

# Classification and Compensation

Department of Human Resources

- Position Classification
- Career Banding / Broadbanding
- PeopleAdmin Position Description Actions
- Fair Labor Standards Act
- Salary Administration



# Classification & Compensation

- Classification groups jobs of a common nature with similar duties and responsibilities to provide structure to the organization and assigns them an appropriate pay band.
- East Carolina University operates under two separate classification and compensation systems for SHRA and CSS employees:
  - Career-banding
    - Most positions fall into the Career-banded system
    - Examples: Administrative, Accounting, Trades, Library, Research
  - Broadbanding
    - A select number clinical support positions
    - Examples: Physician Extender, Radiation Therapist, Nurse Specialist
- A comprehensive list of these classes and corresponding pay bands can be found under the Class & Comp section of the HR website. (For Employees – Classification and Compensation – Position Classification.)

# Classification & Compensation

## PeopleAdmin is the system utilized to:

- Create a new position
- Reclassify an existing position
- Salary Adjustment
  - Career Progression Adjustment for Career-banded classes
  - In-Range Adjustment for Broadbanded classes
- Abolish a position
- The HR PeopleAdmin site can be accessed through PiratePort.

## Pre-Approval Process:

- Budgetary Restrictions - Internal and external review process
  - Compensation Request Form – initiated by C&C Consultant
  - Note that job changes may occur, however the salary may remain the same when all
- pay factors have been considered.



# Classification & Compensation

- The Fair Labor Standards Act (FLSA) is a federal law which establishes standards for minimum wages, maximum hours, overtime pay, and child labor.
  - The University is covered by the provisions of the FLSA and is responsible for ensuring compliance with the Act.
- The exempt or non-exempt status of any particular employee must be determined on the basis of whether duties, responsibilities and salary meet the requirements for exemption.
  - An employee's classification or designation as subject to the State Human Resources Act (SHRA) has no bearing on an employee's wage and hour status under the Fair Labor Standards Act.

# Salary Administration Policy for Career-banded classes (FAIR):

**Financial Resources** - The amount of funding that a manager has available when making pay decisions.

**Appropriate Market Rate** – The market reference rate applicable to the functional competencies required by the job and demonstrated by the employee.

**Internal pay alignment** - The appropriate alignment of salaries among employees who demonstrate similar required competencies in the same banded class within a work unit or organization (or related classes within the organization).

**Required Competencies** - The functional competencies and associated levels of knowledge, skills, and abilities that are required based on organizational business need and subsequently demonstrated on the job by the employee.



# Salary Administration

## Factors to Consider in making a salary adjustment:

- What type of request are you asking for? Is it based on job change for additional responsibilities? Or labor market to address an inequity?
- How are others in the department being paid in relation to the same type of duties?
- How much money do you have budgeted for an adjustment?
- Have you reviewed the demographics of the unit to ensure there will not be adverse impact to others who are not getting an adjustment?
- There are some differences within the Career Banding and Broadbanding policies that we will guide you through when utilized.

# **Salary Administration Exercises**

<b>Market Rates for each Classification</b>	<b>Minimum</b>	<b>Contributing Reference Rate</b>	<b>Journey Market Rate</b>	<b>Advanced Reference Rate</b>	<b>Maximum</b>
Administrative Support Associate	\$31,200	\$31,200	\$36,177	\$40,944	\$50,656
Administrative Support Specialist	\$31,200	\$33,800	\$40,134	\$45,834	\$53,083
Business Services Coordinator	\$31,888	\$40,045	\$44,784	\$51,907	\$59,049
Technology Support Analyst	\$32,473	\$50,557	\$65,084	\$76,416	\$88,041





CAREER BANDED TITLE	POSITION COMP LEVEL	EMPLOYEE NAME	GENDER	AGE	ETHNICITY	CURRENT SALARY	MARKET RATE FOR CLASS/ LEVEL	MARKET RATE INDEX
Admin Support Associate	Journey	Pede	F	25	1	<b>\$31,474</b>	\$36,177	87%
Admin Support Specialist	Contributing	Player	F	56	2	<b>\$31,434</b>	\$33,800	93%
Admin Support Specialist	Contributing	Sword	M	51	4	<b>\$31,434</b>	\$33,800	93%
Admin Support Specialist	Advanced	Skully	F	48	5	<b>\$40,792</b>	\$45,834	89%
<b>Business Services Coordinator</b>	<b>Journey</b>	<b>Bones</b>	<b>M</b>	<b>31</b>	<b>1</b>	<b>\$31,888</b>	<b>\$44,784</b>	<b>71%</b>
Tech Support Analyst	Journey	Field	F	34	2	<b>\$56,623</b>	\$65,084	87%



# Example 1: Where should the employee be paid?

## Business Services Coordinator Journey

Current Salary: \$31,888

Minimum	Contributing	Journey	Advanced	Maximum
\$31,888	\$40,045	\$44,784	\$51,907	\$59,049

A	\$40,308	(90 MI)
B	\$42,100	(94 MI)
C	\$44,784	(100 MI)
D	\$47,919	(107 MI)

\*\*\*Hint: In a “perfect world” scenario

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# Classification & Compensation

- EHRA Faculty and Non-Faculty Positions are established in PeopleAdmin by Class & Comp
- Types of EHRA Positions:
  - Instructional, Research and Information Technology (IRIT)
  - Senior Academic and Administrative Officer (SAAO) Tier I and Tier II
  - Faculty
- We review Non-Faculty positions to ensure appropriate classification within the EHRA Non-Faculty framework
- Faculty positions are managed by the division offices in Academic Affairs and Health Sciences



# Reminders

- Documentation and a detailed justification is critical.
- Compensation is tied to demonstrated competencies, appropriate market rate, internal equity, and budget availability (FAIR)
- We are here to help guide you!

# Questions?

