University of Mary Washington

Compensation Study for Classified Staff

Briefing for Supervisors and Classified Staff

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Why Are We Doing this Study?

1. Over the last 10 years state-supported pay increases have been minimal

2. Below-market pay rates have contributed to increased turnover, delays in filling positions, and declines in employee morale

3. Pay compression between newly hired and existing staff have raised concerns about internal equity

Qualified and committed staff are needed for the University to meet its mission and serve the community

Current Pay Bands for Classified Staff

State Pay Band	State Minimum	State Maximum	UMW Minimum Hiring Rate*
Band 1	$15,992	$38,820	$21,486
Band 2	$20,894	$49,370	$22,969
Band 3	$24,969	$58,146	$24,969
Band 4	$32,619	$74,617	$32,619
Band 5	$42,614	$96,134	$42,614
Band 6	$55,672	$124,244	$55,672

Classified staff positions are assigned to a Pay Band based on State DHRM policies and regulations

*Minimum hiring rates vary by position

What is the Process?

1. The **market study** process involves:
   - Defining the competitive market
   - Selecting benchmark jobs
   - Collecting data from specific employers and published data sources
   - Analyzing the data and preparing a report

2. The **recommendations** development process involves:
   - Identifying market competitive pay ranges (sub-bands) within the State pay bands
   - Assigning jobs to the recommended sub-bands
   - Developing guidelines for individual pay rates within the assigned sub-band

3. Prior to **implementation** we must:
   - Calculate the cost of making the changes
   - Present the results to decision makers (the President, Cabinet, Board)
   - Develop a communication plan

An Advisory Committee of classified staff has been formed to guide the process

Expected Outcomes

At the conclusion of this project, the University of Mary Washington will have:

➤ A market assessment that quantifies any market gaps compared to:

- Other higher education institutions
- Local area governmental entities
- Local area private sector employers

➤ Recommended new pay structures, policies, and guidelines designed to be:

- Market competitive
- Internally equitable
- Mindful of the institution's regulatory and financial constraints

Timeline

Step	Feb	March	April	May	June
Project Initiation	■				
Market Assessment		■ ■	■ ■		
Recommendations				■ ■	■
Implementation Preparation					■ ■

Throughout the process we will meet regularly with the Advisory Committee

Compensation Advisory Committee

We extend gratitude to the Compensation Advisory Committee for their service on behalf of all classified employees:

- ➢ Michael Hall, Police Department
- ➢ Andrea Correa, Housekeeping
- ➢ Michelle Brooks, Residence Life
- ➢ Ali Hieber, Events
- ➢ Beth Hunsinger, Advancement
- ➢ James Deloatch, Procurement
- ➢ Lisa Marvashti, Publications
- ➢ Angela Lily, Finance
- ➢ Connie Souza, Facilities
- ➢ Michael Morley, Music
- ➢ Susanne Tomlin, Registrar
- ➢ Kelly Eury, Admissions
- ➢ Andrea Cordray, College of Business

Further Questions