

Understanding Your Compensation

at Auburn University



AUBURN
UNIVERSITY

Understanding Your Compensation at Auburn University

How Does the Compensation Program Affect My Pay?

Auburn University seeks to provide every employee a competitive level of compensation that reflects his or her individual contributions to the university's mission of instruction, research, and outreach. Our Compensation Program allows us to reward you for your individual performance, because merit pay is linked to the Performance Management System. It also strives to provide pay that is competitive with the marketplace and equitable within the university.

How Are Jobs Documented?

The Compensation Program is designed to be easy to understand, with consistently documented jobs and a unified salary grade structure. During the university's Job Classification and Compensation Project, employees completed job questionnaires which resulted in the classification of the work performed throughout the university. As a result of this project, new job descriptions, position titles, and job families were created.

Job Descriptions

Each job at Auburn University has a job description that describes the work performed in general terms. **A job description highlights the most important features of a job; it may not describe specific duties related to an individual's position.*** Job descriptions include a job title, job family and job family levels (if applicable), job summary, and minimum required qualifications. All job descriptions are available on the Classification and Compensation Web site.



What's the Total Value of My Job?

Your pay is one of the many benefits of working for Auburn University. Consider all the rewards of working for the university and you realize that the total value of your job includes the following:

- Pay
- Health, Dental, and Vision Insurance
- Flexible Spending Accounts
- Life Insurance
- Short- and Long-term Disability
- Retirement
- Savings Plans
- Vacation and Holiday Pay
- Other Leave Programs
- Professional Development Opportunities
- Educational Improvement Benefit
- Family Member Tuition Assistance
- AU Credit Union

Example:

**How general duties on the job description may translate into specific duties you may perform.*

Specific Duties of a Research Associate in Anatomy, Physiology, or Pharmacology

Processes tissue samples in an appropriate manner, contingent on the microscopic techniques planned for inspection

Translates to

Responsibility Statement of a Research Associate Job Description

Conducts non-routine experiments, investigations, and/or studies related to programs and projects in pursuit of new knowledge, techniques, and concepts

Note: The specific duties you perform can be included on your annual Performance Management Plan.

Job Titles

Each job is assigned a job title that reflects the general duties of the job. Jobs within the same job family have the same title and are differentiated by job family level (for example, Accountant Level I, Accountant Level II, and Accountant Level III).

Job Families

A job family includes a series of jobs involving work of the same nature, but requiring different skill and responsibility levels. Not all jobs have job families.

What Is a Salary Grade Structure?

Salary grades give the university a way to classify and group jobs to ensure that employees are rewarded for the work they do in a consistent way. All jobs are placed into one of 19 salary grades; each salary grade has a corresponding salary range that has a minimum, midpoint, and maximum.

Auburn University Salary Grade Structure (effective 10/1/2007)

Salary Grade	Salary Ranges			Salary Grade	Salary Ranges		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
42	\$135,600	\$180,800	\$225,800	32	\$34,300	\$45,800	\$57,300
41	\$117,900	\$157,100	\$196,500	31	\$30,700	\$40,900	\$51,100
40	\$102,500	\$136,600	\$170,700	30	\$27,400	\$36,600	\$45,700
39	\$89,000	\$118,700	\$148,400	29	\$24,400	\$32,700	\$40,800
38	\$77,300	\$103,200	\$129,000	28	\$21,900	\$29,200	\$36,500
37	\$67,300	\$89,800	\$112,100	27	\$19,900	\$26,500	\$33,100
36	\$58,500	\$78,100	\$97,600	26	\$18,100	\$24,000	\$30,100
35	\$50,900	\$67,800	\$84,800	25	\$16,300	\$21,800	\$27,200
34	\$44,300	\$58,900	\$73,700	24	\$14,900	\$19,800	\$24,800
33	\$38,500	\$51,400	\$64,200				

How Are Jobs Placed into Salary Grades?

Jobs are placed into salary grades based on a blend of external salary survey information and internal job evaluation. Therefore, jobs with a similar value in the external market place and within the university are in the same salary grade. To be sure jobs are accurately assessed, HR periodically reviews job descriptions and salary ranges to ensure accuracy and competitiveness.

Job Family Placement

There have been numerous changes made to job families across the organization. New job families have been created; the number of levels within some job families has been changed; the number of levels within a job family is more consistent across positions doing similar work; and the number of levels within a job family is more appropriately reflective of the market. As a result, many employees are moving into a job family for the first time, others may be moving out of a job family, while still others may be moving into a job family with a different number of levels.

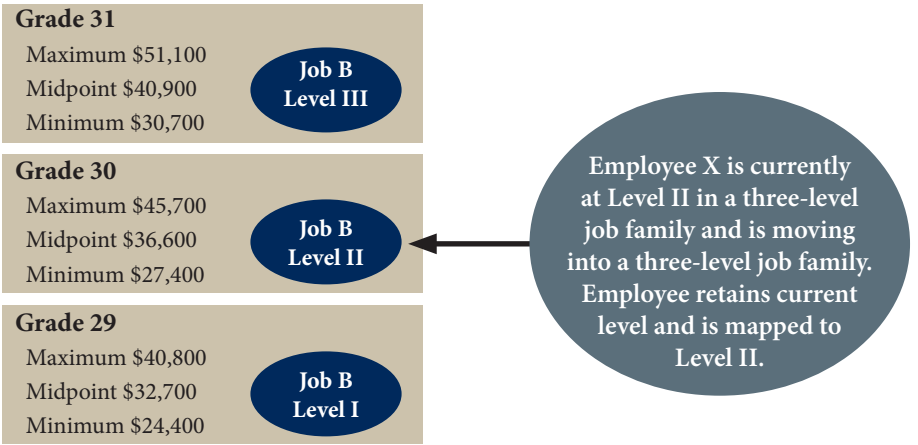
How Were Employees Placed into a Job Family Level?

Employees moving into a job family were placed into a level within the job family using one of two methods, depending on their current job:

- 1. Employees in a job/job family who are moving to a job family with the same number of levels will be “mapped” over to the same level they are in currently. This method results in the employee retaining the job level previously earned.
- 2. Employees moving into a job family for the first time or moving to a job family with a different number of levels than they are in currently will be placed into the new job family level based on their salary.

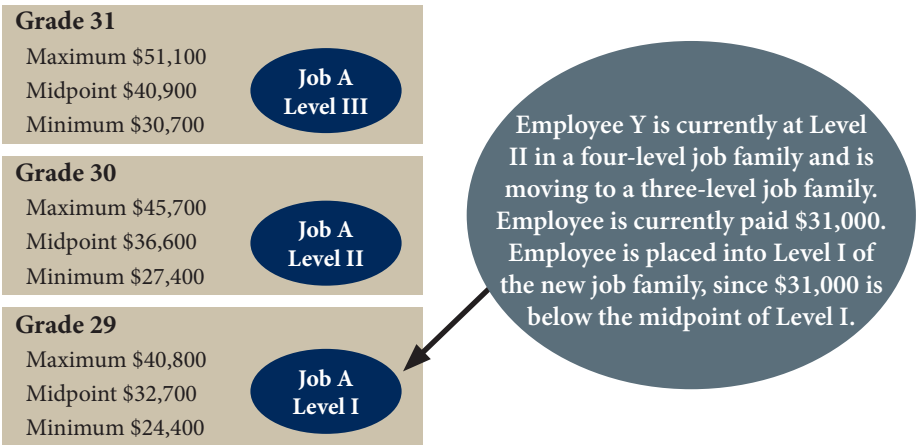
Example 1:

If you are currently in the Job A job family, which has three job family levels, and the job you are moving into, Job B, also has three levels, you will be mapped over at the same level.



Example 2:

If you are moving into a job family for the first time or are moving into a job family with a different number of levels than your old job family, your Jan. 1, 2007 salary was compared to the salary grade midpoint of each level within the new job family. The midpoint value was the “cutoff” established for your entry into the new job family level.



Salary issues resulting from such job level placement will be reviewed and appropriate adjustments may occur over time as we transition into the new classification system.

How Does Auburn University Ensure Pay is Externally Competitive and Internally Fair?

The university determines what to pay for jobs by ensuring pay is competitive and fair internally and externally.

External Equity	Internal Equity
So that our salaries are competitive with the marketplace—with what people outside the university are earning for comparable jobs—we review pay data from surveys covering universities and other organizations with whom we compete for employees.	To ensure jobs with similar levels of scope and decision-making authority are paid comparably, we compare jobs internally using factors such as: • Knowledge and skill • Impact and accountability • Consequence of error • Problem-solving • Guidance received • Communications • Level of supervision • Confidentiality • Working conditions

How Can Pay Grow?

Your pay can grow with merit increases or through promotions in both job families and career change/advancement promotions.

Merit Increases

Pay can grow within a job through merit increases. Merit increases are awarded in October and are based upon the rating received on the annual performance appraisal. All pay decisions are subject to the availability of current and continued funding.

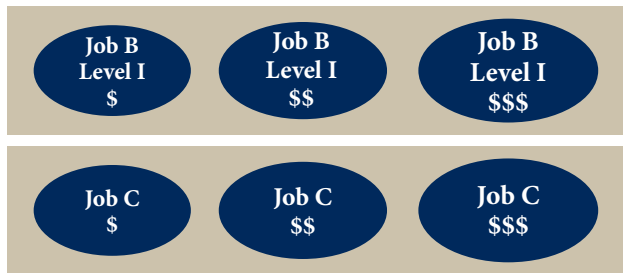
Example:

Pay growth based on performance through merit increases.

Grade 30



Grade 29



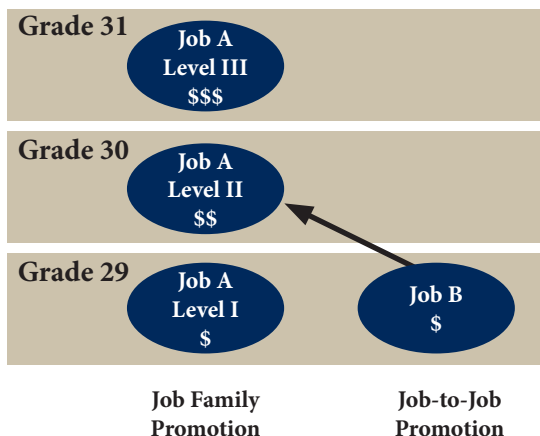
Promotions

Pay grows with job family or job-to-job promotions. Job family promotions are based on improved competencies, increase in job responsibilities, job performance, needs of the department, completion of development activities, and manager recommendations. Job family promotions become effective each October.

Job-to-job promotions are awarded when employees apply for a job opening and move to a higher grade through the competitive process. Job-to-job promotions may take place any time during the year.

Example:

Pay growth through promotions.



Compensation Terms

Job Classification — A hierarchical structure of jobs, usually arranged into classes or pay grades according to some form of job evaluation.

Job Family — Jobs involving work of the same nature, but requiring different skill and responsibility levels. For example, Accountant is a job family; Accountant II is a job (skill/responsibility level) within that family.

Salary Grade — One of the classes, levels, or groups into which jobs of the same or similar value are grouped for compensation purposes. Usually, all jobs in a grade have the same pay range (maximum, minimum, and midpoint).

Merit Increase — An adjustment to an individual's pay that is based on performance as measured through a performance appraisal.

Performance Management — A managerial process which consists of planning performance, managing performance through observation and feedback, appraising performance, and rewarding performance.

Promotion — The assignment or selection of an employee to a job in a higher job classification or salary grade.

Salary Structure — The structure of salary grades and salary ranges established within an organization.

For More Information

Refer to the Classification and Compensation Project Web site.

This brochure describes the highlights of the Classification and Compensation Program introduced in 2007. Complete details can be found in Salary Administration Guidelines. If there is any conflict between this brochure and the Guidelines, the Guidelines always govern. The university reserves the right to change, amend, or terminate compensation structures or programs at any time. This does not constitute a contract of employment or a contract of any other nature between the university and any employee.



www.auburn.edu

February 2007

Auburn University is an equal opportunity educational institution/employer.