

Compease – Salary Administration FAQ

What is Compease and what factors are used to determine the job grade?

Compease is an automated system that standardizes the categorization of key point factors to determine a compensation range and rating of each position. The program has been customized for higher ed and incorporates higher ed types of positions and relative salary survey data to achieve competitive market based salary ranges. Ten factors are used to determine the degree of knowledge, skill, accountability, and problem solving for each exempt and non-exempt position. The factors are: Experience (number of years), Education (type of degree required), Management Responsibility (number of staff to supervise), Interpersonal Skills (courtesy, tact, diplomacy), Independent Judgment, Mental Process (problem solving analysis and resolution), Organizational Impact & Authority (impact on financial results), Organizational Restraint (supervision/direction given), Physical Safety, and Working Environment. Each factor is weighted for the final grading, factors Independent Judgment, Mental Process, Organizational Impact & Authority, and Organizational Restraint will be weighted higher than the others. Every position, even the “hybrid” jobs where no market data have been available, will be assigned a job grade that reflects the key elements of the job.

How was the decision process made to purchase Compease and why now?

Over the past couple of years, Human Resources has been approached with concerns and frustrations regarding our current job classification program and has been asked to research and come up with a more effective program. We have spent the past couple of years looking at different plans, talking with staff at similar colleges to see what is and what is not working for them and have come up with what we think is the best solution. This plan gives us a comprehensive tool that will enable us to look at the competitive market, establish equity among our positions and be flexible enough to recognize individual differences in positions. The cost of this tool is in line with the funds we had allocated within the HR budget for this type of program.

Will salary ranges be developed by the Compease program? How will this benefit employees and the College?

Yes, salary ranges for all 22 job grades (exempt and non-exempt, non-union) will be devised by the program on an annual basis, achieving our goal of keeping pay fair and objective while looking at internal equity and staying competitive with our external labor markets. Internal equity is fair and comparable pay between similar type of positions on campus.

Does Compease have a tool to assist in determining exempt vs. non-exempt status?

Yes, Compease contains the FLSA (Fair Labor Standards Act) questions and factors that determine this status. The major responsibilities of the position will determine if the position passes the test of the FLSA requirements for an exempt position.

What types of reports are available with Compease?

Comparison reports for all positions on campus as well as for individual departments or divisions can be run. The reports can compare the internal equity amongst our positions as well as external competitiveness, compare jobs with similar job grades or similar factors assigned. Additional reports such as a variety of scenarios for percentage increases and the impact each would have on the salary ranges as well as sample salary worksheets can also be created for supervisory use.

Will I be able to review my job description? Will it be accessible on the Hub?

A copy of your job description will be filed in Human Resources and it is expected that you and your supervisor would have a current copy. Job Descriptions are not a component of Colleague so would not be accessible on the Hub. Your job description should be reviewed on an annual basis between you and your supervisor or more frequently if significant changes have occurred. Any updated job description would need to be forwarded to Human Resources.

If I think my job description is inaccurate how do I change it?

It is the supervisor's role to determine what duties and responsibilities are required of your position to effectively perform the operations of the College. It is essential for the supervisor to discuss and review these duties and responsibilities with the employee to ensure job expectations are fully understood. If you feel that there is a discrepancy in what you are asked to perform and what is listed on your job description, you are encouraged to speak with your supervisor. If the two of you are unable to find resolution, you should contact Human Resources. (It is important to note that this process does not differ from the current practice).

What if we disagree with our supervisor?

The consultant will work with HR to pre-rate every position on campus. Then the consultant, human resources and your supervisor will review the position rating to ensure it is accurate. If you disagree with what is on your job description or how your position is rated, you will need to have a discussion with your supervisor. After considering input from the employee and HR, it is ultimately up to the supervisor to make the determination. (It is important to note that this process does not differ from the current practice).

If we are being asked to cut the budget, how can the college afford this?

Human Resources has been researching and planning for this program for a couple of years and has made the appropriate allocations to their budget to support the program.

Will I have the ability to see my job grade and pay scale on the Hub or staff website?

Pay scales will be made public in our handbook and on the HR website just as they always have been. The posted grades will not have any positions associated with them so only the individuals themselves and their supervisors will know what their grade is on the pay scale. Your job grade will need to be incorporated into Colleague and then it will be viewable to you on the Hub. (This feature will not be immediately available).

Can we see the grade for new job postings?

Once we have completed the Compease assessment on all our exempt and non-exempt jobs, we will add the job grade information to the open posted positions. Compease contains templates of job descriptions that can be used and modified by supervisors for newly created positions.

How often will positions be evaluated? Will this affect the current review process?

Our goal is to have the job description reviewed during the annual Performance Appraisal/Goal Setting meeting. This would ensure that all job duties are discussed and updated if needed on an annual basis.

If my grade is lower than I expect, am I going to lose my hourly rate?

The Compease program will utilize the same salary data that we are currently using, so we are not anticipating that there will be a change in pay ranges so hourly rates should not be impacted. Individual cases of potentially being overpaid or being underpaid are looked at every year when we analyze salaries and this information is taken into account during the salary review time. It depends on the salary budget on how much adjusting of wages we are able to do each year.