

## Position Analysis Review (PAR) Request Process

### Frequently Asked Questions

1. **Why change from an annual PAR process?** The employee associations requested a PAR process that allowed submission throughout the year. Such a process allows adjustments to pay grade and salary, if any, at the time of the permanent change to the job duties.
2. **How long does the PAR process take?** We estimate that the process will take one to three months. This will allow time for all levels of supervisors to review the request and make recommendations.
3. **If there is a salary adjustment made due to a PAR, when will it become effective?** The PAR form asks for the date of the permanent change to the job duties. Any salary adjustment would become effective that date, within the fiscal year.
4. **What if my job duties changed substantially last summer?** All salary adjustments are made in the current fiscal year. September 1, 2011 would be the earliest effective date for a PAR request in FY12.
5. **Is there a salary cap for PAR salary adjustments?** Yes, the same guidelines are made for PAR salary adjustments as for Market salary adjustments. The salary's compa-ratio to midpoint in the original pay grade will be maintained in the new pay grade, with a cap at midpoint of the new pay grade.
6. **If the pay grade is changed due to a PAR, is there always a salary adjustment made?** No, if the employee's salary is already over the midpoint of the new pay grade, no salary adjustment is made.
7. **Can a pay grade be lowered due to a PAR request?** Yes, but as with the Market process, the employee's salary would not be decreased. Remember, the PAR is about the position not the person. A lower or higher pay grade reflects the scope of the work assigned the position.
8. **An employee was receiving Temporary Assignment Pay (TAP) and then the assignment became permanent, and changed the job duties substantially enough that a PAR was approved. If a salary adjustment is made, how would the TAP payment be effected?** The TAP pay would be ended on the PAR effective date (the date it was determined by administration that the duties would be permanent). The employee would get the difference between the TAP pay and the PAR salary adjustment, if any, from the effective date to the current PAR processing date.
9. **TAP pay excludes holidays. When calculating retroactive pay for a PAR adjustment that overlaps a period of TAP pay, will holidays be included?** Yes. TAP pay is pay in addition to a salary. Employees are paid their salary for holidays in the form of Holiday Pay. A salary adjustment due to PAR approval would include the

difference between the old Holiday Pay rate and the new Holiday Pay rate for any holidays falling in the period of time for which the retroactive pay is being calculated.

10. **Who can submit a PAR?** Either the employee or the immediate supervisor may submit a PAR for a position.
11. **Who should submit the PAR when there are multiple incumbents?** Only the immediate supervisor should submit the PAR request and list the names of all the employees included in the PAR.
12. **How is a PAR submitted using the temporary PAR process beginning December 1, 2011?** The first step is for the employee(s) and their supervisor to meet to discuss how the job has changed. Either the employee or supervisor completes the PAR form located on the HR Compensation web site. They save the document to their computer, titling it PAR plus the employee's name. (Example: "PAR for Mary Smith.") Review the form before sending it. When completed be sure to save it again to save any changes that may have been made. Attach the PAR document to an email and put the document name in the email subject line. (Example: "PAR for Mary Smith.") Send it to HR Compensation at [hr\\_comp@austincc.edu](mailto:hr_comp@austincc.edu).
13. **To whom is the PAR emailed for submission?** Employees and supervisors should send the email with the completed PAR form attached to [hr\\_comp@austincc.edu](mailto:hr_comp@austincc.edu).
14. **Should an employee submitting a PAR copy my supervisor?** You are welcome to do so, however, HR Compensation will log in and track the movement of the PAR request. HR Compensation will send it to your supervisor and once reviewed by the immediate supervisor, send it to each supervisor in the departmental hierarchy.
15. **Should a supervisor submitting a PAR copy the employee?** You are welcome to do so, however HR Compensation will send the employee(s) an email notifying them that we have received the PAR and let the employee know of the estimated timeline.
16. **What is HR Compensation's role in the PAR process?** The PAR will be logged in and tracked throughout the process. HR Compensation will notify the supervisory chain as reviews and recommendations are made. HR Compensation will notify the employee we have received the PAR request. HR Compensation analyzes the PAR request, reviews internal equity and market data, then makes a recommendation to the VP/EVP level supervisor. Should the VP/EVP level and HR not agree with the recommendation, the PAR request will be presented to the PLT for a final decision. When the VP/EVP and HR agree the PAR should be approved, the PAR is returned to HR for processing. If the PAR is denied, the employee will have an opportunity to appeal.
17. **Is a PAR used to change a title only?** No. The Position Change and Budget Approval form available on the Compensation website and in the Forms Inventory. The PAR is used to request a change of Pay Grade alone or a change in Pay Grade and Title.