



Staff Compensation Update

Staff Council Meeting

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Staff Compensation Salary Philosophy

Staff salary policy reflects the mission, traditions and values of Saint Mary's College of California as they relate to the larger world and to internal operations.

- The College is committed to paying salaries according to the guiding principles of:
 - Equity (internal fairness),
 - Stewardship (financial/fiscal prudence)
 - Market forces (external competitiveness)
 - Sustain a high quality education



Proposed Salary Distribution Guidelines for FY16-17 (July 1st Annual Increase)

- Those whose current annual FTE salary is below the minimum in their salary grade range, their base salary will increase to the minimum of their salary grade range (+2% minimum prorated for p/t).
- Those whose current annual FTE salary is at minimum to midpoint will receive a 2% increase adjustment prorated for p/t.
- Those whose current annual FTE salary is between midpoint and the maximum (inclusive) will receive a 2% increase adjustment to their base salary prorated for p/t.
- Those whose current annual FTE salary exceeds the salary grade range maximum will receive a 1% lump sum increase prorated for p/t.



2016-2017 Staff Salary Increases

- Those hired or promoted after March 31, 2016 will not be eligible for the annual increase on July 1, 2016.
- Those receiving a performance review that indicates an overall rating of "Needs Improvement" are eligible to receive a non-retroactive increase only if performance expectations improve to "Achieves Expectations" no later than December 31, 2016.



July 1, 2015-2016 Staff Salary Ranges

Grade	minimum	midpoint	maximum
1	24,663	30,828	37,096
2	27,260	34,074	39,889
3	29,855	37,319	44,783
4	33,966	42,458	50,949
5	37,443	48,677	59,911
6	43,246	55,979	68,897
7	47,636	61,928	76,220
8	56,998	74,097	91,196
9	64,695	84,103	109,982
10	74,471	96,813	126,601
11	84,041	109,253	142,869
12	105,467	137,107	179,294



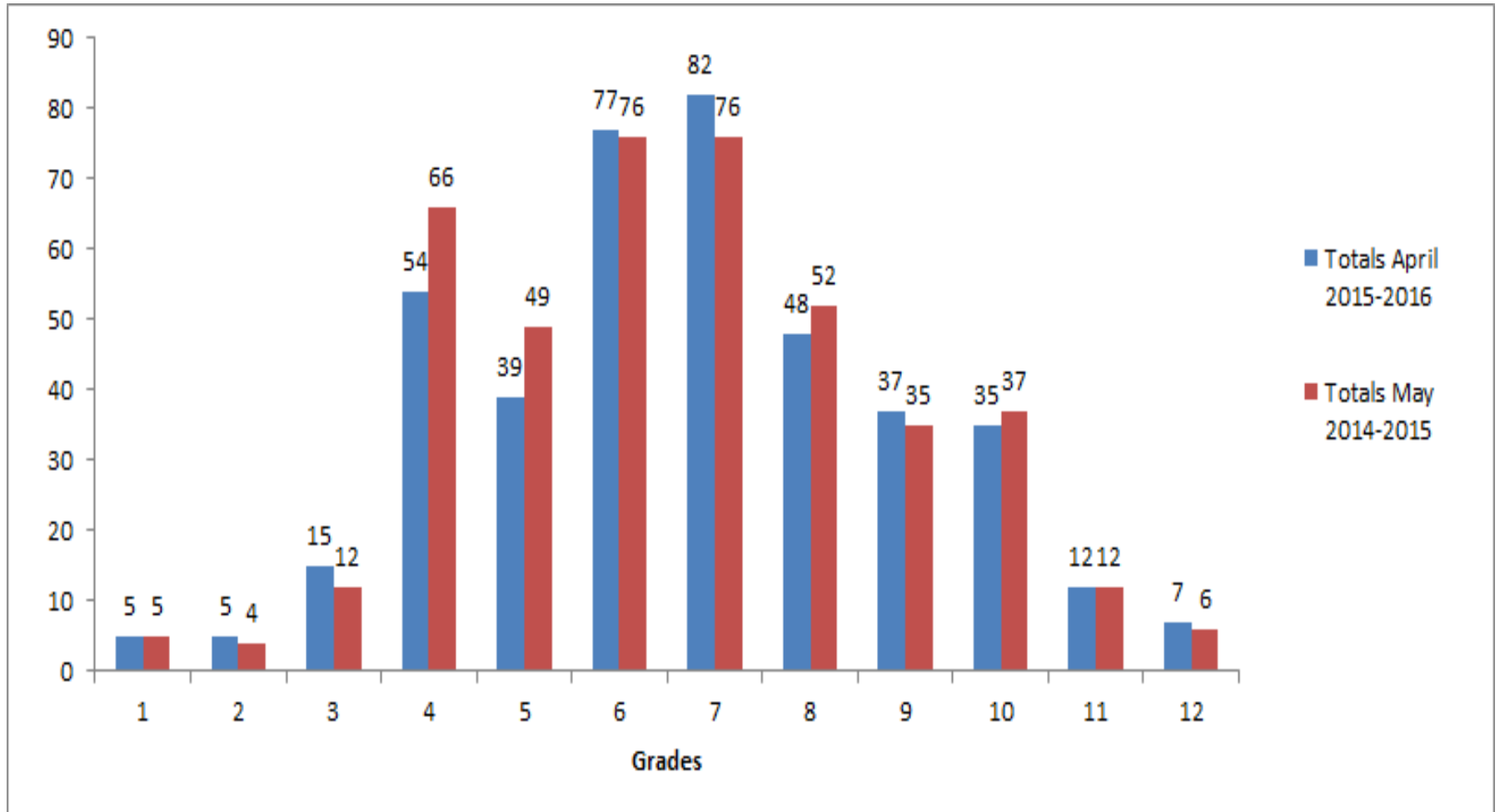
Staff Mobility “Churn”

- The dynamic of changes in distribution of staff throughout the SMC salary grade structure vary from year-to-year and is driven by many factors, including:
 - Hires
 - Retirements
 - Resignations
 - Promotions
 - Job Re-evaluations
 - Turnover
- We believe the increased emphasis over the past two years on In-Grade salary movement has in part spurred an increase in managers and staff collaboratively updating Position Source Documents (PSDs) to reflect cumulative changes in position duties occurring over a period of years.
- These changes which have included increases in job scope, complexity, impact/accountability, decision-making, and skills and effort required have driven not only pay adjustments but upward re-evaluations in salary grade as well.



Staff Grade Distribution

As of April 2016

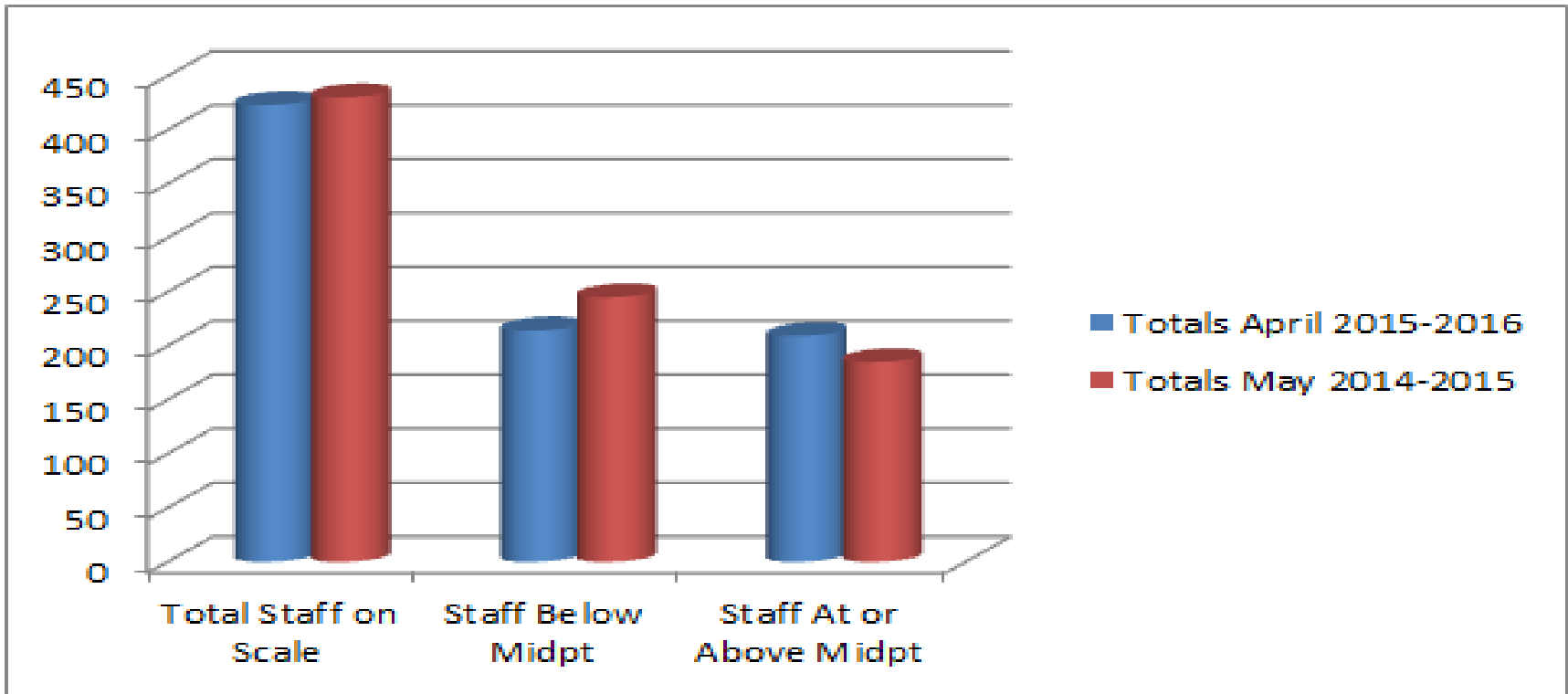




FY 2015-2016 Staff Salary

(As of April 2016)

- 423 Total (excl. coaches, cabinet, & deans)
- 214 (51%) Staff below the current scale midpoints
- 209 (49%) Staff at or above the current scale midpoints





Staff Recognition Initiative FY 2015-2016

- In FY 2014-15, the 14-member Staff Recognition Task Force designed a two-component recognition program that was reviewed by the Cabinet in Spring 2015.
- These two components include (1) the ***Staff Distinction Awards***, which annually recognizes 5 individual staff members for their achievements and (2) a peer-to-peer program called ***G-Thanks***, for on-the-spot recognition.
- To launch the new Staff Distinction Awards program, a 5-member Staff Council awards committee partnered with Human Resources between August, 2015 and April, 2016.
- In the program's inaugural year, 71 nominations were received and systematically reviewed by the awards committee. The inaugural ***Staff Distinction Awards*** Ceremony was held on April 28, 2016.
- The ***G-Thanks*** program will be developed during Fall 2016 (details to come).



Questions?