

Classification and Compensation

Department of Human Resources

- Position Classification
- Career Banding / Broadbanding
- PeopleAdmin Position Description Actions
- Fair Labor Standards Act
- Salary Administration



Classification & Compensation

Nonie Garcia / Director Class & Comp
garciaw@ecu.edu
328-9826

Lenelle Welch/ Consultant: Student Affairs, Campus
Operations, HealthSciences
welch17@ecu.edu
328-9828

Susan Gerlach / Senior Consultant: Health Sciences
gerlachs@ecu.edu
328-9829

Katie Legg / Consultant: Academic Affairs,
Chancellor's Office, Health Sciences
leggk@ecu.edu
737-2029

Ondrea Joyner/ Consultant: Salary Administration
joynero17@ecu.edu
328-9862

Beverly Little / Consultant: ITCS, Athletics, REDE
Health Sciences
littleb15@ecu.edu
328-9846

Ashley Worthington / Senior Consultant: Administration &
Finance and University Advancement
worthingtona@ecu.edu
328-9098

Elaine Doell/ Consultant: Health Sciences
doelle17@ecu.edu
328-9827

Kaitlyn Fornes/ HR Specialist for Temporary, Occasional &
Sporadic
fornesk17@ecu.edu
328-9891



Classification & Compensation

- Classification groups jobs of a common nature with similar duties and responsibilities to provide structure to the organization and assigns them an appropriate pay band.
- East Carolina University operates under two separate classification and compensation systems for SHRA and CSS employees:
 - Career-banding
 - Most positions fall into the Career-banded system
 - Examples: Administrative, Accounting, Trades, Library, Research, IT
 - Broadbanding
 - A select number clinical support positions
 - Examples: Physician Extenders, Radiation Therapist, Nurse Specialist
- A comprehensive list of these classes and corresponding pay bands can be found under the Class & Comp section of the HR website.

Classification & Compensation

- PeopleAdmin is utilized for any classification or career progression action:
 - Create a new position
 - Reclassify an existing position
 - Salary Adjustment
 - Career Progression Adjustment for Career-banded classes
 - In-Range Adjustment for Broadbanded classes
 - Abolish a position
- The HR PeopleAdmin site can be accessed through PiratePort.

Classification & Compensation

- The Fair Labor Standards Act (FLSA) is a federal law which establishes standards for minimum wages, maximum hours, overtime pay, and child labor.
 - The University is covered by the provisions of the FLSA, and is responsible for ensuring compliance with the Act.
- The exempt or non-exempt status of any particular employee must be determined on the basis of whether duties, responsibilities and salary meet the requirements for exemption.
 - An employee's classification or designation as subject to the State Human Resources Act (SHRA) has no bearing on an employee's wage and hour status under the Fair Labor Standards Act.

Salary Administration Exercise

Salary is determined through a variety of factors:

Financial Resources - The amount of funding that a manager has available when making pay decisions.

Appropriate Market Rate – The market reference rate applicable to the functional competencies required by the job and demonstrated by the employee.

Internal pay alignment - The appropriate alignment of salaries among employees who demonstrate similar required competencies in the same banded class within a work unit or organization (or related classes within the organization).

Required Competencies - The functional competencies and associated levels of knowledge, skills, and abilities that are required based on organizational business need and subsequently demonstrated on the job by the employee.



***There are some differences within the Career Banding and Broadbanding policies that we will guide you through when utilized.

Salary Administration

Justification: To support a salary adjustment

- Reclassification of position
- Career progression adjustment (Career-banded classes)
- In-Range adjustment (Broadbanded classes)

Pre-Approval Process:

- Budgetary Restrictions - Internal and external review process
- Compensation Request Form – initiated by C&C Consultant
- Note that job changes may occur, however the salary may remain the same when all pay factors have been considered.

Exercise 1

CAREER BANDED TITLE	POSITION COMP LEVEL	EMPLOYEE NAME	GENDER	AGE	ETHNICITY	CURRENT SALARY	MARKET RATE FOR CLASS/ LEVEL	MARKET RATE INDEX
Admin Support Associate	Journey	Pede	F	25	1	\$29,065	\$34,194	85%
Admin Support Specialist	Contributing	Player	F	56	2	\$28,752	\$31,947	90%
Admin Support Specialist	Contributing	Sword	M	51	4	\$27,474	\$31,947	86%
Admin Support Specialist	Advanced	Skully	F	48	5	\$38,556	\$43,321	89%
Business Services Coordinator	Journey	Bones	M	31	1	\$29,207	\$42,329	69%
Tech Support Analyst	Journey	Field	F	34	2	\$53,518	\$61,516	87%



CLASSIFICATION	MIN	CRR	JMR	ARR	MAX
Administrative Support Associate	\$23,332	\$29,194	\$34,194	\$38,699	\$47,879
Administrative Support Specialist	\$25,381	\$31,947	\$37,934	\$43,321	\$50,173
Business Services Coordinator	\$31,888	\$37,850	\$42,329	\$49,061	\$55,812
Technology Support Analyst	\$32,473	\$47,785	\$61,516	\$72,227	\$83,215

Where should the employee be paid?

Business Services Coordinator Journey

Current Salary: \$28,096

Minimum	Contributing	Journey	Advanced	Maximum
\$31,888	\$37,850	\$42,329	\$49,061	\$55,812

- A \$38,096 (90 MI)
- B \$39,789 (94 MI)
- C \$42,329 (100 MI)
- D \$45,292 (107 MI)

***Hint: In a “perfect world” scenario

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\$31,888	\$37,850	\$42,329	\$49,061	\$55,812

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D	\$45,292	(107 MI)

***Hint: In a “perfect world” scenario

Exercise 2

CAREER BANDED TITLE	POSITION COMP LEVEL	EMPLOYEE NAME	GENDER	AGE	ETHNICITY	CURRENT SALARY	MARKET RATE FOR CLASS/ LEVEL	MARKET RATE INDEX
Admin Support Associate	Journey	Pede	F	25	1	\$29,065	\$34,194	85%
Admin Support Specialist	Contributing	Player	F	56	2	\$28,752	\$31,947	90%
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A	\$35,980	(85 MI)
B	\$36,826	(87 MI)
C	\$38,096	(90 MI)
D	\$42,329	(100 MI)

***Hint: Look at equity with other employees in relation to the market rate

Where should the employee be paid?

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- C \$38,096 (90 MI)
- D \$42,329 (100 MI)

***Hint: Look at equity with other employees in relation to the market rate

Classification & Compensation

- EHRA Faculty and Non-Faculty Positions are established in PeopleAdmin by Class & Comp
- Types of EHRA Positions:
 - Instructional, Research and Public Service (IRPS)
 - Senior Academic and Administrative Officer (SAAO) Tier I and Tier II
 - Faculty
- We review Non-Faculty positions to ensure appropriate classification within the EHRA Non-Faculty framework
- Faculty positions are managed by the divisions

Reminders

- Documentation and a detailed justification is critical.
- Compensation is tied to demonstrated competencies, appropriate market rate, internal equity, and budget availability (FAIR)
- We are here to help guide you!

Questions?

