

Compensation Study Update: Classification Phase, April 10, 2006

Frequently Asked Questions

FLSA

What is the FLSA? The Fair Labor Standards Act (FLSA) is a federal law that defines the job requirements of overtime compensation for time worked over 40 hours in a week. More complete information on the FLSA regulations may be found at the Department of Labor website, <http://dol.gov>.

What does “Non-Exempt” mean? At ACC, Non-Exempt employees are Classified employees. They are covered by the FLSA provisions (that means they are not exempt from it) and receive overtime pay for work performed over 40 hours in a week. Non-Exempt employees must record hours worked each week.

What does “Exempt” mean? At ACC, Exempt employees are Professional/Technical employees, as well as Administrators, AE Instructors, Faculty and Adjunct faculty. The provisions of the FLSA do not apply to such employees (they are exempt from it). They are paid on a salary basis, regardless of how long it takes to perform the work. At ACC, Professional/Technical employees receive hour-for-hour compensatory time for hours worked over 45 in a week.

Consultant Recommendations and Appeal Processes

What kind of appeal processes are there? There are two appeal processes for the Classification phase of the Study. First, after the initial recommendations are received from the Compensation Consultant, the Administrators and members of the management team review them and may appeal job titles, FLSA status, and job description content. Second, once those appeals have been considered by the Compensation Consultant, the employees will be informed of the results. The employee appeal is an appeal for the job title and may include information missing from the PAQ, or clarify information on the PAQ.

Will the information regarding the initial recommendations from the consultant, the Administrator appeals, and those outcomes be shared with the employees? Yes. To ensure the transparency of the Classification phase of the Compensation Study, a complete history of all the consultant recommendations, ACC appeals, and final results will be posted, listed by title, upon completion of the study.

I did not submit a PAQ, can I appeal the outcome? No, only employees who submitted a PAQ during the PAQ process in December or during the extension of the PAQ process in January have the ability to appeal.

Who can appeal the FLSA exemption status? The Administration of ACC is responsible for ensuring compliance with federal law, so only the Administrators may appeal the FLSA exemption status.

Why can't I appeal my job description? The appeal process is limited to one week. Job description review takes longer than that, so it is being excluded from the appeal process. However, an employee may request a change to the job description through our normal job description upkeep process: discuss it with your supervisor, and they will discuss it with HR Compensation, then any changes become official.

Draft Job Descriptions

Where are the new draft job descriptions located? All draft job descriptions will be located on the FY06 Compensation Study website until they become official in September 2006.

Why are the new job descriptions in draft format? Usually, studies like this one require 18 months or more to complete. Ours has a much shorter timeline. The Compensation Consultant had seven different job description writers working at one time. The result was that they were written in seven different "voices". The Consultant will rewrite them with our revisions in one "voice" so they are all consistent. That will take a few months, so the job descriptions will remain in draft format until that goal is reached.

How can my job description be changed? You can discuss changes to your job description to your supervisor, who will follow the regular job description update process that ends in HR Compensation.

Job Families

What's wrong with the current Level system? Because the levels do not respond to market changes, many titles have been "forced" into higher or lower levels than defined by level of decision. Over time, due to growth, market and other factors, several levels have been combined, and new salary scales had to be added. Because of that the "benchmark" titles are not aligned with the titles in the Levels any longer.

Do we know what the consultant will recommend? No. The consultant has indicated that positions will be placed into job families rather than group positions by levels of decisions made.

How is a Job Family different from what we have now? Our current classification system groups jobs by level of decisions made by the employees in the positions.

What is a Job Family? A job family is a set of jobs, or titles, that are grouped together by function.

What is the advantage to Job Families? Within each Job Family, there is an internal relationship that links the jobs together. Job Families are also linked to other Job Families to form a network of relationships. So each Job Family has at least one “benchmark” job which is connected to the market pricing process.

What is a “benchmark” job? A job that is defined by the job description as being essentially the same in most organizations or institutions is a benchmark job. Since most organizations define the same function in the same way, the salary data is both accurate and up to date.