

Compensation Services Terms & Procedures at a Glance

1. **Job Description** – A summary of the most important features of a job, including the general nature of the work performed (duties and responsibilities) and level (e.g., skill, effort, responsibility, physical demands, and working conditions) of the work performed. It typically includes job specifications that detail employee characteristics required for competent performance of the job. A job description should describe and focus on the job. Job description templates and resources are on the HR/Compensation website.
 - **Job Title** – The descriptive name for the total collection of tasks, duties, and responsibilities assigned to one or more individuals whose positions have the same nature of work performed at the same level.
 - **Job Summary** – A succinct summary of duties that identifies and describes the major purpose or reason for the existence of the job.
 - **Essential Job Duties** – A group of tasks that constitutes the distinct and major activities involved in the work performed. These are duties that are fundamental to a position.
 - **Job Requirements/Specifications** – A description of the education, experience, skills and abilities required to competently perform a given job. Job requirements should support the essential functions identified to reduce potential liabilities under the Americans with Disabilities Act (ADA). Job descriptions should be reviewed annually for changes.
2. **Competency-Based Job Description** - A job description specifically used for clinical units requiring a Joint Commission review. Legal Compliance in job requirements is required for clinical positions.
3. **New Position** – A job that is created to carry out a specific set of duties/responsibilities that fit the business needs of a department. Staff Position Transaction Form, Job Description, Organizational Chart and Position Information Questionnaire required.
4. **Reclassification** – A change in the classification of a job to a higher or lower grade or range in the organization because of job content (re)evaluation or significant change in the market rate for comparable jobs in the external labor market. A Staff Position Transaction Form, Job Description, Organizational Chart, Position Information Questionnaire required.
5. **Acting Appointment** – A temporary appointment for responsibilities assumed when a legitimate business need exists due to the absence of an incumbent or due to a restructuring of operations. Staff Position Transaction Form and Letter of Justification required.
6. **Interim Appointment** – The temporary appointment of a staff employee to another position for which no regular incumbent exists (e.g. Vacant position or position which has not previously existed), due to the business needs of the school or operating unit.
7. **Out-of-Title Work** - The performance of duties or the provision of special services by a staff employee, unrelated to or outside the scope of the normal duties of his/her regular position. A Request for Out of Title Approval Form is required. Approval from Compensation Services should be submitted directly to Payroll with an Out-of-Title Request for Check Form.
8. **Job Evaluation** – A formal process used to create a job worth hierarchy within an organization taking into account internal and external equity.
 - **Job Analysis Questionnaire (JAQ)** – A form that is completed by the employee to obtain specific information about his/her job.
 - **Position Information Questionnaire (PIQ)** – A form to be completed by the supervisor or manager to obtain information concerning a new position or reclassification.
 - **Organizational Chart** – Also referred to as Table of Organization. A chart that indicates a department’s structure and reporting relationships.
9. **Equity Consideration** - A comparative analysis of internal and external data.
 - **Internal Equity** – A review of equity internally taking into account the internal value of the position in the organization.
 - **External/Market Equity** – A review of the external labor markets in which we compete to determine competitive salaries within the organization.
10. **Fair Labor Standards Act (FLSA)** – Federal and State law that regulates child labor and sets the standards for wages and premium overtime pay that applies to most public and private employers.
 - **Exempt** – Jobs that are not subject to the minimum wage and overtime provisions under the FLSA which are paid on a salaried basis and meet the minimum salary of \$455 per week.
 - **Non-Exempt** – Jobs that are subject to the minimum wage and overtime wage provisions for hours worked over 40 in a week under the FLSA. Wages must be paid on an hourly basis and time and one-half must be paid for all hours exceeding 40 per week at not less than 1.5 times the non-exempt employee’s regular rate of pay.
11. **Salary Adjustment** – Change in salary. Electronic Personnel Action Form (EPAF) required.
12. **Salary Range** – Spread of salaries and/or rates paid for jobs within a salary grade.
13. **Job Rate** – The minimum rate of pay an incumbent receives after successfully completing his/her probationary period.
14. **Work Hours Adjustment** – Change in the regular hours worked by an employee. Otherwise known as “Change of Work Schedule.” Staff Position Transaction Form required.
 - **Full Time** - 100% FTE. 35, 37.5, or 40 hours/week based on the standard workweek of the position.
 - **Part Time** - Any number of hours worked less than 100% FTE.
 - **Per Diem** - Employees who are called into work as needed. For pension purposes, employee’s earnings are tracked for one year.