

New Compensation Model

Feedback FAQs

- 1. Q. What if I do not know my current classification title?**

A. You can contact our HR Office at 304-696-6455 or email at human-resources@marshall.edu.
- 2. Q. What happens if the master job description of an employee's position does not fit their current duties?**

A. Once the new compensation model has been approved, a process will be created to address these issues to ensure all employees are slotted correctly. One thing to remember, slight differences in your duties will not constitute a re-slotting of the position.
- 3. Q. What if my job duties are a combination of more than one master job description?**

A. The classification of a position is based upon the "Best Fit" of the following: duties, responsibilities, required knowledge and skills, minimum requirements and reporting relationships. Best Fit is defined as 50% +1 of the duties of a position that determines the classification of a position. The correct classification would be the position that matches the largest majority of these factors.
- 4. Q. What will be the appeals process if we do not think our job is slotted correctly?**

A. Once a new compensation model has been approved, an appeals process will be finalized. More details will follow at that time.
- 5. Q. When can we review all master job specs?**

A. All master job specs for Marshall positions are available on our [compensation website](#).
- 6. Q. Are other WV colleges and universities using the same job titles/pay grade assignments as listed in the compensation policy draft?**

A. The proposed compensation model and classification listings were created by the West Virginia Higher Education Policy Commission (HEPC) to be used as a "guideline" by all WV colleges and universities. The existing point factor methodology system is no longer being utilized by the HEPC.
- 7. Q. What are the salary administration guidelines?**

A. The salary administration guidelines serve as a "guide" in implementing the compensation model developed by Mercer and HEPC. Please note that it is **ONLY** a guideline and Marshall University has the autonomy to deviate from this guide. We have already started customizing the model to meet the needs of Marshall University.

8. ***Q. Were PIQs used to slot positions into the new proposed system or was it solely based on job title?***
A. Positions were slotted in the proposed system based on job responsibilities and requirements listed in the PIQ, as well as benchmark data and position average salaries.
9. ***Q. What is the tentative date for the new system to be put into effect? Will we receive any type of documentation with individualized detailed information?***
A. The goal is to have a new system in place by July 1, 2019. Every classified staff employee will receive a letter in campus mail informing them of their new classification pay grade and their new salary range.
10. ***Q. How will job changes to positions in different pay grades affect salary? Moving down a pay grade or up a pay grade? Will there be a salary change and if so, will that be immediate?***
A. Factors will be developed to help HR and hiring managers determine where to place new employees within the pay grade. Factors will consist of experience, internal equity, job qualifications, and other factors that are forthcoming. If you accept a job in a lower paygrade, these same factors will apply. Your salary may not change unless it falls outside the minimum or maximum of the pay range for the new position.
11. ***Q. Will informational town hall sessions be held for all classified staff and supervisors for Q&A purposes?***
A. Once a compensation model has been approved by the President and the Board of Governors, there will be scheduled meetings to answer questions and explain how everything will work. Until that time, please submit your questions and concerns via the [Feedback Form](#) on the compensation website and they will be addressed in the FAQ section. This information will continue to be updated until after a new system has been approved and put into place.
12. ***Q. Will another draft be released before it goes to the Board of Governors for approval?***
A. Details of this salary structure haven't been shared with the Board of Governors (BOG) for approval yet. This draft will continue to be built and customized for Marshall University prior to seeking BOG approval.
13. ***Q. If the legislature passes a raise for cost of living for state employees, will that be included in any salary adjustments made on the pay scale or be given in addition to?***
Any salary increase award by legislature or BOG will be included in the salary that determines your placement/dispersion within your pay range.
14. ***Q. What is the new salary structure and when will that be communicated?***
A. The proposed salary structure is a listing of 12 pay grades with a 60% range spread between the minimum and maximum salary within each pay grade.
15. ***Q. What happens to the point-factor methodology?***

A. Once the new program becomes effective, the point factor methodology will no longer be used for classifying jobs.

16. Q. What is the plan for converting current positions to the new classification structure? How will “oddities/inconsistencies” in classification be addressed?

A. Professional consultants from Mercer slotted positions into the new pay structure by considering the duties, responsibilities, required knowledge and skills, minimum requirements of the job and reporting relationships inherent in a given position. The Job Classification Committee, HEPC, and CHROs will be working through job family reviews and Master Job Specifications to ensure that all jobs are slotted correctly. Employees will need to understand that as these job family reviews are completed, title changes may occur. (For example, we currently have the titles of HR Assistant 1, 2 and 3. The market only has one level for this job, HR Assistant. We will need to decide if we actually have three levels of the job that are truly unique or should we collapse the current three levels into one level and call the job HR Assistant as represented by market data).

17. Q. Will titles still be attached to grade?

A. Yes, we still plan to assign the jobs to specific grades in the new structure. Some job analysis and title cleanup work is still being done. Job analysis is the most time consuming part of a classification and compensation project. The compensation structure will be implemented based on pay grade assignments made by the consultants and reviewed by the human resources officers. Implementing the structure will provide much needed flexibility to recruit and retain quality employees. Clean up of job titles and fine tuning of job titling is the next phase. The JCC will play a critical role in this title cleanup.

18. Q. Am I correct that Years of Service are no longer a factor?

A. Years of service still apply towards your AEI payment, but we will no longer have steps associated with years of service and pay increases will not be based on those step increases. However, “Years of service” or job related prior experience could be used at Marshall to determine some aspects associated with the new compensation program. For example, “years of service” could indicate stronger performance – which can be an element of the new pay guidelines. In all cases, “years of service” used for any aspect of compensation management (except increment pay) should be related to the job being performed.