

## Determination of Impacted Positions

Some titles are linked directly by job family and/or classification structure to benchmark titles. If a benchmark title changes pay grade these linked titles may be changed as well. The market may indicate a change up or down in pay grade. Changing pay grades ensures incumbents and new hires are paid at market.

### Example of Titles Impacted by Benchmark Pay Grade Movement

	<b>Business Services Series</b>	
<b>16150</b>	<b>Building &amp; Maintenance Family</b>	
16151	Supervisor, Buildings & Maintenance	15
16152	Supervisor, Maintenance	<b>13/15</b>
16153	Carpenter, Lead	12
16154	Carpenter	9
16155	Painter	7
16156	Technician, Maintenance	7
16157	Technician, Fire Alarm	11
<b>16200</b>	<b>Electrical Family</b>	
16201	Supervisor, Electrical	<b>13/15</b>
16202	Electrician	<b>11/13</b>
<b>16250</b>	<b>HVAC Family</b>	
16251	Supervisor, Heating Ventilation & Air-Conditioning	<b>13/15</b>
16252	Technician, Senior Heating Ventilation & Air-Conditioning	11
16253	Technician, Heating Ventilation & Air-Conditioning	10
16254	Technician, Heating Ventilation & Air-Conditioning Filter	6

Market data shows the Electrician title (a benchmark) should move from pay grade 11 to 13. The Electrical Supervisor is currently on pay grade 13. The supervisor and employee titles should not be on the same pay grade. Therefore due to the link through job family, the Electrical Supervisor title should move up to pay grade 15. The structure of supervisor titles in the Building and Maintenance Family is compared. The HVAC Supervisor and the Maintenance Supervisor are similar to the Electrical Supervisor in scope of duties. Those titles are linked by structure and by job family, and will move to pay grade 15 as well.

Job links throughout the classification structure will be explored in the future by the PLT.

## Impact of Market Adjustments

### 1. How will employee salaries change due to market data?

For benchmark and impacted positions, employee salaries should maintain the same compa-ratio to midpoint in the new pay grade as in their current pay grade with a cap at the new midpoint.

Example: The Electrician title moves from pay grade 11 to 13.

- An employee at the minimum of pay grade 11 (\$31,335) moves to the minimum of pay grade 13 (\$34,547).
- An employee who is paid \$33,685, which is 86% of pay grade 11 midpoint (\$39,169) will move over to pay grade 13 at the same 86%. On pay grade 13, 86% of midpoint is \$37,138.
- An employee at midpoint of pay grade 11 (\$39,169) moves to the midpoint of pay grade 13 (\$43,184).
- An employee on pay grade 11 who is paid over the midpoint of pay grade 13 will move over to pay grade 13 with no increase. For example, an employee earns \$44,000 on pay grade 11. Midpoint of pay grade 13 is \$43,184. The employee will move over to pay grade 13 with no salary increase since he is already over the midpoint.

For equity adjustments that were made for the alignment of computer lab support positions (Computer Lab Support Technician, Senior Computer Lab Support Technician, and Lead Computer Lab Support Technician) with the Computer Support Technician position, employee salaries were increased by 5% with a cap at midpoint. All employee salaries were moved to meet the minimum of the new pay grade if the 5% increase did not get the salary to minimum of the new pay grade. The 2% across-the-board increase given to all ACC employees was calculated and added to the salaries after the market adjustments were made.

All new hires in the three computer lab support titles will be reviewed for internal equity with current employees upon initial salary placement until market data on these titles can be determined through the FY11 Market Study.

### 2. Adjustments for positions in the PAR process

Employee salaries should maintain the same compa-ratio to midpoint in the new pay grade as in their current pay grade without a cap at the new midpoint.

Example: The Electrician title is reclassified through the PAR process from pay grade 11 to 13.

- An employee at the minimum of pay grade 11 (\$31,335) moves to the minimum of pay grade 13 (\$34,547).

- An employee who is paid \$33,685, which is 86% of pay grade 11 mid-point (\$39,169) will move over to pay grade 13 at the same 86%. On pay grade 13, 86% of midpoint is \$37,138.
- An employee at midpoint of pay grade 11 (\$39,169) moves to the midpoint of pay grade 13 (\$43,184).
- An employee on pay grade 11 who is paid over the midpoint of pay grade 13 will move over to pay grade 13 at the same compa-ratio. For example, an employee earns \$44,000 on pay grade 11, a compa-ratio of 112%. When the employee moves over to pay grade 13, they will keep the same compa-ratio or a new salary of \$48,336 (112% of the pay grade 13 midpoint of \$43,184) since there is no cap at midpoint with a PAR adjustment.