

# Market-Based Compensation Program

## Leader Example

### Implementation Steps 1-5

1. Define the jobs needed in the department
2. Create uniform and consistent job descriptions
3. Map the existing positions to an appropriate job in the new job catalog
- 4.\* Compare each job in the new catalog to comparable jobs in the external market and assign pay range and FLSA exemption status
5. Review employee’s experience, education and skill-set to assess placement within the pay range

\* This is an HR step only and results will be shared with the leader. In some cases, steps 1-3 and 5 are done in collaboration with the department leader and the HRBP.

#### 1 → Determine need for Carpentry jobs

- 2 → Carpenter Assistant defined as...“Assist Carpentry staff...”
- Carpenter Maintenance defined as...“Performs skilled carpentry work...”
- Carpenter Senior defined as...“Performs highly skilled carpentry work...”

#### 3 → Determine that the following employees are mapped to jobs in the new job catalog based on the duties they perform:

- Employee A & C- Carpenter Maintenance
- Employee B – Carpenter Assistant
- Employee D – Carpenter Senior

#### 4 → Human Resources reviews external market data and determines the appropriate pay range and FLSA exemption status for jobs (example only)

- Carpenter Assistant: \$25,000 - \$40,000, non-exempt (hourly)
- Carpenter Maintenance: \$30,000 - \$45,000, non-exempt (hourly)
- Carpenter Senior: \$35,000 - \$50,000, non-exempt (hourly)

*IMPORTANT!!! Pay range and placement information is provided for illustrative purposes only and is not intended to be the actual pay range and placement for this job.*

#### 5 → Determine the appropriate pay placement for each employee based on employee experience, education and skill set

Employee	Job	Pay Range	Placement Factors	Pay Placement
A	Carpenter Maintenance	\$30,000 - \$45,000	3 years exp,..	\$32,000
B	Carpenter Assistant	\$25,000 - \$40,000	2 years exp...	\$26,000
C	Carpenter Maintenance	\$30,000 - \$45,000	10 years exp...	\$36,000
D	Carpenter Senior	\$35,000 - \$50,000	15 years exp...	\$45,000

*IMPORTANT!!! Pay range and placement information is provided for illustrative purposes only and is not intended to be the actual pay range and placement for this job. Pay placement will be used for analysis, actual pay changes will depend on available funding in accordance with established compensation guidelines.*