

What is the difference between a position and a job?

A position consists of the duties and responsibilities assigned to a specific employee. A job is the collection of positions with similar duties and responsibilities performed at the same skill and responsibility level.

How do salary ranges work?

Each job family has its own set of salary ranges that are based on pay trends in the relevant labor market. Jobs are priced on the external value of similar jobs in other organizations with whom the university competes for talent. Each salary range contains a minimum, a competitive market zone, and an upper reference point. These ranges provide managers with the foundation for making objective decisions regarding pay.

Minimum of the Range. The minimum is the lowest salary that a fully qualified Staff position in a job grade should be paid.

Market Zone. This is a central range within each broad level, designed to capture the average of multiple salaries reported by the university's peer group which fall below, within, and above the market zone. Managers should use it as a guide. It is not intended to reflect where actual salaries for staff should be set. The actual salary of an individual is influenced by the credentials and attributes he or she brings to the position and the RC's fiscal resources.

Upper Reference Point. This salary point is included to give managers a frame of reference for salaries above what the market suggests is typical for the position; however, an individual's unique qualifications and contributions to IU may result in a salary that exceeds this reference point. Salaries above this amount require approval of the RC head.

How did this program come about?

The last review of Professional Staff positions was nearly 20 years ago. In recent years, it became increasingly difficult to classify positions consistently and to provide managers with criteria to make pay decisions for over 5,500 Professional Staff positions. This compensation program culminates the Compensation System Initiative (CSI) that began in early 2004.

For additional information:

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Visit www.indiana.edu/~uhrs/salary/comp/.



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Compensation Program

for Professional Staff
at Indiana University

What it means for your position



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This brochure is intended to provide an overview of the Compensation Program for Professional Staff at Indiana University. It explains how the classification process and the pay component of compensation are related. Visit www.indiana.edu/~uhrs/salary/comp/ for additional information.



What are the key elements of the program?

- Objective, market-based information for management to make salary decisions.
- A classification structure based on job families and levels. All Professional Staff positions are now categorized into job families. Generally, each job family has six levels which correspond to increasing levels of job responsibility.
- Salary ranges tied to the market. Each level within a job family has a broad salary range that is based on pay rates in the relevant labor market for a job family.

What is the university's total compensation philosophy?

The university considers pay as one component of a total compensation philosophy designed to attract and retain staff. Indiana University's total compensation philosophy is comprised of both pay and benefits that are comparable to the practices of peer employers in the relative labor market for a job family and level. The university continuously monitors marketplace pay and benefit trends to ensure that the university's total compensation program is consistent with this philosophy.

How do IU benefits compare to the peer group?

As part of the Compensation System Initiative (CSI), IU's benefits were compared to the benefits offered by peer employers in both general industry and higher education. The university's overall benefit program ranked higher than the average of the peer group. IU's retirement and time-off programs scored higher than the average.

How were positions placed into the classification structure?

All Professional Staff positions were allocated to job families and levels based on two factors:

- A job family that correlates with a discipline, occupational category, or functional area that defines the type of work performed
- Level of work based on complexity, scope of impact, autonomy, and knowledge required

Your position has been assigned both a job family and a level, as described on the enclosed statement.

What are IU's job families?

The following is a list of distinct job families and, where applicable, sub-families.

Administrative Services

Administrative, Compliance, Financial, Purchasing, and Human Resources and Training

Auxiliary Services

Coaches*

Development

Facilities Services

Building Services, Engineering/Architects/Designers, and Maintenance/Construction/Grounds

Health Care Professionals*

Health Practice Administration

Information Technology Services

Infrastructure and Systems Development

Media/Public Relations/Alumni Services

Alumni/Marketing/Events, Communication Services, and Community Outreach

Research/Science

Clinical Research, Museum, and Science/Labs

Safety and Security Services

Student/Academic Services

Academic/Career Advising, Campus Life, and Student Services

** Competitive market research does not support six levels within these job families. Positions will be assigned to a single broad level.*

What information is used to determine a job's level?

A job's level is based on complexity, scope of impact, autonomy, and the knowledge required of the job. A description of the criteria for each level is provided in the level guide for the job family. Click on "Job Families and Level Guides" at www.indiana.edu/~uhrs/salary/comp/.