



Staff Engagement & Success Series - Compensation

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February 24, 2021

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Policies

- USG Policies

- Human Resources Administrative Practice Manual (HRAP)
 - Classification, Compensation, and Payroll
 - Wage and Salary Administration
 - Position Classification
 - Promotions

<https://www.usg.edu/hr/manual>

2/24/2021

- Georgia Tech Policies

- Staff Compensation Administration Policy
 - Promotion and Reclassification Increases
 - Equity and Market-Based Salary Adjustments
 - Supplemental Compensation

<https://policylibrary.gatech.edu/classified-compensation-administration>

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Reclassifying a Position

What is a Reclassification?

Defined as a change in position title that may or may not result in change in grade.

- Classification changes with a job code change
- Job Code – Unique code identifying a specific role

Best Practice

Reclassify positions based on:

- Business needs
- Permanent changes in scope
- Permanent changes in key responsibilities
- Permanent duties have lasted 6 months or longer

Not Supported

- Reclassifications to reward performance
- Promotions to next level based on years of experience in a role

Reclassification Process

Manager identifies business need and permanent changes in job

Consult department HR Representative

HR Representative submits request to Compensation

Compensation evaluates request and proposed salary

If supported, USG Connect transactions submitted

Internal vs. Market Equity

- Internal Equity is based on comparison to peers within Georgia Tech
 - Peer group
 - Within same title
 - Within same grade
 - Within department/School
 - Within College
 - Within GT
- Market Equity is based on comparison to roles performing same responsibilities outside of Georgia Tech
 - Benchmark
 - Third party survey data
 - Peer Group
 - Atlanta, GA
 - Universities/Institutions with similar budget and number of employees
 - Universities/Institutions within Association of American Universities(AAU)

How Is Salary Determined?

How does this salary compare to others performing same responsibilities at GT?

Will this salary cause someone to jump over others who have been in the role longer?

Is someone new to the role?

Where are they compared to market?

Does this employee meet the minimum qualifications or preferred qualifications?

Will it cause compression with direct manager or next level in job family?

Job Classification and Compensation System (JCCS)

Job Title	Job Code	Grade	FLSA Status	Min Tier 1	Max Tier 1	Min Tier 2	Max Tier 2	Min Tier 3	Max Tier 3	MRP (Mid)
Admin Professional II	515X01	A4	Non-Exempt	\$28,458	\$35,287	\$35,288	\$42,117	\$42,118	\$48,948	\$38,703.00

- Job structures: Grouping of job grades with similar characteristics.
- Titles: Should reflect the purpose and level of the role.
- Ranges & Tiers: Reflect the minimum and maximum pay.
- Pay Grades: Ways to group jobs with similar external market value.
- Job Descriptions: Provide the purpose for the job's existence, an example of the level of work found in the role, qualifications, skills required, etc. Detailed, individualized job expectations and tasks, are set at the manager level and are a part of the goal setting process.

Staff Job Pay Ranges

Tier I (Entry)

Typically, these are employees newly hired, assigned, or promoted into the job or employees gaining the breadth of experience and skills needed by the organization.

Tier II (Market)

Typically, these are seasoned employees with demonstrated skill levels in their field.

Tier III (Max)

Typically, these are very seasoned employees with the highest level of job qualification or difficult -to-find skills or experience.

Salary Increases

- **Merit** – Only increase that recognizes performance
- **Equity Adjustment** – Adjustment provided when low to GT peers
- **Market Adjustment** – Adjustment provided with low compared to market
- **Offer** – Successful job bid

***Note:** Managers should not commit to a salary increase without appropriate departmental, Institute, or USG level approval. Georgia Tech is not bound to any agreement made by a supervisor who has not obtained proper approvals.*



Career Progression

Process of moving forward, being promoted, finding new challenges, new opportunities and getting the most out of your career.

Path forward is not always linear

- Move down to move up
- Demotion/Lateral
- Look for opportunities

Professional Development

- Develop the skills you need for the job you want

Compensation FAQ's

- Is it true that current employees are capped at 9.9% increases?
 - *No. A 9.9% increase represents the maximum increase allowed by USG without a justification and executive leadership review.*
- Do I have to leave Georgia Tech and come back to get paid what I am worth?
 - *The compensation philosophy supports competitive pay to attract, **retain**, and motivate employees. When consulted, compensation encourages departments to pay based on the skills, knowledge, and experience of a candidate regardless if they are internal or external. We will also suggest increases for internal employees when pay disparity is identified where budget is available.*



Compensation FAQ's

- Why is my pay less than someone doing the same job as me?
 - *It is a misconception that employees in the same title should be paid the same. Many factors are considered when determining salary. Employees differ on experience, degrees, certifications, etc. Also, each department sets a budget for each position/role.*



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