

Julie Hawk

From: Judy Bender [jebpsn@rit.edu]
Sent: Wednesday, October 03, 2012 9:27 AM
To: All RIT Managers
Subject: New Salary Review and Approval Process

Date: October 3, 2012
From: Judy Bender, AVP Human Resources
To: All RIT Managers and Supervisors
Subject: Compensation – New Wage/Salary Review and Approval Process

INTRODUCTION

You recently received a communication from Dr. Destler in which he shared the new approval process for wage/salary changes for faculty and staff. The purpose of this note is to provide you with guidelines to assist you when making wage/salary change recommendations. Human Resource will now review and approve these recommendations, in advance, to ensure consistency of application of RIT's compensation policies and practices for all employees. Our review and approval process will also support RIT's stated goal to compensate both faculty and staff, on average, at the 50th percentile (market midpoint) of our benchmark schools and appropriate labor markets.

BACKGROUND

Pay decisions are based on a number of factors, but key consideration should be placed on employee performance and current pay position compared to the labor market. When reviewing the labor market data, we reference our wage grade structure for staff employees and our professional ranks for faculty. We obtain market data by participating in a number of external compensation surveys on an annual basis. The surveys provide labor market pay rates for a number of positions within RIT. We reference the midpoint (also referred to as the 50th percentile) of the market as our target pay for individuals who are fully proficient in their position, meaning that they are able to perform all of the responsibilities of the role in a satisfactory/successful manner.

General Guidelines

Generally, the pay range for someone who is relatively new to a position or who is still learning and developing his/her skills and abilities to meet all of the requirements of the new position should be between the minimum and the midpoint of the wage grade band for staff positions and below the midpoint of the discipline/rank labor market data for faculty positions.

If an individual is fully functioning in a role, that is, they are able to perform all of the requirements of the position in a satisfactory manner; we would typically target the midpoint area of the wage grade for staff and the midpoint area of the discipline/rank for faculty.

If an individual is expected to excel in the position, based on experience and demonstrated past performance, then their pay could be positioned above the midpoint of the appropriate wage grade band for staff and above the discipline/rank midpoint for faculty.

Note that there may be situations where a wage/salary increase is not appropriate due to an individual's current salary and the location of that salary in relation to the market. Your Human Resources Services Manager (HRSM) will provide the appropriate guidance in these situations.

Finally, managers and supervisors should follow these guidelines while still maintaining the integrity of their budget.

New Requirement – Effective Immediately

In all cases, the EAF (employee action form) **needs to be submitted and approved by the appropriate HRSM before the employee/candidate is notified** of the salary change/offer amount.

The following salary/wage actions will now require HRSM approval:

- Hires (internal and external candidates) – Base salary (faculty and staff).
- Promotions or increases outside of the annual merit process (faculty and staff - see exceptions below for some faculty actions).

- Special Assignment Payments - One time payments over \$1,000 or cumulative payments that exceed \$1,000 in a fiscal year (faculty and staff – see exceptions below for some faculty actions).
- Add Pay - One time payments over \$1,000 or cumulative payments that exceed \$1,000 in a fiscal year (faculty and staff – see exceptions below for some faculty actions).
- Annual Merit (Salary Planning) Process – faculty and staff.

New Process Steps

The process steps for each of the above actions along with frequently asked questions will be located on the HR Website by October 15, 2012; until that time please work directly with your HRSM for questions. The new process steps for the merit/salary planning process will be communicated in early 2013.

EXCEPTIONS:

The following wage/salary changes will not require prior approval by your HRSM:

- Adjunct and Temporary Hires
- Summer Faculty Salary
- Faculty Overload Payments
- Revenue sharing payments that are based on documented plans/agreements
- Royalty payments that are based on documented plans/agreements
- Business reimbursements/allowances
- Institute Award Programs
- Faculty promotions in rank that follow the Provost's Office guidelines
- Movement to retirement transition
- Movement to a leave of absence

- Special Assignment Pay and Add Pay that is less than \$1000.00 (one time request) or less than a cumulative total of \$1,000 within a fiscal year.

If you have any questions, please contact your Human Resources Services Manager. Thank you. Judy

Human Resource Services Managers	Division/College
Kathy Carcaci, 475-6964, kjc4979@rit.edu	CIMS/GIS, Office of the President
Cliff Edington, 475-4051, hcepsn@rit.edu	NTID, CLA
Tammy Gouger, 475-6956 tcgpsn@rit.edu	SCB, COS, IHST, Government & Community Relations, Office of the Provost, Academic Affairs, Research
Nancy McDonald-Stoler, 475-6997, ndmpsn@rit.edu	CAST, KGCOE, Student Affairs
Debbie Spencer, 475-5579 dascpd@rit.edu	F&A (excluding IT and Controller's Office)
Judy Rolwing, 465-2428 jerpsn@rit.edu	IT, Controller's Office, CIAS, GCCIS, Development & Alumni Relations, EMCS

 Please consider the environment before printing this e-mail.

Judy E. Bender
 AVP Human Resources
 Rochester Institute of Technology
 Office 585-475-4315
 Fax: 585-475-7170
 Email: jebpsn@rit.edu