

NIDA: ACA STATUS

Biographical Data:

Gender: Female

Birthday: Nov 17

Current Status:

Elementary Student: No

Academy Student: No

University Student: Yes, enrolled for [redacted] credits pursuing UG-BS/Speech-Lang Pathology & Audiol and is classified as a Junior by credits

University Alumnus: No

Employee: Yes, [redacted]

ACA Ongoing Employee

Standing:

Faculty: No

NEW RAF COMING DECEMBER 1ST

CHANGES

- Divided into 3 sections
- Section A & B -- combined
 - Section A: action
 - Section B: employment & compensation
- Section C
 - Academic appointment

One may be submitted without the other

Check here
if no changes to
Section A or B

Andrews University

Recommendation for Appointment Form

SECTION C: ACADEMIC APPOINTMENT		
Appointment Type (select one): <input type="radio"/> New <input type="radio"/> Dept Transfer <input type="radio"/> Incumbent <input type="radio"/> Secondary Dual Appointment		
Sections with * are required—PLEASE COMPLETE.	Name (First, Last): _____	ID: _____
Additional Academic Title: _____ (e.g. Program Director of....)		
* PRIMARY ACTIVITY: <input type="radio"/> Administrative <input type="radio"/> Instructional <input type="radio"/> Research	* ACADEMIC COLLEGE/SCHOOL: <input type="radio"/> College of Arts & Sciences (10) <input type="radio"/> School of Architecture, Interior & Design (30) <input type="radio"/> School of Business Administration (60) <input type="radio"/> School of Education (40) <input type="radio"/> School of Health Professions (55) <input type="radio"/> SDA Theological Seminary (70)	* ACADEMIC DEPT CODE: _____ <u>Examples:</u> Behavioral Science: BHSC Leadership: LEAD Nursing: NRSG Mgt/Mktg/Info Sys: MMIS
* PRIMARY DISCIPLINE: CIP Code: _____	<input type="checkbox"/> Clinical (check if applicable)	GRADUATE FACULTY APPOINTMENT: <input type="radio"/> None <input type="radio"/> Associate Graduate Faculty <input type="radio"/> Full Graduate Faculty <input type="radio"/> Dissertation/Thesis Chair
* TENURE: <input type="radio"/> Individual not eligible <input type="radio"/> Position not eligible <input type="radio"/> On-track Tenure eligibility review date: _____ <input type="radio"/> Tenured Effective date: _____	* RANK: <input type="radio"/> Instructor <input type="radio"/> Assistant Professor <input type="radio"/> Associate Professor <input type="radio"/> Full Professor Effective date: _____ Rank review date: _____	SECONDARY DUAL APPOINTMENT: Begin date: _____ End date: _____ Appointment %: _____
Indicate any special circumstances below (e.g. alternate criteria for rank/tenure eligibility)		
_____ _____ _____		

APPROVAL SIGNATURES	Department Chair:	ID# (please enter):	Date:
	College/School Dean:	ID# (please enter):	Date:
	Provost:		Date:

COMPENSATION ADMINISTRATION

HR ADMINISTRATIVE PROCESS TRAINING – NOVEMBER 2017

COMPENSATION ADMINISTRATION

OBJECTIVES

- Efficient maintenance of a productive workforce
- Equitable pay
- Compliance with federal, state, and local regulations

Accomplished through the use of a pay structure

PAY STRUCTURE

DEFINITION

- Provides framework to manage employee base pay
 - Fixed pay ranges for each position type
 - Minimum and maximum levels within range
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PAY STRUCTURE

- A.** Building a Pay Structure
 - B.** Pay Structure Model
 - C.** Using the Pay Structure
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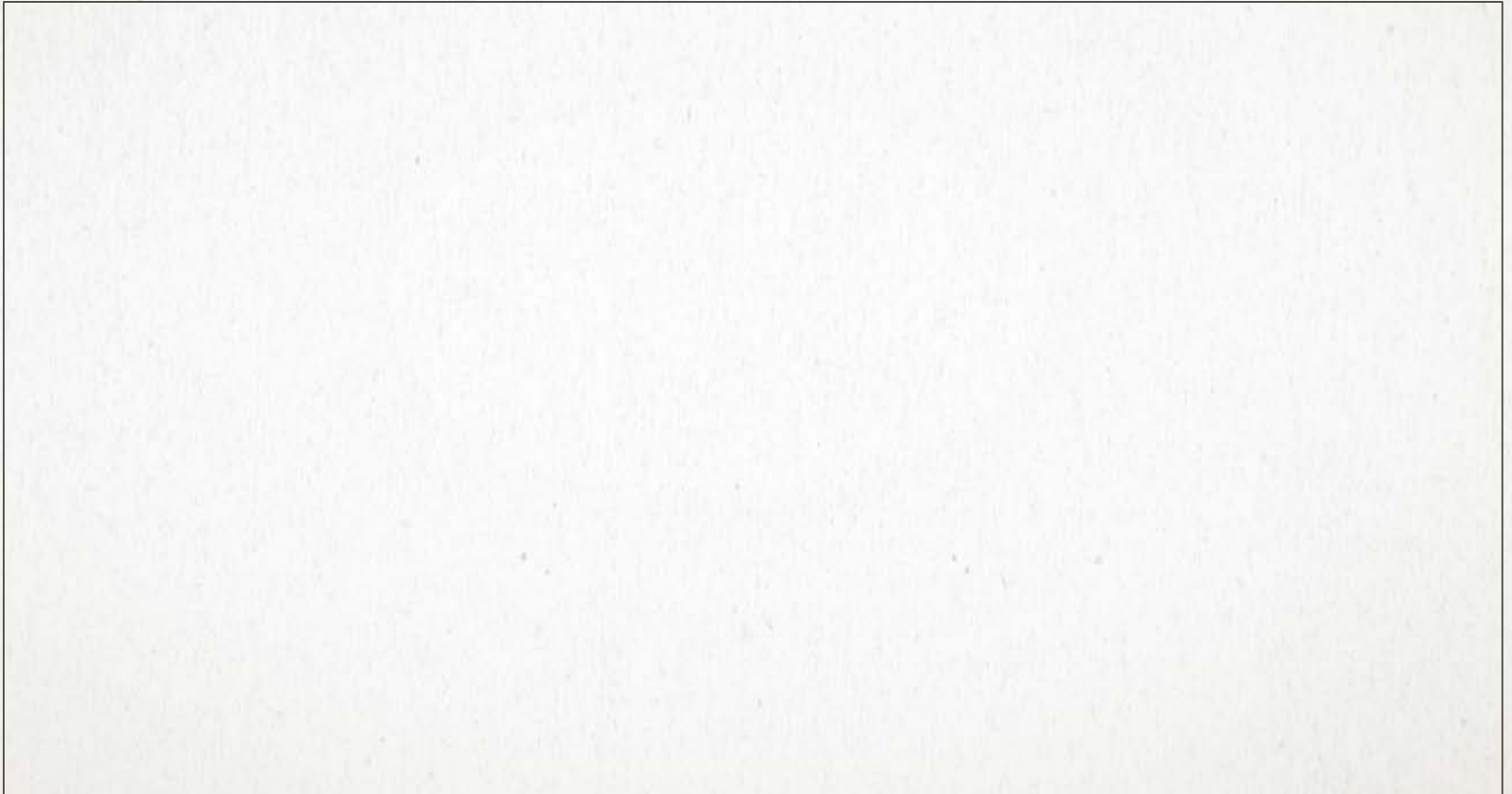
A. BUILDING A PAY STRUCTURE

How much should a job be paid?

Factors

1. Job description
 2. Market parity
 3. Internal equity
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B. PAY STRUCTURE MODEL



C. USING THE PAY STRUCTURE

How is the pay structure used?

1. Wage offer for new hire
2. Establishing new positions
3. Reclassification

ISSUES & PROCESSES

INITIAL WAGE DETERMINATION

Keep in mind

- Review candidate's resume with Compensation Analyst
 - Agree on a rate (may need further approval) **BEFORE** making any offer/commitment to a candidate
 - Position value vs candidate value
 - Wage offer must be based on objective factors (education, experience and skills; exceptions require approval by Compensation Committee)
 - Higher budget ability does not allow dept to pay more as doing so undermines internal equity of university compensation system (possibility of discrimination suits)
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INITIAL WAGE DETERMINATION

Process

1. Compensation analyst (CA)
 - If dept and CA agree on rate under midpoint, no further approval is needed
 - If agreed rate is higher than midpoint, must receive CC approval being rate is offered

 2. HR Director
 - If dept & CA does not agree, take to HR Director
 - If Director agrees with CA, may further request to CC

 3. Compensation committee (CC) (detailed written request)
 - Gives final decision/approval on rate request
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NEW POSITION: ESTABLISHING PAY GRADE

Process

1. Write a job description using the job description worksheet and template provided on the HR website (under documents— “J”)
 2. Email completed documents to Compensation analyst
 3. Research will be done on the position based on the submitted job description
 4. Recommended grade assignment based on results will be discussed with supervisor
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POSITION RECLASSIFICATIONS

Position has changed significantly since original/previous pay grade determination and now requires re-evaluation

- Basis: original job classification
 - New job duties (significant change—higher skills)
 - Market changes
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POSITION RECLASSIFICATIONS

Process

1. Submit a current/prior job description and a new/revised job description, highlighting the responsibility changes
 2. Compensation analyst will research (external/internal equity) the position based on the submitted job descriptions
 3. Result of re-evaluation will be discussed with supervisor
 4. If have sufficient justification for reclassification and wage adjustment, supervisor must discuss and get approval from top reporting line in CC before request is taken to CC
 5. If approved, request is brought to CC for review and decision
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CONTACTS FOR COMPENSATION

Compensation Analyst
beverlyb@andrews.edu

HR Director
agnetta@andrews.edu

Compensation Committee
hr@andrews.edu (agenda)

**THANK YOU
FOR COMING!**