

2017 Butler University Compensation & Classification Study

James W. Gallaher, PhD

Chontae M. Sylvertooth, SPHR



BUTLER
UNIVERSITY



Agenda

1. Current Status
2. Need for Study
3. Project Overview
4. Questions



BUTLER
UNIVERSITY

Current State of Compensation & Classification

- No University Compensation Philosophy
- Limited and inconsistent compensation and classification processes/policies
- Staff position descriptions are inconsistent and/or nonexistent
- Negative perceptions regarding pay equity
- Dated classification structure

Need for Study

- Develop a University Compensation Philosophy
- Construct position documentation and position description repository for all positions
- Create position and pay structure to ensure internal equity
- Benchmark positions and establish market position
- Establish consistent processes and policies where necessary

Project Overview

- Project Team:
 - Kathryn Morris – Provost & VP for Academic Affairs
 - James Gallaher – VP of HR, Diversity, & Wellness
 - Chontae Sylvertooth – Director, Total Rewards
 - Maureen Burt – HR Generalist/Compensation Analyst
 - Andrew Myers – Director, Academic Budget
- IT Partners:
 - Kirk Young – Information Systems Business Analyst
 - Tonya Williams - HR, Information Systems Functional Analyst
 - Eric Schmidt - Director of Information Systems Security/Chief Information Security Officer
- Consulting Firm: Conduent Human Resources Services

Project Overview: Scope

Butler Job Data:

- Currently, 297 jobs for 1,416 Butler employees
- All jobs will be part of the study

Project Phases:

- Development of Compensation Philosophy
- Compensation Analysis
- Classification Structure



Project Overview: Steps

1. Project Planning/Kick Off
2. Position Description Development
3. Compensation Benchmark Analysis
4. Staff Structure Development
5. Final Report of Findings
6. Pay Equity Analysis

Step1: Project Planning/Kick Off

- Agreement on key project elements – Began January 3rd
 - Compensation Philosophy/Strategy
 - Target labor markets and peer institutions
 - Comprehensive classification and compensation system
 - Standardized position descriptions
 - Butler’s market position
- Confirmation of benchmark jobs
- Met with Key Stakeholders – January 18th



Step 2: Job Description Development

- Develop Position Descriptions with the use of HRTMS/JDXpert online system.
 - Dynamic document within position description management system
 - Built-in workflow
 - One central position database/repository
 - Consistent, concise documents that are easy to update



Step 2: Job Description Development

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Human Resources	Human Resources	Supervisor & Employee	Supervisor	Conduent	Human Resources
Create Job Description Template	Populate Existing Job Data	Meet To Discuss Job Details	Complete/Confirm Job Description Details in JDxpert	Review for consistency	Review & Confirm Information

- Supervisors of multi-incumbent positions:
 - HR will enter info and create workflow for input, or;
 - HR will identify single manager that owns job data to review and solicit other managers for input.
- Training will be provided for supervisors who use the online system



Step 3: Compensation Benchmark Analysis

- Analysis of relative competitiveness of positions
- Conduent will utilize 75 benchmark positions
- The 75 benchmark positions will serve as anchors for the staff compensation structure

Step 4: Staff Structure and Development

- Develop salary grades and ranges
- Evaluation and placement of positions in compensation structure

Step 5: Final Report and Findings

- **Conduent and Project Team:**
 - Discuss results
 - Share results with University Leadership
 - Discuss recommendations
- **Campus wide forums to share high-level results**
- **Immediate information available to campus:**
 - New compensation and classification structure
 - Position descriptions

Step 6: Pay Equity Analysis

- Analyses of pay level for Staff and Faculty based on gender and ethnicity.
- Examine whether there are disparities in staff and faculty pay associated with incumbent's gender or ethnicity.
- Compensable factor such as date of hire and faculty rank is considered during this process.



Project Overview: Timeline

Project Step		January					February				March			
		1	2	3	4	5	6	7	8	9	10	11	12	13
1	Project Planning/Kick Off													
2	Job Description Development													
3	Compensation Benchmark													
4	Staff Structure Development													
5	Final Report													
6	Pay Equity Analysis													

Project Step		April					May					June			
		14	15	16	17	18	19	20	21	22	23	24	25	26	
1	Project Planning/Kick Off														
2	Job Description Development														
3	Compensation Benchmark														
4	Staff Structure Development														
5	Final Report														
6	Pay Equity Analysis														



Employee Involvement & Expectations

- Not all employees will participate in supervisor/employee interviews.
- Not all supervisors will be asked to engage in the job description overview.
- The HRTMS/JDXpert system offers electronic workflow; no paper documents.
 - Supervisors will receive system training
 - HR will help supervisors with employee conversations
- By completing the job description exercise, employees and supervisors are not justifying the need for positions.

Conclusion of Study

- **Conduent and Project Team:**
 - Discuss results
 - Share results with the University Leadership Team
 - Will discuss recommendations
- The Butler Project Team will schedule campus forums to share high-level results
- Immediate information available to campus includes:
 - New compensation and classification structure
 - Employee position descriptions



Review: Conclusion of Study

- The study will not result in an automatic salary increase
- The results of the study will provide:
 - Accurate and consistent position descriptions
 - Comparison of compensation to accurate market data
 - Better defined paths of career progression and development



Thank you

Questions



BUTLER
UNIVERSITY