

**Supervisor's Talking Points**  
**Classification and Compensation System**  
**February 2007**

- The compensation brochure is available to help employees understand the new classification system.
- The University went through a very rigorous inclusive process to obtain detailed information about the work performed by each individual employee.
  - Positions doing comparable work were placed into the same job.
- Job descriptions reflect the purpose of a job and its general responsibilities but are not intended to describe tasks specific to each position.
- Job titles are more consistent across the University and, therefore, more meaningful.
- Auburn University conducted several salary surveys to assess competitive wages in the marketplace.
  - The marketplace varies for different jobs.
  - The marketplace can be defined as our recruitment area; either local, regional or national
- As part of the development of the salary structure, salary ranges have been adjusted to be more competitive with the marketplace.
- More employees have been placed into a job family but not all jobs are in a job family.
  - The external market helps define which jobs should be in a job family and also helps define the upper value of a job in a job family
  - All jobs, even those in a job family, have an upper value.
  - New guidelines have been established regarding job family promotions.
  - Employees were placed into a job family level using one of two methods, depending on the employee's current job and job in the new system. The compensation brochure has an explanation and examples to help employees understand the two methods for placement.
- Promotional opportunities exist with a job family or a different job.
  - The new system places greater emphasis on career development and encourages employees to take greater personal responsibility for job performance, development and career growth.
- The new performance management process is an integral part of the new classification and compensation system.
  - Auburn University has a merit based program
  - The new performance management process is designed to discuss duties that are specific to the individual position.
- In addition to the compensation brochure, the Classification and Compensation Website provides additional information about the new system. The website is located at:  
[http://www.auburn.edu/administration/human\\_resources/compensation/ccp](http://www.auburn.edu/administration/human_resources/compensation/ccp).