AY14-15 Compensation Principles

Background

Attracting and retaining talented faculty and staff is a high priority for the University and college, and competitive compensation is critical to our ability to attain this goal.

The college of Education and Human Ecology subscribes to a performance driven compensation structure. The compensation process is designed to inspire achievement and to reinforce excellent performance and accountability and therefore, there is no minimum, cost-of-living or across-the-board increases indicative of entitlements. In our performance culture, increases must be based on outstanding performance while acknowledging market and/or equity considerations.

Unit compensation recommendations are to align with college compensation principles and are to be supported by the annual review process and follow the procedures outlined in the AMCP Manager’s Guide and Toolkit.

Principles

1. The compensation rate is primarily determined by: performance, relevant competitive markets, current salaries in comparison to the markets (faculty discipline, geographic region, competing institutions, etc.) and the impact of the position on the unit’s mission, as feasible within the unit’s budget
   a) Faculty performance during the 2013-2014 academic year must be considered as part of the salary decision-making process.
   b) Staff performance for the 2013-2014 performance year (May 1 - April 30), must be considered as part of the salary decision-making process.

2. All faculty and staff must receive a performance review annually.

3. The college’s compensation pool aggregate is as follows:
   a) 1% PBA funded, which will be applied to annual salaries
   b) 1% one-time cash payout (discussed below)

4. Departments will receive a faculty and staff aggregate of 1%. Additionally, a 1% cash pool aggregate, funded from each department’s available cash resources, will also be available for distribution. Consistent with the University Compensation Guidance Document, aggregate percentage pools for faculty and staff (A&P and CCS) must remain separate.

5. The annual compensation increases will be in alignment with the Provost’s recommendations to affirm our commitment to a high performance culture.

6. All faculty who are promoted, or promoted and tenured, will receive a 6% raise centrally (OAA). Departments must provide at least 1.0% of their pool to these individuals and the college will provide 3.0% so each receives at least a 10% total increase. Promoted faculty are also eligible for a cash payout, which if awarded will be factored into the department’s overall cash pool aggregate.

7. Graduate associate compensation decisions are to be consistent with the University minimum GA rate ($1,500/mo for a .50 FTE) and Department/unit established GA pay range guidelines & procedures, which include “progress toward graduate degree and performance.” Department/unit GA guidelines are to be submitted to the College by July 18, 2014.

8. Individuals paid by external grants, contracts or earnings operations will be governed by the same guidelines for staff, faculty and graduate associates outlined above.
9. As permitted by the University’s Compensation guidelines, agencies and entities may utilize guidelines set by each entity’s board as long as those guidelines are current and reasonably consistent with University guidelines. The guidelines are to be submitted to the college before the completion of the annual compensation process. If the yearly salary increase timeline differs from University, agency and affiliated entity funded employees will be made ineligible in the annual University compensation process.

10. Compensation increases for Classified Civil Service (CCS) staff on probationary status are to be delayed until successful completion of probationary period.

11. Departments may determine eligibility of faculty and A&P staff recent hires to participate in the compensation process. It is expected that any recent hires or transfer made ineligible will have received notification from the employing unit that their hiring salary will remain constant for a specific period (ideally in their offer letter) resulting in their ineligibility to be included in the 2014-2015 academic year salary process. In general, this would be any hire or transfer after July 8, 2014, and/or assignment to an administrative role.

12. Zero percent increase requests are permitted, but must be justified and submitted to the college. Consistent with University guidelines, the college retains the list and rationale. Zero percent increases may be submitted on the college AMCP form. Individuals known to be retiring, resigning, or in reduction-in-force status prior to August 31, 2014, may receive a zero salary increase.

13. Justifications are required for salary increases and/or cash payouts over 1%. These justifications must be submitted on the college AMCP form.

14. All faculty and staff must receive written notification of their salary increase in writing. Any faculty or staff member receiving no salary increase must be notified personally in writing with supporting rationale. Faculty and staff memos are initiated by EHE HR and distributed by the department chair.

Guiding Principles

2014-2015 Annual Merit Compensation Process Guidance Document  J. Steinmetz, Executive Vice President & Provost and Andraea Douglass, Vice President, Office of Talent, Culture and Human Resources, June 19, 2014 memo to Vice Presidents, Deans, Department Chairs and School Directors
http://hr.osu.edu/public/documents/comp/guidance.pdf?t=201478102948

OAA Compensation Principles

OHR Salary Administration & Classification Policy 3.10

http://www.gradsch.osu.edu/graduate-school-handbook1.html