Administrative Guidelines

IV. Managing Pay within a Grade Tool

The grades of the new salary structure are wide enough to provide appropriate pay for employees with a variety of skills, knowledge, experience and performance levels. The following model may be used by departments as a guide for typical employee pay within a grade or range:

MANAGING PAY WITHIN A GRADE

Paying for the Job (based on external market)

Paying for the Individual (based on performance and skill)

Minimum

Midpoint of Range

Maximum

Entry Level Skills and Skills and Experience

Maximum

Advanced Skills Expert Skills and Experience

Experience

- Meets minimum qualifications of job; however may be fairly new to job and field, has little or no direct, related prior experience
- On steep learning curve, building both skills and knowledge as well as ability to handle job responsibilities
- Performs (or has demonstrated capability to perform based on prior experience) some/most job responsibilities with increasing effectiveness
- Possesses the basic knowledge and skill requirements, but may need to build experience
- May still be learning some aspects of job or developing expertise to handle them more independently and effectively
- Consistently exhibits many or most desired competencies to perform job successfully

- Performs (or has demonstrated capability to perform based on prior experience) all aspects of job effectively and independently
- Experienced in the job and possesses required knowledge and skills
- Consistently exhibits desired competencies to perform job successfully
- Seasoned and proficient professional

- Expert (or has demonstrated capability to perform as expert based on prior experience) in all job criteria
- Has broad and deep knowledge of own area as well as related areas
- Depth and breadth of experience, specialized skills, perspectives add significant value to institution
- Serves as expert resource and/or mentor to others
- Placement into or above this quartile requires approval by OHR Classification and Compensation*

Factors for progression within the salary range may be based on external market, individual performance and skill.

*OHR Classification and Compensation with OEI will review placement into or above the 4th quartile a minimum of quarterly