

WELCOME
Understanding the
PAR
and
Market Study
Process

October 29, 2009

The PAR Process

The PAR Process

- **PAR: Position Analysis Request**
 - Process starts with the supervisor.
 - The supervisor submits a request to review a position to HR Comp.
 - The supervisor communicates with the employee.

Why do positions get reviewed through this process?

Criteria for Submitting PAR Requests

- Reclassifications are appropriate when the job changes significantly.
- The current job description no longer reflects the primary duties of the position.

Criteria for Submitting PAR Requests

- Increased work volume or the employee doing a good job are not criteria for submitting a PAR.
 - In such a case, a supervisor should decide whether to change the employee's duties or request additional positions in the budget.

The PAR Process

- PARs that were reviewed by HR Comp in FY09 may not be reviewed in FY10.
- PARs are for existing positions.
 - New positions should be submitted during the Budget Planning process.
- PLT makes final PAR approvals.

The PAR is Processed Online

Three types of reclassifications exist:

1. Title change only
2. Pay grade change only
3. Both title and pay grade change

Departmental Reorganizations

- Different process
- Reorganizations are submitted in the budget process.
- Administrators meet with next level supervisor and EVP.

Departmental Reorganizations

To discuss and review a plan for a
departmental reorganization,
Administrators and Supervisors should
contact:

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PAR Timeline

- Reclassifications are considered at the beginning of the annual budgetary process.
- If an employee thinks their job has changed, they should meet with their supervisor to discuss.
 - Timeframe: January 15-30, 2010
- The supervisor will advise the employee if the request has been approved or disapproved.

PAR Timeline

- **November 2009**
 - HR Comp meets with employee associations regarding process and timelines.
- **January 2010**
 - HR Comp sends email to all supervisors and reminds PLT of process.
- **February 2010**
 - PAR process opens electronically February 1
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PAR Timeline

- **March 2010**
 - HR Comp reviews PARs and prepares recommendations and costs.
- **April 2010**
 - PLT reviews recommendations and approves or denies.
 - HR Comp reviews recommendations with employee associations.
 - All PLT approved PARs become part of the 2011 budget proposal.

Responsibilities – HR

- Facilitates and organizes the PAR process.
- Conducts job analysis.
- Makes recommendations, not decisions.

Responsibilities – Supervisors

- Determines which positions have changed within their area.
- Submits PAR to HR.
- Communicates with employee.

Responsibilities – EVP/PLT

- The EVP makes the final approval of positions to be submitted to HR.
- PLT approves the process and the outcomes.

FAQs

- **What is the PAR process?**

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 - A process by which a supervisor may request an official review of positions.

FAQs

- **What happens to the employee in the position?**

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- **What happens to the employee in the position?**
 - If the position is reclassified to a higher pay grade, the employee in that title will receive a salary increase to maintain their same compa-ratio to midpoint held in the current pay grade.
 - If a position is reclassified to a lower pay grade, the employee maintains their current salary.
 - All PAR salary adjustments are made prior to any annual increase.

FAQs

- **What type of position qualifies for consideration?**

FAQs

- **What type of position qualifies for consideration?**
 - Non-faculty positions that have significantly changed.
 - The job description no longer reflects the job duties.
 - Positions that have expanded due to volume or taking on additional duties of the same level are not eligible.

FAQs

- **What does a supervisor do when a position has expanded due to volume or taking on additional duties?**

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- **What does a supervisor do when a position has expanded due to volume or taking on additional duties?**
 - Supervisor are expected to streamline job duties or request another position in the budget.

FAQs

- **Can an employee submit a PAR request?**

FAQs

- **Can an employee submit a PAR request?**
 - No. If an employee feels that their job duties have significantly changed, the employee should discuss with the supervisor.
 - The supervisor will review the employee request, determine if a PAR is warranted, and communicate with the employee.

FAQs

- **Can an employee appeal if the supervisor does not approve the request for review?**

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- **Can an employee appeal if the supervisor does not approve the request for review?**
 - Yes. If the supervisor does not support the request, the employee may send a written request to the next level supervisor for a review and decision.

FAQs

- **Where can additional information on the PAR process be located?**

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austincc.edu/hr/compensation

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The Market Study Process

F-10 Policy

- Non-faculty employees' compensation survey will be conducted every two years.
- Relevant competitive markets are the non-faculty classifications of the Texas Metro 8 Community Colleges and similar positions in the local area.
- College and University Professional Association for Human Resources (CUPA-HR), the Austin Area Salary Survey and other relevant surveys will be used by Administration.
- Compensation survey data will be shared with the appropriate employee groups.

Overview

- Next market study for non-faculty employees scheduled for FY11
- Implementation in FY12
- This year is a planning year for FY12.

Data Sources

- **Texas Compensation Survey (Austin Area)**
 - Includes businesses and institutions of higher education
 - Local Austin/Central Texas area
 - Updated quarterly using real time data
- **Texas Workforce Commission (TWC)**
 - Austin-Round Rock Metropolitan Statistical Area
 - All Industries used
 - Data is collected, aged and updated by TWC through the Wage Information Network (WIN)

Data Sources

- **Texas Association of School Boards (TASB)**
 - Non-faculty positions found in school districts
 - School Districts in ACC's Service Area used
 - Austin, Del Valle, Eanes, Leander, Manor, Pflugerville, and Round Rock
- **College and University Professional Association for Human Resources (CUPA-HR)**
 - Data-on-Demand provides access to data collected on the Metro 8 Community Colleges plus University of Texas at Austin and Texas State University

Market Study Timeline

- **October 2010**

- HR Comp begins participation in salary surveys.

- Includes job matching using job descriptions
- 80%-120% match process

- **November 2010**

- HR Comp meets with PLT to review survey processes, job families, linkages, proposed benchmarks, survey sources, etc.

- HR Comp meets with employee associations after PLT review for update.

Market Study Timeline

- **December 2010 – February 2011**
 - HR Comp pulls survey data and begins analysis.
 - Analysis includes comparing the salary data from various survey sources to determine the market average for benchmark positions.
- **March 2011**
 - HR Comp completes analysis and makes recommendations.

Market Study Timeline

- **April 2011**
 - HR Comp meets with PLT to review results and recommendations.
 - HR Comp meets with employee associations to review final PLT recommendations.
- **May 2011**
 - Market changes become part of the budget process.

Market Study Timeline

- **July 2011**

- Board of Trustees approves the FY12 budget.
- HR Comp meets with employee associations after budget approval and then posts changes to the HR website.

- **August 2011**

- HR Comp works with HR Records to process market changes and other salary adjustments for employees for FY11.

Market Study Timeline

- **September 2011**
 - Market changes and other salary adjustments become effective on September 1, 2011.

Questions?