Department of Human Resources

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





- 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.)



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.

- 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



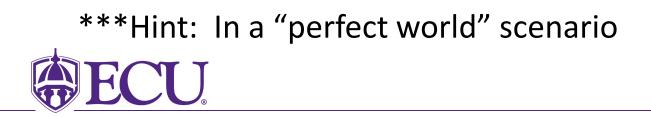
Market Rates for each Classification	Minimum	Contributing Reference Rate	Journey Market Rate	Advanced Reference Rate	Maximum
Administrative Support Associate	\$31,200	\$31,200	\$36,177	\$40,944	\$50,656
Administrative Support Specialist	\$31,200	\$33,800	\$40,134	\$45,834	\$53,083
Business Services Coordinator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

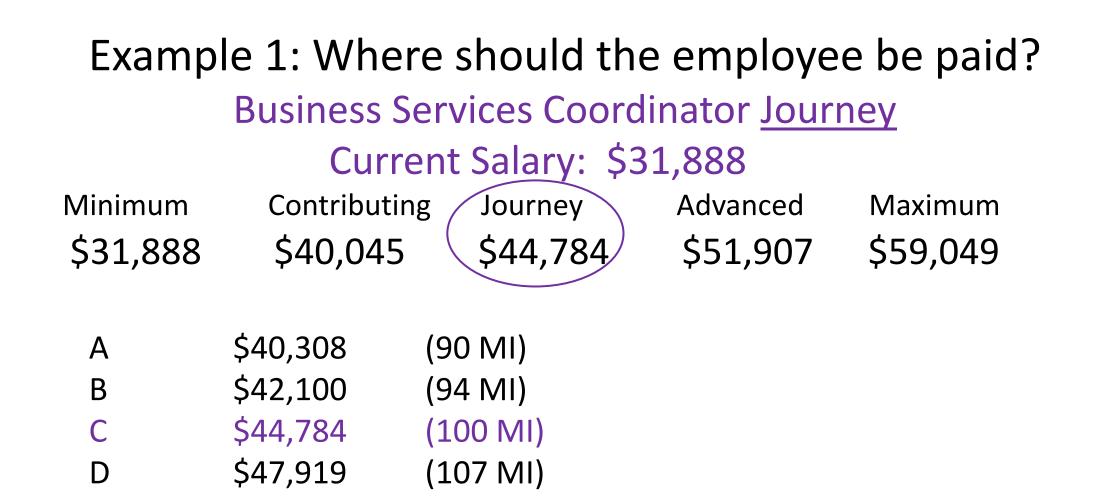


CAREER BANDED TITLE	POSITION COMP LEVEL	EMPLOYEE NAME	GENDER	AGE	ETHNICITY	CURRENT SALARY	MARKET RATE FOR CLASS/ LEVEL	MARKET RATE INDEX
Admin Support								
Associate	Journey	Pede	F	25	1	\$31,474	\$36,177	87%
Admin Support								
Specialist	Contributing	Player	F	56	2	\$31,434	\$33,800	93%
Admin Support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



Examp	le 1: Wher	re should the	employee	e be paid?				
Business Services Coordinator Journey								
	Curre	ent Salary: \$3	1,888					
Minimum	Contributir	ng Journey	Advanced	Maximum				
\$31,888	\$40 <i>,</i> 045	\$44,784	\$51 <i>,</i> 907	\$59 <i>,</i> 049				
٨	ć 40.000							
A	\$40,308	(90 MI)						
В	\$42,100	(94 MI)						
С	\$44,784	(100 MI)						
D	\$47,919	(107 MI)						





***Hint: In a "perfect world" scenario



Market Rates for each Classification	Minimum	Contributing Reference Rate	Journey Market Rate	Advanced Reference Rate	Maximum
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
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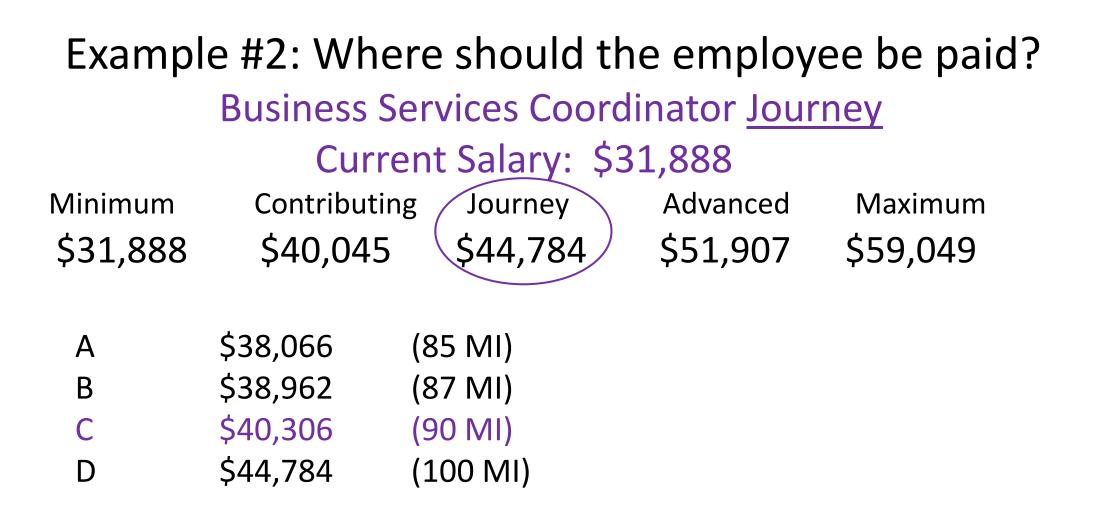
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Business Services								
Coordinator	Journey	Bones	Μ	31	1	\$31,888	\$44,784	71%
Tech Support								
Analyst	Journey	Field	F	34	2	\$56,623	\$65,084	87%



Example #2: Where should the employee be paid?							
Business Services Coordinator Journey							
Current Salary: \$31,888							
Minimum	Contributi	ng Journey	Advanced	Maximum			
\$31,888	\$40,045	\$44,784	\$51 <i>,</i> 907	\$59,049			
A	\$38,066	(85 MI)					
В	\$38,962	(87 MI)					
С	\$40,306	(90 MI)					
D	\$44,784	(100 MI)					

***Hint: Look at equity with other employees in relation to the market rate





***Hint: Look at equity with other employees in relation to the market rate



- 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?



