



## Classification & Compensation Project Frequently Asked Questions (FAQs)

UCF's ability to recruit and retain quality talent requires a competitive and fair compensation program that reflects our culture of excellence and collaboration. Every UCF employee deserves to be fairly and competitively compensated. To achieve that goal, we are restructuring our compensation and classification system for approximately 3,500 employees in A&P, Executive Service and USPS jobs.

The following Frequently Asked Questions will help explain Phase I and Phase II of the study and its impact on employees in more detail. If you have any questions, you can contact the HR Classification & Compensation team at [compproject@ucf.edu](mailto:compproject@ucf.edu).

### Frequently Asked Questions

#### 1. Who was involved in the project?

Human Resources worked with employees from every college and division for input and feedback to ensure accuracy and fairness. We also created a [Compensation Project Advisory Group \(CPAG\)](#) with representatives from across the university. In addition, we employed Sibson Consulting, a national HR consulting firm recognized for its work with higher education institutions, to conduct a comprehensive market study and make recommendations.

#### 2. What are the results?

Phase I of the formal study is now complete, and has resulted in updated job titles, pay grades (pay ranges) and job descriptions. Job descriptions were analyzed and benchmarked based on the national market, and Sibson's analysts made recommendations regarding title changes based on these benchmarks.

Employees received letters from their supervisors informing them of their job title, which may or may not change, and pay grade, which will change for all employees in the study.

Phase II involves funding salary increases for eligible employees who were notified that their current salaries were below their new pay grades. The plan was presented to the UCF Board of Trustees at its meeting on May 16 and will be effective on June 14 to bring these employees to their identified minimum of their assigned pay grade. The increase would appear in the July 5 paycheck.

The plan covers all budget entities – E&G, C&G and Auxiliary. The initial funding for the increases comes from central university funds. We will be working with colleges and departments on a more permanent funding solution.

Beginning summer 2019, the HR Compensation team will focus on Phase III of the study: to assess where employees are within their newly assigned pay grades and make recommendations for short and long-term adjustments so colleges and divisions can plan accordingly.

### **3. Will my salary be reduced or increased as a result of the study?**

No salaries will be decreased as a result of the study.

It is not uncommon in compensation studies this comprehensive to find employees who are below the minimum of their new, market-adjusted pay ranges. Many of those employees are custodial staff and administrative assistants. This is one of the factors the University addressed in Phase II of the study, detailed in Question 2- how and when UCF will be able to increase salaries for employees who are currently below the market minimum of their new salary grade. Interim President Thad Seymour, Jr. created a task force in February 2019 with Administration and Finance and Academic Affairs leadership to immediately take up the issue and develop a plan to fund the salary adjustments.

### **4. Will any jobs be eliminated as a result of the study?**

No. Neither job elimination nor reorganizations are features of the Classification and Compensation Study.

### **5. Will Faculty and OPS jobs be affected?**

Faculty and OPS jobs were not included in the Classification and Compensation study.

### **6. When and how will the changes take place?**

Supervisors shared new job titles with individual employees beginning in February. All employees were notified through an individual letter about the changes. Funding to raise salaries for eligible employees who were notified that they were below the market minimum of their new salary pay grade will be effective June 14, 2019, and will appear in the July 5 paycheck.

Phase III of the study will assess where employees are within their newly assigned pay grades and make recommendations for short and long-term adjustments so colleges and divisions can plan accordingly. The assessments will begin summer 2019. More information will be forthcoming.

### **7. How were the new job descriptions and pay grades developed?**

The project team researched jobs and positions in markets comparable to Orlando to ensure those jobs and positions could be accurately compared to those at UCF. From this extensive study, salary ranges were developed for each pay grade that are competitive with other markets.

## 8. What are the new pay grades?

A&P jobs are currently classified by formal grades that provide guidelines for consistent decisions about compensation. Going forward, USPS jobs will also be classified by formal grades. Employees' salaries will be set based upon experience and qualifications. Below are the new pay grades for all A&P and USPS.

New Salary Structure Summary						
Grade	Minimum	Midpoint	Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
11	\$22,968	\$27,562	\$32,155	\$11.00	\$13.20	\$15.40
12	\$25,839	\$31,007	\$36,175	\$12.38	\$14.85	\$17.33
13	\$29,069	\$34,883	\$40,697	\$13.92	\$16.71	\$19.49
14	\$32,703	\$39,243	\$45,784	\$15.66	\$18.79	\$21.93
15	\$36,841	\$45,130	\$53,419	\$17.64	\$21.61	\$25.58
16	\$42,367	\$51,899	\$61,432	\$20.29	\$24.86	\$29.42
17	\$48,722	\$59,684	\$70,646	\$23.33	\$28.58	\$33.83
18	\$56,030	\$68,637	\$81,243	\$26.83	\$32.87	\$38.91
19	\$64,518	\$80,648	\$96,778	\$30.90	\$38.62	\$46.35
20	\$75,809	\$94,761	\$113,714	\$36.31	\$45.38	\$54.46
21	\$89,076	\$111,345	\$133,614	\$42.66	\$53.33	\$63.99
22	\$104,664	\$130,830	\$156,996	\$50.13	\$62.66	\$75.19
23	\$122,980	\$153,725	\$184,470	\$58.90	\$73.62	\$88.35
24	\$135,810	\$180,627	\$225,445	\$65.04	\$86.51	\$107.97
25	\$161,614	\$214,946	\$268,279	\$77.40	\$102.94	\$128.49
90*	\$44,109	\$51,972	\$59,835	\$21.13	\$24.89	\$28.66
91*	\$50,098	\$58,056	\$66,013	\$23.99	\$27.80	\$31.62
92*	\$56,480	\$67,578	\$78,675	\$27.05	\$32.36	\$37.68

\*Salary ranges per PBA (Police Benevolent Association)

## 9. Will this study address career paths?

Yes. One of the goals of this study is to create a better understanding of the progression of roles at UCF. This includes defining the developmental and business requirements needed to grow the careers of all UCF employees. We are currently developing a website resource so employees can view career paths for jobs at UCF.

## 10. After the study concludes, how often will position descriptions be updated?

Annually. It is a best practice that supervisors and employees review the position descriptions at the same time as the annual evaluation for any significant changes in duty.

## 11. Will an employee be able to request that their position description be reviewed again if they find discrepancies?

Employees should first speak with their manager if they feel there are discrepancies. We will reevaluate position descriptions for individuals who are performing duties and responsibilities well outside their normal job description. The Classification & Compensation Study Position Reassessment Request Form is on [Human Resources' website](#) and has more information about the policy.

**12. Can I see the recommendations made from the results of the Classification and Compensation Study?**

A comprehensive listing of the new salary structure and new job titles is available on the Human Resources website, in addition to a new **A&P and USPS Employee Pay Plan** document and **Salary Administrative Guidelines** document: <https://hr.ucf.edu/current-employees/compensation-information/ucf-compensation-project>

**13. Whom do I contact if I have additional questions?**

You can contact the HR Classification & Compensation team at [compproject@ucf.edu](mailto:compproject@ucf.edu).