

Fall 2022

Deans and Department Chairs Meeting

RENISHA GIBBS ■ ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES/
FINANCE & ADMINISTRATION CHIEF OF STAFF

OCTOBER 18, 2022

Benefits Updates

OPEN ENROLLMENT & 403(B) ENHANCEMENTS

Benefits Updates

Open Enrollment

- Open Enrollment period for benefits began October 10 and will end October 28, 2022.
- Significant changes announced by the Department of Management Services include:
 - Health Savings Account (HSA) contribution and coverage limits
 - New PPO dental plans offered by Humana
 - Metlife and Ameritas dental rate decreases
 - Humana vision rate decreases
 - Diabetes Management Pilot Program and Weight Management Program will be offered again. Applications are being accepted until November 14, 2022.
- Changes made during Open Enrollment will be effective January 1, 2023, and premium deductions will begin with the December 2, 2022, paycheck.
- Enrollment changes must be made through the People First website or by contacting the service center at (866) 663-4735.

Benefits Updates

403(b) Project

- Human Resources administers employee benefit and retirement products, including the voluntary 403(b) plan.
- HR is partnering with CAPTRUST to complete an update to the University's 403(b) product which will:
 - provide consolidation to best-in-class providers and reduction in costs
 - optimize plan design
 - reduce fiduciary risk via Fiduciary Governance establishment and process implementation
 - structure an investment menu and performance enhancements via best-in-class investment managers and simplified tiering approach

Benefits Updates

403(b) Project

- The University formed an FSU Retirement Committee to help oversee our Voluntary 403(b) Plan.
- Committee Members
 - Renisha Gibbs | Associate Vice President and CHRO
 - Michael Williams | Associate Vice President, F&A
 - Judd Enfinger | Controller
 - Phaedra Harris | Senior Director, HRIS
 - Dr. Dalisha D. Herring | Assistant Lecturer, Finance Department
 - Dr. Patty Born | Eminent Scholar in Risk Management & Insurance

Benefits Updates

403(b) Project

- Through the RFP process, the 403(b) product was awarded to TIAA for a Lead Recordkeeper (LR) service effective January 2023.
- Corebridge (AIG) and Voya will continue as active vendors.
- TIAA, as the LR, will develop and maintain the vendor voluntary 403b microsite and act as the default vendor for participants who do not make an active choice of provider.

Benefits Updates

403(b) Project

- As part of the 403(b) project, vendors implemented a fund line-up change effective October 12, 2022, to realign the vendor products with best-in-class investments.
- Transition guide mailed to employees currently enrolled in a 403(b) plan in preparation for January 2023 changes.
- HR will be distributing ongoing communication in the coming months to share relevant information with campus.
- FSU and CAPTRUST will be holding Town Hall meetings starting October 24, 2022, at the College of Medicine auditorium. These meetings will also be live-streamed.

Staff Compensation Study

CLASSIFICATION AND COMPENSATION REDESIGN

Staff Compensation Study

Study Overview

In partnership with Segal consulting, HR launched a project to update our staff compensation and classification system.

The major objectives of this study were to create or update:

- Total Rewards/Compensation Philosophy
- Pay Administration Guidelines
- Defined career paths
- Defined classification levels
- Competitive market assessment
- Contemporary, competitive, and equitable salary structure

Staff Compensation Study

Compensation Strategy Committee

Paul Harlacher *Academic Affairs*

Kerry Peluso *Research*

Angela Chong *Student Affairs*

Michael Williams *F&A*

Steve Conner *F&A*

James Frazier *Academic Affairs*

Cindy Hartmann *Athletics*

Lisa Scoles *General Counsel*

Project Overview

Project Kick-off & Data Request	Compensation Philosophy & Pay Admin. Guidelines	Job Architecture & Job Evaluation Process	Staff Market Assessment	Salary Program Development	Communications & Implementation
<p>Outcomes</p> <ul style="list-style-type: none"> Met with approximately ten stakeholder groups on-site Summarized key discussion themes to guide remaining work 	<ul style="list-style-type: none"> Drafted compensation philosophy Validated peer groups and comparison markets Drafted pay administration guidelines 	<ul style="list-style-type: none"> Refined job families Developed consistent titling guidelines and leveling guide Segal reviewed approx. 2,200 positions within 101 classifications. HR mapped the remaining 3,200 Identified approximately 34 new classifications. Identified approximately 650 positions for reclassification 	<ul style="list-style-type: none"> Matched 186 out of 257 existing classifications to market surveys Updated based on FSU feedback Finalized market assessment results and variance analysis 	<ul style="list-style-type: none"> Built dynamic salary structure model aligned with market Finalized structure design and Pay Administration Guidelines 	<ul style="list-style-type: none"> Developed communication for multi-phased implementation plan <p>Fall 2022</p> <ul style="list-style-type: none"> Implement new Staff Compensation Structure Bring individuals to minimum of new pay band <p>Spring 2023</p> <ul style="list-style-type: none"> Continue working with departments on individual compression and equity concerns

Salary Structure Design

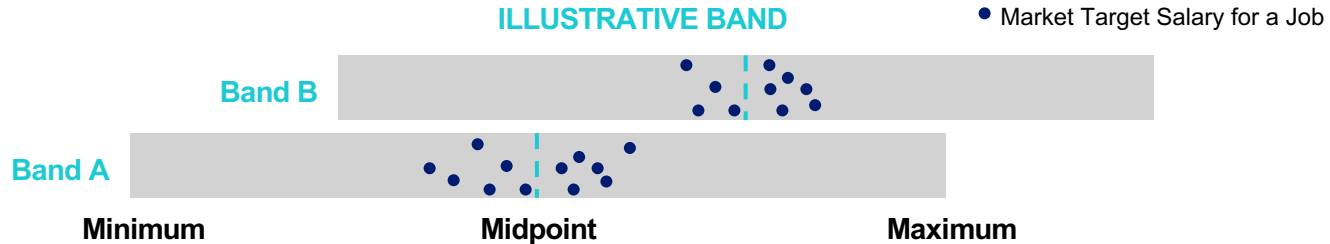
Methodology

Purpose

- A salary structure defines ranges of pay for jobs within an organization and helps to manage:
 - The minimum and maximum of pay for jobs
 - The progression of jobs within an organization
 - The desired relationship to market
 - The appropriate individual pay positioning reflective of skill, experience, and performance

Development Methodology

- Market data were used as a reference for creating the salary structure by approximating the market target for the minimum, midpoint, and maximum of each salary band
- Jobs were assigned to the salary band with the midpoint closest to the market target for the job¹ to ensure competitiveness; assignments were also reviewed and modified as needed to ensure internal equity



¹ Non-benchmark jobs are assigned to the salary structure based on an internal comparison to a similar benchmark job.

Classification Analysis

Sample Titles



Support



Professional



Management

XI				VP and Above	Vice President	
X				Management 5	Associate Vice President	
IX				Management 4 <i>(Includes Chief Officers)</i>	Assistant Vice President	
VIII				Management 3 <i>(Typically Director)</i>	Directors, Cultural Arts	
VII			Professional 5 <i>(Requires specialized education/experience)</i>	Associate General Counsel	Management 2 <i>(Typically Assoc. Director or Program Director)</i>	Associate Director, Cultural Arts
VI			Professional 4 <i>(Typically Administrator)</i>	Audit Administrator	Management 1 <i>(Typically Asst. Director)</i>	Assistant Director, Cultural Arts
V			Professional 3 <i>(Typically Analyst or Manager)</i>	Business Manager		
IV			Professional 2 <i>(Typically Specialist)</i>	Accounting Specialist		
III	Support 3 <i>(Typically Executive Support or Senior Level Associate/Technician)</i>	Executive Assistant	Professional 1 <i>(Typically Coordinator)</i>	Event Coordinator		
II	Support 2 <i>(Typically Technician or Associate)</i>	Campus Services Technician				
I	Support 1 <i>(Typically Assistant)</i>	Clerical Assistant				

University Pay Band Structure

Pay Band	Rate	Minimum	First Quartile	Median	Third Quartile	Maximum
001	Annual	\$31,320	\$39,933	\$48,546	\$57,159	\$65,772
	Hourly	\$15.00		\$23.25		\$31.50
002	Annual	\$32,920	\$42,385	\$51,849	\$61,314	\$70,778
	Hourly	\$15.77		\$24.83		\$33.90
003	Annual	\$34,520	\$44,876	\$55,232	\$65,588	\$75,944
	Hourly	\$16.53		\$26.45		\$36.37
004	Annual	\$36,250	\$47,578	\$58,906	\$70,234	\$81,563
	Hourly	\$17.36		\$28.21		\$39.06
005	Annual	\$38,060	\$50,430	\$62,799	\$75,169	\$87,538
	Hourly	\$18.23		\$30.08		\$41.92
006	Annual	\$40,910	\$54,717	\$68,524	\$82,331	\$96,139
	Hourly	\$19.59		\$32.82		\$46.04
007	Annual	\$47,660	\$64,341	\$81,022	\$97,703	\$114,384
	Hourly	\$22.83		\$38.80		\$54.78
008	Annual	\$55,290	\$75,333	\$95,375	\$115,418	\$135,461
	Hourly	\$26.48		\$45.68		\$64.88
009	Annual	\$64,130	\$88,179	\$112,228	\$136,276	\$160,325
	Hourly	\$30.71		\$53.75		\$76.78
010	Annual	\$74,390	\$103,216	\$132,042	\$160,868	\$189,695
	Hourly	\$35.63		\$63.24		\$90.85
011	Annual	\$86,290	\$120,806	\$155,322	\$189,838	\$224,354
	Hourly	\$41.33		\$74.39		\$107.45
012	Annual	\$103,550	\$146,264	\$188,979	\$231,693	\$274,408
	Hourly	\$49.59		\$90.51		\$131.42
013	Annual	\$124,260	\$177,071	\$229,881	\$282,692	\$335,502
	Hourly	\$59.51		\$110.10		\$160.68
014	Annual	\$150,000	Market	Market	Market	Market
	Hourly	\$71.84				

Salary Structure Design

The Two Pay Decisions



Paying for the Job

- ❖ Determined by the correct grade/band/level in the structure

Correct placement takes into consideration:

- ✓ Comparison markets
- ✓ Pay position relative to the market
- ✓ Balance of external vs. internal factors



Paying for the Individual

- ❖ Determined through pay guidelines and institution's policies

Correct pay for a person takes into consideration:

- ✓ Skills, knowledge, and experience
- ✓ Performance
- ✓ Length of service
- ✓ Internal equity

Staff Compensation Study

Implementation

September 16, 2022 - increased the University's minimum wage for salaried staff to \$15/hr, or \$31,320 annually.

Fall 2022 - Move all staff positions into the new market-competitive structure.

Employee impact:

- Pay Band Adjustment Only – Employee's pay band will adjust to the new structure. No job code change or salary adjustment.
- Reclassification – Based on thorough review of PD, employee will reclassify into a new job classification. May or may not include Market Adjustment.
- Market Adjustment – A salary adjustment is needed to bring the employee up to the minimum of their assigned pay band in the new structure

Spring 2023 – HR will focus on assessing individual placement in the new structure to further address compression and pay equity.

Questions?