

# CLASSIFICATION AND COMPENSATION



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## WHAT IS CLASSIFICATION AND COMPENSATION?

Classification is a process where jobs with similar duties and responsibilities are grouped together for the purpose of assignment to a job title and salary range.

Compensation is a strategy that focuses on determining pay for the work that an employee performs. A modern compensation strategy should focus on attracting and retaining the best talent available and recognizing and rewarding high levels of performance and achievement.

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## WHY DO WE NEED THIS RULE?

With the passing of HB 2542, the University has more freedom to design and administer a fair and flexible compensation program for its classified and non-classified employees. The Legislature required the development of a rule at the local, institutional level. After seeking input from hundreds of employees over a period of several months, the University drafted a progressive classification and compensation rule which is now out for public comment.

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## WHO IS COVERED BY THIS RULE?

This rule covers classification and compensation for classified and non-classified employees.

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## WHAT IS THE PROCESS FOR EVALUATING JOBS UNDER THIS RULE?

The university will no longer use the point factor system to evaluate classified positions. Instead, individual job descriptions will be compared to standardized job descriptions to determine the job title and salary range.

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## IF THE EVALUATION PROCESS HAS CHANGED, SHOULD I ASK FOR A REVIEW OF MY JOB DESCRIPTION?

You do not need to ask for a review of your job unless there is a significant change to your duties and responsibilities.

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## WILL THE UNIVERSITY CHANGE ITS COMPENSATION STRATEGY?

The University already changed its compensation strategy to a more modern approach. In 2012, the University moved away from the old seniority based step system for classified employees, and established modern salary ranges. In 2015, we introduced merit pay for classified employees, which focused on recognizing high levels of performance. The University's compensation strategy for classified and non-classified employees will continue to focus on attracting and retaining the best talent and recognizing and rewarding high levels of performance.

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## WHAT ELEMENTS AND FACTORS DETERMINE MY PAY?

Your supervisor and the management in your area, working with Talent and Culture, determine your pay. Your performance, along with other factors such as budget may impact your pay. In addition to your base pay, a number of compensation elements may also be included in your pay, such as annual increment, incentive pay, or overtime for non-exempt employees.

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## WILL I STILL GET MY ANNUAL INCREMENT (LONGEVITY) CHECK?

Yes. Annual increment is the additional pay that eligible employees receiving in July based on years of service. HB 2542 did not change the law that requires the annual increment payment.

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## WILL THE UNIVERSITY PERIODICALLY REVIEW MARKET DATA?

Yes. At least every 5 years, Talent and Culture will undertake a comprehensive study of market salaries, and informal reviews of the market will occur periodically.

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## WHERE DO I GO FOR MORE INFORMATION OR TO OFFICIALLY COMMENT ON THE RULE?

This document is simple summary regarding classification and compensation, and additional details are included in the full text of the proposed BOG rule. The public comment period for this rule runs from July 18, 2017, to August 17, 2017. To review the full text of the proposed BOG rule or to officially provide a written comment please go to [policies.wvu.edu](http://policies.wvu.edu).