Frequently Asked Questions  

1. **How were the market adjustments determined?**
   A. **The initial criteria included:**
      a) Performance
      b) Time in rank/wage grade (generally an individual had to be in a rank/wage grade for at least three years to be considered)
      c) Size of market gap (gaps of 10 percent or greater)
      d) Available market adjustment budget dollars

      Senior Leaders also provided input for alternative considerations which included criteria such as unique skill sets and sustained performance.

2. **What percentage of people received market adjustments this year?**
   A. Based on the above criteria and senior leadership input, the actual percent of employees who received a market adjustment were as follows: 10.8% faculty and 3.7% staff.

3. **Please remind me - what is a compa-ratio?**
   A. **The compa-ratio is the comparison of an individual’s salary against the market for that position. To determine the compa-ratio divide the current salary by the market midpoint (50th percentile). (If you are an exempt staff member who works less than 12 months per year please contact your HRSM for your compa-ratio calculation.)**

4. **Why would an individual faculty or staff member be paid below the market rate?**
   A. **There are several reasons why an individual may be paid below the market rate; the most common is that they are relatively new to the rank or wage grade. The market rate is generally the target rate for individuals who are fully proficient in all responsibilities of a position. Someone new to a role is likely learning how to fulfill all of the job requirements, it is therefore reasonable that the individual would be paid under market. Another reason why someone may not be paid at market has to do with their sustained level of performance. If an individual has had less than satisfactory performance, it would indicate that they are not fully performing all of the responsibilities of the position and therefore they may not be paid at market.**

5. **Why wouldn’t someone get a market adjustment if they are paid below market?**
   A. **Position to market is just one of the factors that were considered in this analysis; other factors included performance, time in rank/grade allocated university market adjustment budget dollars and input from senior leadership. Focus was given to those employees who had the largest market gaps (the lowest compa-ratio), with the highest performance and the longest time in a rank/wage grade.**
6. Is it possible that someone could receive a market adjustment but still not be paid at market?
A. Yes. Our goal is to move employee pay toward the market over time. The market adjustment process is one method used to move us toward that goal. Merit dollars are another tool that should be used to move individuals closer to market.

7. What surveys does HR use to benchmark staff positions?
A. HR utilizes the College and University Professional Association (CUPA) survey of faculty, administrators and staff positions, Western Management’s EduComp Survey for administrative and staff positions, the Rochester Business Alliance survey of exempt and non-exempt positions, as well as some discipline specific surveys (The Association to Advance Collegiate Schools of Business and Orin E. Taulbee, University of Pittsburgh, both for faculty positions).

8. How is the market data used to establish target market rates for positions at RIT?
A. For staff positions, on a regular basis we assess our wage grade structures (market bands) to ensure we continue to align competitively with the external labor market. The most recent assessment was completed in 2013 as part of the Staff Compensation Project. Another assessment will take place in 2015 to determine if any adjustments to rate structures are needed.

For faculty positions, market data based on discipline and rank is reviewed and updated on an annual basis.

9. How will I be notified if I am receiving a market adjustment?
A. Those employees receiving an adjustment will be notified in a letter delivered to them by their supervisor or senior leadership of their college or division during the week of October 6, 2014. Changes will be included in the October 15th and October 24th paychecks/direct deposits.

10. The decision to provide market adjustments for NTID employees was delayed last year due to their budget issues (cuts from the federal government), is that the case again this year?
A. No. NTID employees are on the same schedule as the rest of the RIT community.

11. Where can I go if I have additional questions about this process?
A. Please contact your Human Resources Service Manager (HRSM) if you have additional questions.

12. Are adjuncts included in the market adjustment process?
A. This particular initiative does not relate to adjunct employees, however, HR completed work earlier this year with the Provost and the Deans related to adjunct pay scales. Those pay scales were updated in July of 2014 as a result of that work and reflect competitive pay levels within the region. Each college manages their own adjunct budgets, therefore if an adjunct faculty member has a question related to their salary, they should discuss this with their department chair.
13. Will the market adjustments be added to base salary and, if so, will the dollars be retro-active to July 1st?

A. Yes, the market adjustment will be added to the employee’s base salary and no, the adjustments will not be retroactive to July 1. The pay change will be reflected in the October 15th and 24th payrolls.

14. Can you please share how Lecturer rank (Senior, Principal) is being incorporated into the salary benchmarks. Or are all Lecturers considered to be of the same rank?

A. Our survey provider does not collect multiple levels of lecturer positions. They ask survey participants to include the salaries for all levels of lecturers when they submit information. The result is a reported “blended” rate. HR will continue to look to refine the data for lecturer positions.

15. How may I view my current compa-ratio?

A. Sign in to oracle self-serve: https://myinfo.rit.edu. Under the “My Employment Information”, click on the “Salary” tab and the compa-ratio shows in the table toward the right hand side of the screen display.