

FAQ

How was the benchmarking done?

The proposed salary ranges for the pay plan are the result of a market review of data from the Georgia Department of Labor (GDOL) and the College and University Personnel Association (CUPA). **The benchmarking was determined based on the essential duties listed on your current position description and in consultation with your department head/VP.** The CUPA data includes over 100 peer institutions covering the national, statewide, athletic and medical recruitment markets. The GDOL data reviewed Lowndes County and the contiguous counties of Brooks, Cook, Berrien, Lanier and Echols and covered the local and skilled trades' recruitment market.

My supervisor says I am the best employee they have ever had working in this dept. I received an "exceeds expectations" on my evaluation. Why didn't I get an increase? This project was not based on merit. Adjustments to your salary were not based on the rating you received on your evaluation.

What CUPA parameters were used? Masters level I (non-unionized) was the category that has been determined by the Board of Regents to be our peer group. We used the National level data for this category.

Who all is affected? All Regular status employees were a part of this study. This means that temporary employees and student employees were not included.

Why was 85% chosen? This percentage amount was decided on by the Vice Presidents and President. This year the goal is for employee salaries to be at 85% of the appropriate benchmark for their position.

Why didn't I get a benchmark adjustment?

If an employee's salary is already at or above 85% of the benchmark then that employee will not receive a market adjustment.

What about hourly employees?

Hourly employees with regular status who are earning less than \$10 per hour will be brought to \$10 per hour.

How was compression done?

The VPs and President decided that compression adjustments of 0.5% of the 85% benchmark per year for up to 7 years of service *in their current position should be made* for employees with at least 12 full months of service in their current position. If a person was reclassified, promoted, or transferred jobs, the date was changed to reflect that change.

I was hired September 2012, does that count because it is close to one year?

The full year would be calculated from August 1, 2012 through August 1, 2013; so you would not get the full year. Each year of service in the current job is determined based on the 8/1 date.

I have worked here at VSU for 22 years as Sr Secretary; why did you only use 7 years?

The compression adjustment is not based on years of service. This is not a longevity increase.

The maximum number of years used in the compression formula was 7 years. Seven years ago MGT performed the first benchmarking project and all titles were benchmarked at that time. It was decided by administration that this was an accurate starting point to begin the 2013 Benchmarking project.

When is this effective?

These adjustments will become effective for the first paycheck in August. You will be notified by letter at the beginning of August of your salary adjustment.

I was promoted late last year and now I do not get a compression increase. Why not?

When you were promoted you received a salary increase. You have not been in your new position long enough to receive a compression adjustment.

When will I know if I have been retitled?

If you were retitled you will receive a letter in August.

Why was I retitled?

Your Director in consultation with your Vice President and Human Resources determined that your title was not an accurate portrayal of your job duties and therefore a new title was determined to accurately describe your role. You will be notified in September by letter if you had a title change.

For example in ADP you had the official title of Ast/Asoc Director/Subdivision/Unit
On your business cards you used the title of Assistant Director, Food Service
Your VP asked us to change your official title in ADP to say Assistant Director, Food Service

What is the difference between being retitled and a reclassification?

You are being retitled because your VP felt that the title you currently have could be more accurate. At VSU we had many employees with very generic titles listed in the ADP system. You may have used a more specific in-house title on your business cards and letterhead but in the ADP system you were listed with a very generic title. In this project your VP asked us to correct those generic titles so the system and in-house title were the same.

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A reclassification occurs when an employee's job duties have changed due to either reorganization in the department or a change in responsibilities for other reasons. You are no longer doing the same job you have always done. In this situation you should be reclassified. Your VP, with the approval of the President, would provide information on the changes in your job duties and provide documentation as to the reasons why these changes occur on a reclassification request form and then submit the form to Human Resources.

Why has my pay grade changed? I was a 26 before and now I am a 60? What does that mean?

Every position title has a corresponding pay grade in a classification system. In the previous classification system your title was a pay grade 26. In the new system your title will have a pay grade 60. A new pay grade list will be placed on our website in August. Each pay grade has an associated new minimum salary amount. This means that when a new employee is hired with that title they receive the new minimum salary.

If I have questions about my benchmark who do I ask?

Your Director/Dean/Department Head and your Vice President can answer questions regarding your benchmark.