



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

HR Forum

Compensation Redesign and Refresher

February 28, 2023

HR Updates

Benefits

General Updates

- The Retirement@Work portal is live for the voluntary 403(b) savings plans available to FSU employees.
 - The portal can be used to start, stop, and change contributions at any time.
- Reminder: Faculty Deductions are occurring.
 - Please let the Benefits team know if any faculty members have questions.
- FSU and Gabor are pleased to announce a special open enrollment for Group Long Term Disability Insurance.
 - The special enrollment will run from February 13, 2023, through April 14, 2023.

HR Updates

Employee Data Management

Team Designations

Anna Capenos - Assistant Director

- **Joel Hunt** - Sr. HR Specialist, *Salaried Faculty & Staff Processing*
- **Derik Lipford** - HR Specialist, *I-9 Administrator & NRA OPS Processing*
- **Brianna Sorne** - HR Specialist, *OPS Faculty Processing*
- **Emily Lane** - HR Representative, *OPS One Time Pays*
- **Elizabeth Lizza** - HR Representative, *OPS Processing*
- **Destini Johnson** - HR Representative, *OPS Processing*

HR-EDM@fsu.edu for general inquiries

HR-EDMDOCS@fsu.edu for pPAFs and other document submissions

HR Updates

Employment & Recruitment Services

Updates & Reminders

- The summer express pools have been created and are available for departments to use!
- Contingent offer letters and other resources for recruiting in a challenging market are available.
- Search Committee Training – How departments can track completion.
- The required number of interviews changed with Compensation Restructure.
- Closing open until filled job postings when a top candidate is identified.

HR Updates

EDM Special Projects

Photo ID Update to Courtesy Onboarding

- The courtesy candidate should upload a photo ID in their Supplemental Documents step. The photo ID can be domestic or international and must contain a picture of the candidate and the candidate's name. The HR Department Representative will be responsible for verifying the name on the ID matches the candidate's name in the invitation.

HR Updates

EDM Special Projects

SSN/Temp ID Update to Courtesy Onboarding

- A courtesy candidate is required to enter a social security number or Temp ID during the Candidate Information stage of Onboarding. If a candidate chooses not to provide their social or does not have one, the courtesy candidate will inform the HR Department Representative who must email Hr-CourtesyDocs@fsu.edu with the candidate's name, date of birth, and start date to request a Temporary ID.
- Please email Hr-CourtesyDocs@fsu.edu with any questions.

HR Updates

Employee & Labor Relations

USPS Performance Evaluations Reminder

- Evaluations are due March 1, 2023.
- Online training guides: www.hr.fsu.edu/eperformancetraining
- ELR Main Line (850) 644-6475

HR Updates

Equity, Diversity & Inclusion

New Staff Update

- Tameika Wright has joined the FSU-HR Team!
- Tameika (pronouns she/her) joins the EDI unit as a Training Specialist. Her responsibilities include D&I training, development and facilitation, and D&I programming.
- Tameika holds a Bachelor of Business Administration degree from Flagler College.
- Tameika's previous employment was at the Florida Bar where she worked, since 2004, in various capacities culminating in her role as the Diversity & Inclusion Program Coordinator for the Bar.
- We are excited to have Tameika join the HR family and the EDI team; she will bring valuable experience and fresh ideas to the work that we do.

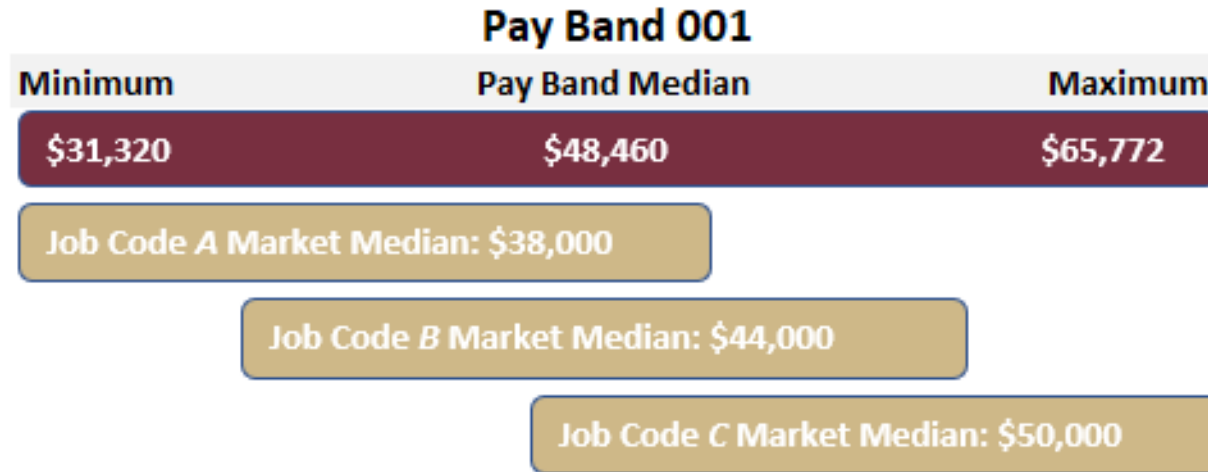
Compensation Redesign & Refresher

Shelley McLaughlin, *Director*, Compensation and Employment & Recruitment Services

Will Fiorito, *Assistant Director*, Compensation

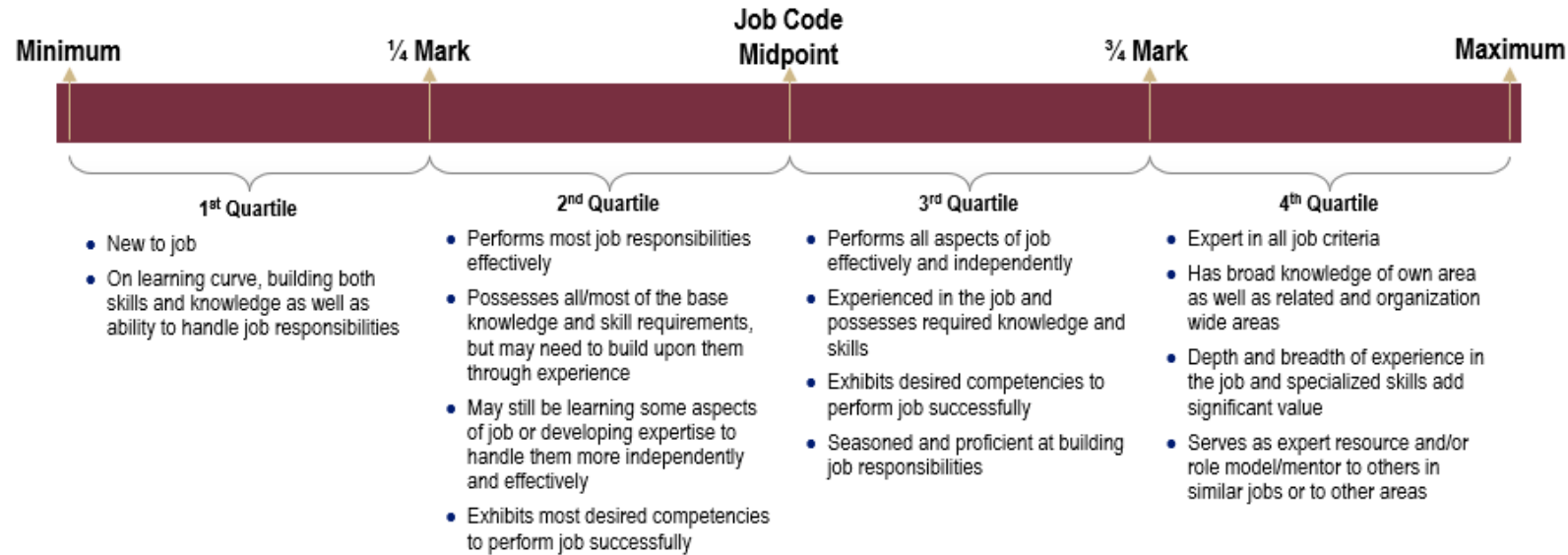
Josi Carter, *Sr. Compensation Analyst*, Compensation

Job Code Placement within Pay Bands



- Over 300 Job codes were assigned to one of the structure's 14 bands based primarily on external market data, and fall at various points within the Pay bands
- FSU uses a Broad Band Pay Structure; job codes will not utilize the full Pay Band range, but rather a portion of the band that most appropriately fits their external market rate
- New job codes were recommended as a result of Segal's review. These new codes will help FSU more closely align our positions with the external market.
- FSU is continuously evaluating our current classifications to ensure that we are remaining current with the external market. Departments can also submit requests for new job codes to their assigned analysts if they feel a new classification would provide added value.
- Following industry standard best practices and to ensure FSU maintains its market-competitiveness, current job codes and pay band ranges will be evaluated every 3-5 years.

Individual Placement within Job Codes



- Professional growth in your classification should yield positive results – the graphic above showcases how employees can move through their job code pay range as they gain knowledge, skills, and abilities in their roles.
- Tenure, consistent high performance, and exhibiting the above job-skills are examples of criteria that will assist individuals in moving through their job code pay range.

Compression and Progression

Current State (Compression)			
Name	Job Title	Experience in Job Code	Annualized Rate
Employee 1	Renegade Trainer	18	\$ 31,320.00
Employee 2	Renegade Trainer	0	\$ 31,320.00
Employee 3	Renegade Trainer	16	\$ 31,320.00
Employee 4	Renegade Trainer	10	\$ 31,320.00
Employee 5	Renegade Trainer	12	\$ 31,320.00
Employee 6	Renegade Trainer	14	\$ 31,320.00
Employee 7	Renegade Trainer	8	\$ 31,320.00
Employee 8	Renegade Trainer	6	\$ 31,320.00
Employee 9	Renegade Trainer	4	\$ 31,320.00
Employee 10	Renegade Trainer	2	\$ 31,320.00

Desired Outcome (Progression)			
Name	Job Title	Experience in Job Code	Annualized Rate
Employee 2	Renegade Trainer	0	\$ 31,320.00
Employee 10	Renegade Trainer	2	\$ 31,620.00
Employee 9	Renegade Trainer	4	\$ 31,920.00
Employee 8	Renegade Trainer	6	\$ 32,220.00
Employee 7	Renegade Trainer	8	\$ 32,520.00
Employee 4	Renegade Trainer	10	\$ 32,820.00
Employee 5	Renegade Trainer	12	\$ 33,120.00
Employee 6	Renegade Trainer	14	\$ 33,420.00
Employee 3	Renegade Trainer	16	\$ 33,720.00
Employee 1	Renegade Trainer	18	\$ 34,020.00

- The chart on the left is a result of the compression resulting from the adjustment to the \$15.00 minimum, bringing our internal median close to 100% of the external market median and allowing us to be competitive when hiring.
- The chart on the right is an example of a code where the compression has been alleviated by applying set amounts based on factors such as an individual’s tenure within that job.
- HR is developing a means to equitably and sustainably address compression within job codes and will continue to partner with departments throughout this phase of the project.

FSU Pay Practices

FSU offers a variety of resources to promote recruitment, encourage retention, and recognize superior performance.

These resources and more can be reviewed in greater depth on [HR Compensation's webpage](#).

Recruiting Tools

Market Competitive Salaries

- Salary analyses and market reviews weigh the external salaries of the closest comparable positions with the goal that FSU job code medians stay within 85%-115% of the external market benchmarks.

Incentives & Opportunities

- Total Compensation Package
- Partial & Full Remote Work

Hiring Bonuses

- Sign-On/Recruitment Bonuses

Incentives & Opportunities

Don't undersell the value of a position with Florida State University!

TOTAL COMPENSATION PACKAGE

A position's value goes far beyond a paycheck.

Use the [Compensation Calculator](#) for a comprehensive view of base salary, benefits and retirement contributions, earned leave, and other employment-related programs.

ALTERNATIVE WORK LOCATIONS & REMOTE

Work-life balance is a top priority for the modern applicant.

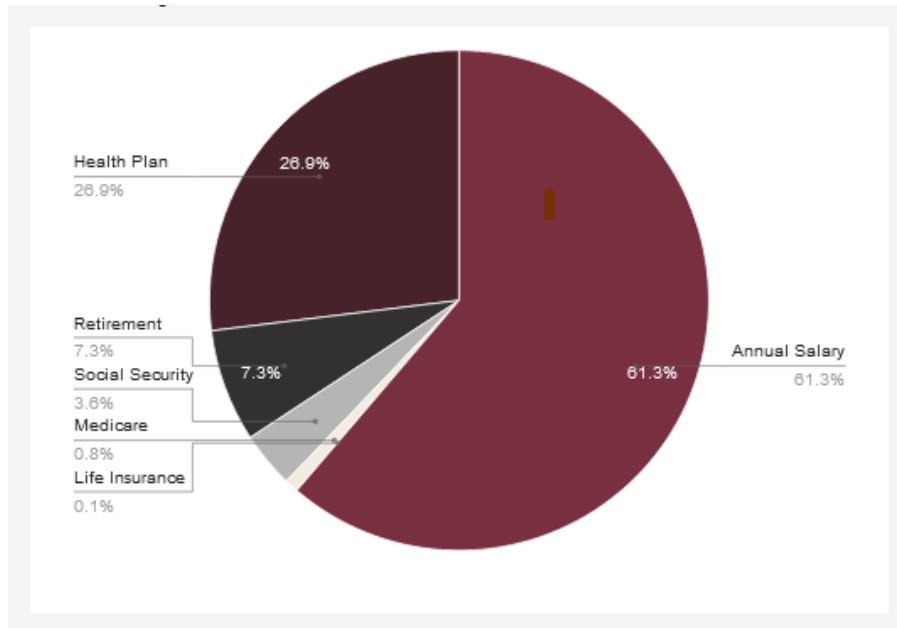
Recruit the most highly qualified candidates from across the country.

FSU offers partial and fully [remote opportunities](#).

Incentives & Opportunities

Total Rewards

[Total Compensation Calculator](#)



To help demonstrate the value of the total compensation package at FSU for both current and prospective employees, the Office of Human Resources created an interactive Total Compensation Tool.

The Total Compensation Tool provides a comprehensive view of base salary, benefits and retirement contributions, earned leave, and other employment-related programs.

Hiring Bonuses: Sign-on Bonus

Offered to prospective employees who possess skills, experience, and/or qualifications in high market demand or are highly specialized. May also be used to recruit for a position that would otherwise be difficult to fill.

Procedures & Criteria

- The sign-on bonus must satisfy a University purpose by allowing the University to recruit a highly qualified person into a position deemed as critical to the mission and operation of the University.
- Approvals must be received from the Chief Human Resources Officer (CHRO), the appropriate Vice-President, and where applicable, Sponsored Research Administration.
- Amount will be determined by the significance and the critical nature of the position. Any costs associated with relocation are included in this payment.
- If the employee voluntarily terminates before 6 months, the employee must return the full amount of the sign-on bonus. Voluntary termination after 6 months and before 1 year will require 50% to be returned to the University.
- The [sign-on bonus agreement form](#) must be executed with each employee receiving a bonus.

Reward Tools

Base Pay Increases

- Internal Promotion
- Increased Responsibility
- Merit Increase
- Development Pay
- Progression Plan

Bonus & Additional Pay

- Performance Bonus
- Temporary Duties
- Certification/Licensure

Reward Tools: Base Pay Increases

Permanent increase options available for top performers and career growth.

- **Internal Promotion:** Reclassify a position to a job code with a greater level of responsibility and a higher pay band.
- **Increased Responsibilities:** Recognizes employees for the permanent assignment of increased level of responsibilities. As a position grows and an incumbent gains new responsibilities, the position description should be updated and an increase may be awarded.
- **Merit Increases:** Reward employees for sustained superior performance. In order to qualify, the employee must have an above performance standards (USPS) or above satisfactory (A&P) rating or better.
- **Development Pay:** Reward employees for achieving meaningful growth milestones such as competency development from related education, advanced training or degrees related to their position's current job responsibilities.
- **Progression Plan:** Many departments across the University have plans in place with specific objectives that allow employees to progress within their current position. Consult with your Compensation Analyst if you believe your department could benefit from a detailed progression plan.

Additional Pay & Bonus Procedures

- **Performance Bonus:** Recognize and reward an employee for significant performance or a contribution to a special project over a limited time period.
- **Temporary Duties (TMP):** Recognize the temporary assignment of responsibilities that fall outside the scope of the employee's current position description. These are based on the biweekly rate of the employee and are awarded for the period during which the duties are performed. TMPs are frequently used for coverage of a vacant position or extended absence.
- **Certification/Licensure:** Pay that rewards an employee for receiving certification, recertification or licensure as related to the employee's current job classification. May also be used as a one-time compensation for advancing education.
- **Incentive Program:** A department-specific program based on an approved plan with clearly defined objectives. These programs are used to recognize and reward employees for significant performance and contribution following a specified time-period based on pre-established goals. The incentive program must define eligible employees and be provided to FSU Human Resources in advance.

Additional Pay & Bonus Procedures

- When an employee's supervisor determines that a bonus may be warranted, an Additional Pay Form containing justification/documentation appropriate for the requested bonus type should be prepared and submitted.
- All bonus and incentive payments are subject to approval of the Chief Human Resources Officer or designee. The effective date of the increase will be the beginning of the pay period following the completion of the process.
- Requests should be submitted to Compensation at HR-Compensation@fsu.edu.

Retention Tools

Base Pay Increases

- Market Adjustment
- Pay Equity
- Counter Offer

Bonus & Additional Pay

- Retention Bonus

Staff Retention: Increases & Bonuses

- **Market Adjustment:** Salary adjustment to address market conditions outside of the University. In these situations, your Analyst will review similar external benchmarks and determine whether the position is appropriately compensated in comparison. FSU strives to remain within 85%-115% of external market.
- **Pay Equity:** Salary adjustment to address compression issues within the University. Your Analyst will review whether an incumbent is fairly paid based on their qualifications in comparison to their peers in the classification.
- **Counter Offer:** Applied to the base salary of an employee to compete with an external job offer. The increase may be up to the external offer amount, but should not exceed the max of the classification. Position should be of equal level.
- **Retention Bonus:** Offered to a current employee possessing valuable or unique knowledge, skills, or abilities that are deemed critical to the mission of the University in order to retain key talent.

Thank you

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Will Fiorito, wfiorito@fsu.edu, (850) 644-5176

Josi Carter, jscarter@fsu.edu, (850) 644-0910

Questions?

- We will now open the chat for questions.

Thank You!

- Thank you for attending today's forum.
- Materials will be posted to the HR website next week.
 - <https://hr.fsu.edu/communications/departments-representative-resources/hr-forums>
- Still have questions?
 - Email Shelley Lopez at s.lopez@fsu.edu.