Non-Faculty Compensation Review
FAQs – Updated 7-30-2015

1. **Question:** When will I know what my new FY16 salary will be?
   **Answer:** Non-faculty employees will be able to see their FY16 salary, title, new career band/level, and a link to their revised job description through Online Services on August 24.

2. **Question:** What if I don’t agree with the results of my position in the Compensation Study?
   **Answer:** A Compensation Study review window will open March 1, 2016 to address such issues. More details on the review process will be sent to employees in early 2016.

3. **Question:** Were hourly employees included in the Compensation Study?
   **Answer:** Hourly employees were not a part of the Compensation Study. The Study covered non-faculty employees (classified and prof-tech) as well as Administrators.

4. **Question:** Will all full time employees below midpoint get raises to midpoint?
   **Answer:** In either the current or new structure, a salary will not be adjusted to midpoint unless the employee’s experience indicates that it should be at midpoint.

5. **Question:** Where will we find the new job descriptions on August 24?
   **Answer:** You will be able to see a link to your revised job description through Online Services on August 24. Employees will also be able to link to the revised job descriptions through the HR Compensation website at www.austincc.edu/hr/compensation.

6. **Question:** If you don’t see your job title listed in Appendix II of the Final Report to the ACC Board of Trustees, does that mean that the title was changed/removed or not reviewed by the consultants?
   **Answer:** There are quite a few job positions (new, grants, externally funded positions, etc.) that were not included in Appendix II of the Final Report to the ACC Board of Trustees. These positions have now been reviewed by the consultants and an updated Appendix II has been posted that reflects the new Career Band/Level of these positions.

7. **Question:** When will the Compensation Study recommendations be implemented?
   **Answer:** The approved recommendations will be implemented effective September 1, 2015.

8. **Question:** What if I’m in a new position that did not exist when the study began?
   **Answer:** Evergreen Solutions will be reviewing new positions created after the Study began. They will align the new positions into the career band structure.

9. **Question:** My position isn’t listed in Exhibit 4B Actual Averaged (Aged) From All Surveys for Benchmark Position, why?
   **Answer:** Not all positions were identified as potential benchmark positions. Exhibit 4B is a summary of the 136 potential benchmarks collected in the market study. For more information on Exhibit 4B and the benchmarks used in the market study, see the link to “Evergreen Solutions Letter Dated 6-25-2015 Regarding Market Chapter Exhibit 4B”.
10. **Question:** Why isn’t my position listed on the in Exhibit 4C *Current Level and Adjusted Level (Based on Market Average) by Job Title*?
   **Answer:** Only positions identified in the market study for upward adjustments are listed.

11. **Question:** It looks like I get a market study adjustment. Is that true?
    **Answer:** Employees are asked not to make assumptions regarding their individual salaries based on information in the Final Report. There are many variables that will impact the final salary for each individual that are not outlined specifically in the Final Report. It is anticipated that employees will see their FY16 salary and job description through Online Services no later than the start of Fall classes on August 24.

12. **Question:** My position wasn’t recommended for a Market Study adjustment. Will I still receive a salary increase?
    **Answer:** Even if your position wasn’t recommended for a market study adjustment, you will still receive a salary increase on September 1. All non-faculty employees will receive the 3% annual increase voted by the ACC Board of Trustees for FY16.

13. **Question:** I don’t find anything about Exempt or Non-exempt status in the report. Was exemption status reviewed?
    **Answer:** Exemption status for all positions is being reviewed as the Job Descriptions are revised by Evergreen Solutions.

14. **Question:** My title is not listed in Exhibit 6A *Changes in Job Title*. Does that mean my title will stay the same?
    **Answer:** Most likely your title will remain the same. Employees will see any title changes along with their FY16 salary and job description through Online Services no later than the start of Fall classes on August 24.

15. **Question:** When will I find out where my position fits in the new Career Band and Level structure?
    **Answer:** Career Band and Level information is available in Appendix II of the Non-Faculty Compensation Review available online.

16. **Question:** Will my job description have the information I provided on the JAT?
    **Answer:** Job descriptions are general and may not reflect all of the information you provided on the JAT you completed. In cases where there is more than one position with the same job title a general job description will be created that encompasses all positions with the same title.

17. **Question:** What if I disagree with the findings as it relates to my position and pay?
    **Answer:** Employees will be given an opportunity to formally file a request for review six months following implementation of the Compensation Study recommendations. More information will be available to employees early in 2016. It is anticipated that the review process will open March 1, 2016.