Compensation

Human Resources (HR) is pleased to share information regarding the compensation pool for FY14. As announced in the President’s monthly message, the total compensation pool for faculty and staff is 5.5% or $13.4 million.

Staff Compensation

For the past year, HR has partnered with an external consultant, Lockton Companies, to complete a market analysis for staff positions with the assistance of the Vice Presidents, Deans and key administrators. A market analysis is the process of evaluating jobs and attaching monetary rates within an organization and in relation to the external labor market.

Through the market analysis, HR and Lockton Companies did the following:

- Met jointly with all vice presidents to determine benchmark positions for their divisions
- Reviewed staff job descriptions against competitive market data in third party published survey sources
- Created a leveling guide to review administrative positions based on common job duties across the University. This process guided the consistent classification of all administrative jobs.
- Created salary structures for the University and the information technology system (ITS) division based on the market. Click HERE to see the new salary structures.
- Slotted jobs into the appropriate pay grade in the new salary structure. This process anchors the market salary median to new salary structure grade midpoints.
- Presented the proposed market analysis salary structure and salary administration guidelines to the President’s Coordinating Council (PCC) and the Deans. The PCC includes the leadership of the SGA, the Faculty Senate and the Staff Advisory Council.

As a result of the market analysis, the University will fund approximately $1 million to cover the cost of minimum grade adjustments to the new salary grades. The President has supplemented the 4% merit/compensation pool to cover these minimum grade adjustments. Over 200 (approximately 10%) of our staff will be impacted by the minimum grade adjustments.

The study also indicated that the University will fund approximately $3.5 million to address a salary compression gap. Compression often occurs with a tightened labor market which may cause employers to hire new talent at salary levels near or above the salaries of current experienced employees. Over 950 (approximately 35%) of our staff will be impacted. To begin addressing this gap, Lockton Companies and HR will provide each Vice President a salary matrix to distribute the FY 14 merit/compensation pool for their divisions based on compa-ratio (employee’s current salary divided by the current market rate) and job performance.
Another analysis of staff salaries will be completed after the FY14 compensation pool has been distributed to identify the remaining gap that will need to be addressed in future fiscal years.

As a result of the market analysis, a new salary structure and staff salary administration guidelines have been adopted. The new salary administration guidelines can be viewed in full by clicking HERE.

Highlights from the staff salary administration guidelines include:

- **Salary Structure:** Human Resources will annually review and adjust to retain competitive posture within our various labor markets.
- **Employees Below Minimum of Range:** Salaries will be adjusted to the new pay range minimum consistent with performance management policy/practices
- **Employees Above Maximum of Range:** Lump-sum merit increase may be granted to employees until pay is recaptured within the salary structure
- **New Hires:** The standard hiring range for new employees will be between the minimum and first quartile of pay range.
  - Candidate qualifications may warrant a salary greater than the first quartile
  - HR and Senior Management review/approval required prior to offer
- **Reclassification:** 60% of time spent performing the jobs’ essential responsibilities have changed
  - One year moratorium except in event of an approved reorganization
  - Requests must be submitted no later than January 1 of each year, to be effective the following July 1
- **Promotion:** Advancement or reclassification to job in higher pay grade.
  - Increases limited to 5-10%, or to the minimum of the new pay range, whichever is greater
- **Demotion:** Movement or reclassification to job in lower pay grade
  - Decreases limited to 5-10%, or maximum of the new pay range whichever is greater,
- **Lateral Transfer:** Movement or reclassification to another job within the same salary grade
  - Based on internal and/or external equity or a significant change in job status may warrant an increase and is limited to a 5% subject to review by management, department budget and Human Resources.

**Faculty Compensation**

In addition to the 4% compensation pool for faculty, a supplemental pool of $2.4 million will be used to allow the deans to fund faculty promotions and help address salary compression issues.

As stated in the President’s message:

The Academic Affairs Division has completed a preliminary analysis of faculty compensation using discipline-specific data obtained from various sources, including the deans. The Faculty Senate Compensation and Benefits Committee is engaged with Interim Vice President for Academic Affairs, Ellen Harshman, and Vice President for Human Resources, Ken Fleischmann, to begin by reviewing parameters for completing the study, which is expected to be finished in late April or early May.
Mission

The mission of the Human Resources division is to administer practices and programs that will attract, develop and retain high performing faculty and staff to advance Saint Louis University’s mission of higher education, patient care, research and service.

MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE