

Indiana University

Salary Administration Program

Service Maintenance Staff, Bloomington Campus

This information sheet is intended to provide an overview of the salary administration program for Service Maintenance Staff working on Indiana University's Bloomington campus. Visit <http://hr.iu.edu/salary/bloomington/SMstudy/index.html> for additional information.

What are the key elements of the new program?

- Redefined Service Maintenance jobs and job specifications that reflect the current duties, responsibilities and minimum qualifications for each job
- Market-based classification structure and salary schedule
- Two pay rates for each level – an entry rate and a full rate. Employees are eligible for the full rate for his/her position's classification upon completion of 6 months of satisfactory performance in the position.

What is the university's total compensation philosophy?

The university considers salary as one component of a total compensation philosophy designed to attract, motivate and retain staff. Indiana University's total compensation is comprised of both salary and benefits that are comparable to the practices of peer employers in the relative labor market for a job. The university continuously monitors marketplace salary 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?

The university compares the IU benefits to those offered by peer employers. The overall IU benefit program ranks higher than the average of the peer group. IU's healthcare and time-off programs score higher than the average.

How did this program come about?

The last review of the Service Maintenance jobs was more than 20 years ago. Over a year ago, a management work group was formed to review and update the duties and responsibilities assigned to all Service Maintenance jobs. Once the jobs specifications for each job were completed, a market study was conducted. The market analysis was used to design a market-based classification structure and salary schedule.

How were positions classified?

All Service Maintenance positions were classified to a job level. The levels were established based on these factors:

- Published salary survey data for survey jobs with comparable duties and responsibilities to the IU jobs, where available
- Consideration of the scope and complexity of the job's duties and responsibilities and minimum required qualifications relative to comparable IU jobs

The duties and responsibilities of your position have been assigned a job level as described on "Your Personal Statement."

What is the impact to employees who are currently paid an hourly rate that is different than the entry rate or the full rate for his/her job on the salary schedule effective July 11, 2010?

- Service Maintenance Staff whose hourly rate is above the new full rate for his/her job will have their current hourly rate "frozen." Any future annual salary increases will be paid in the form of a lump sum payment until the hourly rate is the same as the rate in the salary schedule for Service Maintenance Staff. The university will make PERF contributions based on the lump sum payments and the payments will be included in overtime calculations.
- Service Maintenance Staff whose current hourly rate is below the new full rate for his/her job and he/she has been in the position for 6 months or more will receive an increase to the full rate for the job. Staff in the position for less than 6 months will receive an increase to the new entry rate for the job and an increase to the full rate upon completion of 6 months of satisfactory performance in the position.

For additional information:

Speak to your Supervisor or RC Human Resources Representative

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