- To provide guidance and assist with process questions
- To serve as a liaison between the focus groups and the Staff Senate
- To help the focus groups stay on task with the timeline
Timeline

- Staff Senate meetings are as follows:
  February 9
  March 9
  April 13
  May 11

- May 1  All Compensation Ladder Final Recommendations are submitted by Focus Groups to Staff Senate

- May 11 Staff Senate reviews and submits recommendations to Human Resources for review. Work continues on the Compensation Ladders between Staff Senate and Human Resources. Human Resources will take and move forward to University Executive Council.
Questions?