Staff Compensation Update

Staff Council Meeting

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AVP Human Resources

May 12, 2015
SAINT MARY’S COLLEGE STAFF
SALARY INCREASE
EXPENSE BUDGET
FY 2015-2016

- 3% (Annual Staff Salary Increase)
- 16% (PSD Adjustments)
- 81% (Recognition)
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
2015-2016 Staff Salary

- The staff salary scales were increased by 5% in 2011-2012 with the assistance of the Hay Group; again increased in 2012-2013 by 1%, and by 2% in 2014-2015.

- For 2015-2016 the staff salary scales will not increase based on our assessment of surveys of college and university salary increases of about 2.3% over FY 2014-15 and a 2014 Consumer Price Index change of 1.6%. All of this occurred in the context of an improving labor market and economy.
2015-2016 Staff Salary Increases

- Those whose current annual FTE salary is at the minimum to the midpoint (inclusive) in their salary grade range will receive a 2.5% base salary increase.

- Those whose current annual FTE salary is over midpoint up to the maximum will receive a 2.0% increase adjustment.

- Those whose current annual FTE salary is at or exceeds the salary grade range maximum will receive 1% lump sum increase.
2015-2016 Staff Salary Increases

• Those hired or promoted after March 31, 2015 will not be eligible for the annual increase on July 1, 2015.

• Those receiving a performance review that indicates an overall rating of “Needs Improvement” are eligible to receive a non-retroactive increase if performance expectations improve to “Achieves Expectations” no later than December 31, 2015.
## July 1, 2015-2016

### Staff Salary Ranges

<table>
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<th>Grade</th>
<th>minimum</th>
<th>midpoint</th>
<th>maximum</th>
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<td>24,663</td>
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<td>12</td>
<td>105,467</td>
<td>137,107</td>
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</table>
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

• We believe the increased emphasis over the past year or so 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 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 May 2015

Grades

May-15
May-14

1 2 3 4 5 6 7 8 9 10 11 12

5 5 4 5 12 12 66 77 49 44 61 76

12 12 35 36 37 36 52 47 12 9 6 6
FY 2015-2016 Staff Salary
(As of May 2015)

- **430** Total (excl. coaches, cabinet, vp’s, & deans)
- **245** (57%) Staff below the current scale midpoints
- **185** (43%) Staff at or above the current scale midpoints
Staff Recognition Initiative
FY 2015-2016

• The staff recognition task force has attained the approval of the Cabinet to move ahead with the launch and administration of a new Staff Recognition Program in FY 2015-16. The 14-member task force is made up of staff representatives from 10 different departments, the Staff Council, and HR.

• The program launch involves two components: (1) institution wide recognition of individual staff members on an annual basis through a peer nominated process and (2) a peer-to-peer program for on-the-spot recognition between co-workers.

• Subsequent phases in future years may focus on departmental recognition as a third component.
Questions?