

Frequently Asked Compensation Questions

- Q: What is the process for having a salary reviewed for a specific job or associate?
- The process involves reading through and completing the Steps for Requesting a Job Title or Associate Salary Review (**Attachment A**).
 - Forward the approved data to the Compensation Analyst with the job description or Associate name.
- Q: What should I do if I don't believe a job is in the correct grade?
- Contact your Executive Director or highest level manager.
 - Review current job description for content and make necessary changes, if needed.
 - If changes have been made, forward the revised job description to the Compensation Analyst for review and possible grade change.
 - If no changes have been made, contact Compensation for review of job grade.
- Q: How do I update/add a job description?
- To update, make changes to existing job description, then forward to Compensation Analyst to make changes in database.
 - To add, use current KidsPeace format to create job description, forward to Compensation Analyst to add to database. At that time the job will also be graded.
 - All new job descriptions or changes to existing job descriptions must be reviewed by the respective EVP before changes can be made.
- Q: What if I don't agree with the salary recommendations from HR?
- Requestor should take their request to the appropriate EVP for review and discussion.
- Q: Does compensation differ based on location?
- Yes. During the review process, each job is compared to a city/state (area) in which the job is performed.
- Q: Do I still need to fill out an Associate Change Notice (ACN) if my EVP is in agreement with the salary increase I proposed?
- Yes. All salary increases require an ACN to be completed to provide documentation for the associate's file.
- Q: Where is the ACN located?
- On KidsWeb at the following path Human Resources / Employee Relations (left middle of column) or please copy the following in your explorer browser <http://associatechange/>.
- Q: How often are the grades reviewed?
- Corporate wide every 2 years, or at the time of a salary review for a specific job.
- Q: Who determines the years of experience by applicant?
- The hiring manager.
 - The recruiter verifies the experience.

Attachment A

Steps for Requesting a Job Title or Associate Salary Review

1. Identify a Job Title or specific Associate for review.
 - Job Titles will receive a Grade review.
 - Individual associates will have their salary reviewed in comparison to the Grade and their peers.
2. Provide reasoning for the review to your department head before sending to Compensation.
3. Send your request of a specific Job Title or Associate to Compensation via email.
 - CC your supervisor and/or department head.
 - Include your intentions and reasoning for the review.
4. Compensation will respond with a time frame for completion of the request within one business day.
5. Compensation will respond to requests with a detailed analysis of either the Job Title or Associate.
 - Title Analysis
 - Grade Min/Mid/Max
 - Grade market date
 - Percentile position within the grade
 - Recommendation
 - Associate Analysis
 - Current salary
 - Position within the grade
 - Comparison to peers
 - Recommendation
6. Compensation may ask the requestor to review and update the Job Descriptions during analysis for a more accurate market benchmark.
7. Outcomes:
 - All agree the Job Title is graded correctly – no change
 - All agree the Job Title should be re-graded (requires EVP or VP input)
 - Compensation re-grades the Title (Position Code) in Lawson and updates PayFactors.
 - Any Associates falling under the minimum of the new grade to have Associate Change Forms submitted by their supervisor to increase pay to the minimum.
 - Requestor chooses to move forward (with their supervisor's approval) with an Associate Change Form (ACN) to change an Associate's salary with or without Compensation's agreement.



8. Requestor submits an ACN with supporting information/reasoning for increase Pay Adjustment Template (**Attachment B**)

- Associate Title, Pay, Tenure, Education
- Comparison to peers, if applicable
- Analysis/Review from Compensation with recommendation
- Requested increase amount
- Rationale for increase (Re-grade, internal equity adjustment, education increase, job duties change, tenure and merit, etc.)



Salary Adjustment Request Form

Name Title	Current Rate	Recommended Increase	Difference	Rationale	Requestor Comments
Comp Analyst Input					

Please complete this form when making recommendations and requests for salary increases.