



Florida State University Classification & Compensation Structure Redesign Study FAQ

Study Overview

Q. What was the purpose of this study?

A. Florida State University partnered with Segal to evaluate and provide recommendations for an up-to-date, accurate, and competitive Staff classification and compensation system so that FSU can continue to recruit, retain, and reward talent. This review was an exciting opportunity for the organization to ensure employees are paid competitively and have opportunities for career growth.

Q. Who was involved in the project?

A. The Office of Human Resources employed Segal Consulting, a national HR consulting firm recognized for its work with higher education institutions, to conduct a comprehensive study on our staff classification system and our compensation structure, policies, practices, and tools. Segal facilitated focus groups made up of employees from across the university to solicit input and feedback on current practices. We also created a Project Steering Committee of leaders across divisions to review project deliverables, provide guidance, and determine market comparisons.

Q. Were Faculty or OPS positions reviewed?

A. No, this study focused on Staff positions.

Q. What does market competitive mean?

A. In the context of this study, a job is considered market competitive if the job is paid similarly to other comparable jobs in the organization's competitive markets (i.e., the market area(s) in which the organization recruits for talent). Generally, a job is considered competitively paid if the salary is within 15% above or below the market median. Being market competitive is not strictly about the pay offered but the benefits offered as well, including compensation policies that guide progression and growth within the system.

Q. Is the Segal study a performance appraisal?

A. No. This study did not consider job effectiveness or job performance. The study reviewed **what** you do, not how well you do it.

Q. What organizations will Florida State University be compared to in the study's analyses?

A. Those determined by the appointed steering committee to be peers or competitors, which may include public and private markets, depending upon the relevant recruitment markets. The market may vary by position. For some positions, a wider net may need to be cast to attract talent. Segal worked with the Florida State University Project Team to identify and select the appropriate market data sources and peer/competitor organizations for market comparisons.

Q. The market is changing rapidly due to the increase in the number of remote workers. Did the study consider the changing landscape of work location as part of the market assessment?



A. The market assessment in this study was based on the primary location of the position, not the individual in the position. However, multiple factors are taken into consideration when determining the competitiveness for an individual position in this hiring market. These factors may include – availability of talent (local or state-wide), recruiting challenges, and past retention concerns. In some cases, the market will expand beyond local markets.

Results

Q. What are the results?

A. The formal study is now complete and has resulted in approximately 40 new staff job titles, updated classification descriptions, and a revised staff compensation structure based on a market assessment of each job code. Job descriptions were analyzed and benchmarked against the assigned market comparisons. Segal provided recommendations regarding title changes, where appropriate, based on these benchmarks.

Impacted employees will receive notification of their job title, which may or may not change, and assigned pay band, which will change for every employee in the study.

It is not uncommon in compensation studies this comprehensive to find employees who are below the minimum of their new, market-adjusted pay ranges. Employees who are currently below the market minimum for their new pay band assignment will be brought to the minimum of that pay band effective November 25, 2022. The increases for these employees will appear on the December 16, 2022 paycheck.

Beginning Spring 2023, the HR Compensation team will focus on the next phase of the study: to assess where employees are within their newly assigned pay bands and make recommendations for short and long-term adjustments so colleges and divisions can plan accordingly.

Q. Will my salary be reduced?

A. No. This study's recommendations do not include any reductions in employee pay.

Q. Could my job title change?

A. Possibly. This study seeks to ensure job titles are accurate and that positions are appropriately classified. Job titles should reflect industry standards and be recognizable to job seekers. It is possible that specific job titles may be updated to better reflect a position's responsibilities.

Q. Will any jobs be eliminated as a result of the study?

A. No.

Q. Who will make the final decisions on adjustments to positions?

A. Segal provided recommendations for the HR Project Team and University Leadership to consider in support of future planning and related final decisions.

Q. When comparing the positions and the market, will compensation for taking on additional work be included, or will this be a comparison of base salaries only?

A. Base salaries only. This is to ensure apples-to-apples comparisons with peers and market data.



Q. If applicable, will I need to do anything to move into my new classification?

A. No. Any updates will be applied automatically.

Q. How will the pay adjustments to the new pay band minimums be funded?

A. Funding for Compensation Structure Pay Adjustment:

- E&G Funded Employees: The pay adjustment for impacted employees whose salaries are funded through E&G sources will be funded by the University. OMNI fund codes include 110, 121, 210, and 211.
- E&G Carryforward Funded Employees: E&G Carryforward funded employees will be funded from the unit’s Carryforward resources. OMNI fund codes include 126, 140, 240, and 241.
- Non-E&G Funded Employees: It is expected that all departments will identify funding to implement the pay adjustments for impacted employees whose salaries are funded from contract, grant, auxiliary, student activities, technology fee, or financial aid non-E&G administrative funds. If any department does not have funding to implement the pay adjustment, please contact the Budget Office for assistance in identifying funding.

Q. Whom do I contact if I have additional questions?

A. You can contact the HR Classification & Compensation team at compproject@fsu.edu.

Project Overview

Phase	Description	Status
1	Data Collection & Interviews	Completed
2	Compensation Philosophy & Pay Administration Guidelines	Completed
3	Job Architecture & Job Evaluation Process	Completed
4	Market Competitiveness & Salary Structure Assessment	Completed
5	Communicate and Plan for University-Wide Implementation	<i>In Progress</i>
	a) Bring all salaried employees up to at least \$15.00 an hour - \$31,320 annualized	Completed
	b) Bring staff upto pay band minimums of new market-competitive structure	<i>In Progress</i>
	c) Work with departments to identify and further resolve compression issues	<i>In Progress</i>