

Gina Williams

From: ritstaff-bounces@lists.rit.edu on behalf of Judy Bender [jebpsn@rit.edu]
Sent: Friday, January 18, 2013 9:18 AM
To: RITSTAFF Mailing List
Subject: Compensation Project Update

To: All RIT Employees
From: Judy Bender
Date: 1/18/13
Subject: Staff Compensation Project

The following is an update on the progress of the Staff Compensation Project. Previous communications on this topic are provided below for your reference.

Towers Watson, our compensation consultant, has provided RIT with an established process and criteria for assessing staff positions. Using this information, the HR team has completed its initial assessment of all current staff positions. The next steps in our process will be:

1. The Human Resource Services Managers (HRSMs) will meet with division and college leadership to review the outcome of the internal assessment process. The objectives are to:
 - a. Provide an overview of the assessment process, including the criteria used.
 - b. Review the results of the internal assessments.
 - c. Identify positions that may require follow-up such as additional research and review.

During this step, the HRSMs will meet with the required levels of management/supervision in each division and college to ensure appropriate vetting of the assessments. We are targeting the end of February for conclusion of this piece of work.

2. The next major step in the project will be to align our internal assessment with external labor market wages. We will continue to work with Towers Watson on this segment of the project, leveraging their expertise to ensure robust results. This work will provide us with an understanding of where our staff positions are currently paid in relation to the labor market.

We will continue to provide updates as we progress through this project.

Please contact your HRSM if you have any questions. Thank you. Judy

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From: Judy Bender
Sent: Tuesday, November 13, 2012 2:43 PM
To: RITSTAFF Mailing List
Subject: Update - Staff Compensation Project

To: All RIT Employees
From: Judy Bender
Date: 11/13/12
Subject: Staff Compensation Project

The purpose of this communication is to provide an update on the progress of the Staff Compensation Project. The initial communication on this project is provided below for reference.

We now anticipate that both goals (listed below in the May 31, 2012 note) will be completed in the spring of 2013. We have extended the time frame due to the complexity of the project and to provide adequate time for review/discussion of the analysis with managers, supervisors and employees.

Please contact your Human Resources Services Manager if you have any questions.
Thank you. Judy

From: owner-ritstaff@listserver.rit.edu [<mailto:owner-ritstaff@listserver.rit.edu>] **On Behalf Of** Judy Bender
Sent: Thursday, May 31, 2012 1:05 PM
To: RITSTAFF Mailing List
Subject: Staff Compensation Communication

RIT is committed to providing competitive salaries to our faculty and staff. Our compensation philosophy reinforces this commitment by identifying the 50th percentile of the labor market as our target for competitive pay. The 50th percentile (sometimes referred to as the “market midpoint”) is used as the target point for pay in a number of employment sectors, including higher education. This philosophy allows us to maintain a competitive position in the market and attract, retain and reward our employees.

In support of this philosophy, we are initiating a full review of our wage grade structures (market bands) and position evaluation methodology for our staff positions. We have engaged Towers Watson, a leading compensation consulting firm with extensive experience in higher education, to assist us in this review.

The goals of this initiative are:

1. Assess our wage grade structures (market bands) to ensure we continue to align competitively with the market. The assessment will entail a review of our current positions and salary ranges against both national and local market data.
2. Develop a more robust internal job assessment framework to evaluate positions, including positions that cannot be directly benchmarked with the labor market.

We anticipate the project work will span the summer months, with deliverables due in the fall. Because our Human Resource Services Managers (HRSM) will be dedicated to the timely completion of this work, we are asking for assistance from managers and supervisors regarding job evaluation and re-evaluation requests. We are requesting that only those requests that are critical to an organization be submitted during the summer months and defer any other evaluation/reevaluation requests until the fall.

The HRSM and Compensation teams will work with managers, supervisors and employees throughout this process, as appropriate. We will keep everyone up-to-date as we have additional information to share. Thank you for your support as we work through this process.

FREQUENTLY ASKED QUESTIONS

1. Why are we reviewing only staff positions?

Our process for analyzing faculty compensation is better defined than our current staff process. This is because faculty positions utilize standard titles/responsibilities across the higher education sector (Assistant Professor, Associate Professor, Professor, etc.).

2. Should staff employees expect any automatic pay changes as a result of this analysis?

Employees should not expect any automatic pay changes (positive or negative) as a result of this analysis. What this work will provide is a more current understanding of where our positions are paid to the labor market. It will also provide a more robust process for analyzing positions within RIT. We will utilize this information in future compensation plans and initiatives.

3. If a manager or supervisor has a position that needs to be reviewed, should he/she wait until this project is complete before submitting the request to HR?

Yes, if the evaluation/reevaluation is not critical. However, if the need is critical, the request may be submitted and HR will evaluate the position using our current process. We will then re-evaluate the position when the new process is complete to ensure consistency with the new structure.

4. How frequently can we expect to receive updates on this initiative?

The team will provide updates as milestones in the project plan are completed.

5. What can you say about this new evaluation process?

The new evaluation process has been developed by Towers Watson, one of the top compensation consulting firms in the country. It is a robust system for evaluating positions within an organization. They use a technique called “career mapping” which places like positions in the same career category. We anticipate that this system will also support our career ladder initiatives across the campus.

6. Do I need to rewrite my job description now?

No, the HRSM and Compensation team will utilize the most current job descriptions on file and will follow up with managers, supervisors, and employees for clarifications as needed.

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