Professional and Scientific Classification and Compensation Review
FAQ’s

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What is the CC Review?

UHR collaborated with Aon Consulting and campus stakeholders with the goal of providing a consistent and modern classification (known as Job Profiles in Workday) and compensation system that aligns with the university mission – to be fair, equitable, and enable the recruitment, retention, and reward of P&S employees.

There are several outcomes to the review:

- Create and establish a university-wide compensation philosophy for P&S staff
- Develop defined job families for P&S jobs
- Develop a defined P&S pay structure that accounts for market and internal job equity
- Develop defined pay administration policies and practices to maintain a modern and competitive pay program
- Create a framework for the future development of P&S career pathways

What does the CC review NOT cover?

The CC review does not include a review of an individual’s performance or reviews of individual position descriptions. It will not change your compensation, benefits, duties, or your reporting relationships.

What is the timeline for this implementation?

A timeline can be found on the classification and compensation review website.

Why has there been a delay in the implementation of the review?

The Workday and ISD projects required time and attention on the part of many P&S employees. Senior leadership wanted to be sensitive to the timing and overlap of the projects due to resources and change management impacts.

Update: Due to the state of emergency and the University’s response to COVID-19, the implementation of the project has been extended. Additional updates are now available on the classification and compensation review website.

Is the new Class & Comp system unique to Iowa State University or is it a standard being pushed out to other regent institutions?

The new Class/Comp system is unique to Iowa State University.

Why are we changing classification (job profile) when I have been in the role for several years?

Our current P&S classification structure has not been holistically reviewed since 1993. We are engaging in this project to better describe the work that is being done, however, that will not change the work an employee does day to day or the value of employee contributions. The intent of the new classification (job profile) titles is to better describe the work P&S employees do at Iowa State.

Will my duties change as a result of this review?

Duties will not change with the Class/Comp Review. The intent is to better describe and categorize the
work being done by P&S employees at Iowa State.

**Will I still report to the same person?**

Yes, reporting structures will not be altered because of the Class/Comp Review.

**Will the new Class/Comp System make promotion less difficult?**

The new Class/Comp system will facilitate better pathways for promotion at Iowa State that are more transparent and defined within a job series. Additionally, on July 1st, important changes were made to policy to allow for a smoother promotion process, specifically in the form of the new [Hiring and Employment Policy](#). This new policy is intended to better facilitate career growth at Iowa State. There is still a place for reclassification, however, the process is now better defined in the new [Hiring and Employment Guidelines](#). Questions regarding this process can be directed to your HR Delivery team.

**Will there be a promotion/reclassification freeze as part of this project?**

Yes, P&S promotions and reclassifications must be completed by 3/13/2020. This freeze will be in place through October 31, 2020. Promotion and reclassification can resume as normal activity on November 1, 2020.

**Would you recommend a title review or promotion? When can a promotion request be started?**

The title review process is separate from promotion. Title Review was established to help ensure accurate linking of employees to the new classification structure based on their current role and responsibilities. This process is accepted submissions until July 24th, 2020.

Alternatively, promotion provides employees an opportunity for career growth and advancement at Iowa State University. Promotion requests will resume on November 1, 2020 and will follow [promotion guidelines](#) put in place July 1, 2019.

**Will a Merit employee be able to request a reclassification to P&S through this process?**

This sort of movement will not occur through this project. There is an established process for the request and review of movement between job family groups (i.e. P&S, Merit, Faculty, etc.). Movement from Merit to P&S is included in the reclassification and promotion freeze, however, if your position is misaligned you can reach out to your HR Delivery team after reclassifications and promotions resume to discuss options for engaging in the reclassification process if it is warranted.

**Will there be a hiring freeze as part of this project?**

The university understands the importance of staffing levels; hiring will not freeze as a result of this implementation. Colleges and divisions should work closely with their HR Delivery teams to ensure a proper transition for new employees during this time.

**Who is determining my new classification and what is the process?**

New classification (job profile) assignments are being determined by a team consisting of HR delivery, administration, and other individuals who are familiar with positions within Colleges/Divisions. Who is making the decisions will vary by College or Division given the differences in organizational structure. Employees and managers will be notified of new titles and will have a chance to request a review or clarification of their new title at that time. Questions about the process for a specific area can be directed to the proper HR Delivery team.
Will my title change?

All positions will be linked into the new structure and many positions will have new titles, however, some positions may maintain titles that look very similar to their current title. Employees will also be able to continue utilizing working titles with guidance and review from their HR Delivery Team.

What if the duties of my current job falls under more than one classification and there is no one job title that covers your position?

The new classifications will be broadly defined and should encompass the vast majority of work performed at Iowa State. That does not mean there will be a classification tailor-made for every position. Positions will be placed in jobs that most align to the work being performed. General guidance will be to select the classification that covers 50% or more of the duties performed by an employee.

I feel like my "job family" seems to be a misfit, but the job title seems accurate. Is my job family wrong?

Job families are simply a way of making jobs easier to find. A job family is a group of job profiles that have the same nature of work (e.g., human resources). If your job profile title is accurate, your job family is also accurate. Example: You work in the HR department and you are linked to the Administrative Assistant II job profile. Even though you work in the HR department, your job family is Administrative Support.

Do I need to order new business cards?

Employee’s business titles (working titles) will not be changed. If you feel you need new business cards, please consult with your supervisor.

How do I compare to other people classified in similar roles across the university?

University Human Resources in partnership with HR Delivery have been and will continue to evaluate data university-wide in order to check for consistency and accuracy.

How does a job that previously required a master's degree match up with the new job where no master's degree is required?

The minimum qualifications on the job profile are just that: the absolute minimum required qualifications (lowest level of acceptable education and/or experience) to successfully perform the job duties. It may not have any bearing on the person who ends up in the title, and it's likely their qualifications exceed the minimum qualifications. We also use preferred qualifications on a job posting to find the right candidate. Preferred or desirable criteria enhance a person's capacity to do the job. For example, in some fields, 10 years of valuable work experience better equip a candidate to be successful in a job than a bachelor's degree could. If the degree is not part of the minimum requirements, the manager still has the option to prefer it.

Requirements shouldn't be so restrictive they present artificial barriers or exclude candidates who reasonably have the ability to do the job. They need to be practical and obtainable in the general labor market.

Why is Iowa State University moving to a market based structure?

Iowa State University is moving toward a market based structure to ensure that we can continue to retain and attract P&S talent and remain competitive in the market place. Additionally, a market based
structure will aid in decision making around effective and appropriate salary spending.

**Will there be a comparative scale of the old pay grade structure to the new pay grade structure?**

No, the current structure only considers internal measures, whereas the new structure will consider both internal equity and external competitiveness. The magnitude of changes will not allow for any direct or meaningful comparison between the two structures.

**In the new system would the outlined Classification impact the associated Compensation?**

Yes. Classification is directly tied to the pay grade. In a market based system, classification and pay grade should be closely aligned to reflect the market value of a particular job. That said, no changes to individual employee salaries will be made upon implementation.

**Will there still be a link to clear compensation grade ranges?**

Yes, each job profile will be directly linked to a compensation grade. Once this information is available, it will be located on the job profile in Workday.

**Will my pay change as a result of this review?**

Pay will not decrease or increase as a result of classification decisions made through the Class/Comp Review. The intent is to remain cost neutral upon implementation.

**If my compensation is below the midpoint of the salary range, does that mean that I am underpaid?**

Pay is based on multiple factors including experience, skill, and performance among other things. Being below the midpoint does not necessarily mean a person is underpaid. The salary ranges allow for flexibility to address variations in these factors and guidance will be provided to determine salary based on these factors. Using similar logic, not all employees should be paid at the midpoint of a pay grade.

**Some employees with similar positions have different pay rates. Will the new compensation structure change that?**

The new compensation structure will help identify how employees are paid compared to the external market and will help get positions into the correct classification (i.e. job profile). Having an appropriate classification will highlight both external competitiveness and help us make internal comparisons.

Employees in the same or similar scoped position will continue to see variability in pay based on difference in skill sets, experience, and performance of an individual, however, the new structure will help to inform pay decisions over time.

**Will there be trainings for supervisors about how to use the new classification and compensation structure, why retention is important etc.?**

There will be two trainings available for all employees. **Understanding the New P&S Classification Structure** is available now and is an overview of the new classification structure and how to utilize it. Soon, a training over the compensation structure and how these two structures work together will be released. These trainings will be available for all employees.

**Will the new roles in the HR and Finance models for ISD be accounted for in the Class/Comp Review?**

Yes. The jobs that moved into the ISD model have been accounted for in the Class/Comp Review.
Who are the participants of the Extended Project Team and the Communications Advisory Team?

Information about project teams can be found at https://www.hr.iastate.edu/ccreview/project-team-information.

Will any of these title changes affect my sick leave, vacation leave, or benefits?

No, the changes associated with the Class/Comp review will not have an effect on benefits or leave accruals.
**FLSA**

Is it possible that switch to exempt? What is criteria to be exempt?

Each employee is either non-exempt (covered and eligible for overtime) under FLSA or is exempt from the act based on the responsibilities of their position and their total salary. To be exempt from FLSA overtime regulations, a position’s job duties and salary amount must meet criteria specified in the regulations. These criteria are referred to as the “duties” and “salary basis” tests, respectively. Please note, a position must pass both the duties and salary basis tests to be considered exempt from the overtime provisions of FLSA. Once a determination has been made, it is not possible to switch unless the duties or salary is changing, which would call for another evaluation of exemption. More information about the tests can be found on this [website](#).

What does it mean to be non-exempt?

Please visit the Fair Labor Standards Act (FLSA) UHR [website](#) to learn more about what it means to be non-exempt.

Timekeeping requirements begin on September 20, 2020 when the new classification structure is effective. For comprehensive resources and training related to timekeeping, please visit the UHR Time and Absence [website](#).

What determines who is exempt and nonexempt? Are individual contributors exempt and support contributor’s nonexempt for example?

To be exempt from FLSA overtime regulations, a position’s job duties and salary amount must meet criteria specified in the regulations. Visit this [website](#) for more information. Your job category (individual contributor/support contributor) does not have an effect on your exemption status. Job profiles in both of these categories can be considered nonexempt based on the duties or salary test.

What we heard at P&S Council was that reviews to go from non-exempt to exempt, will go to Legal Counsel to be determined.

If you requested a Title Review prior to July 24th, 2020, and your request included a change to exemption, Office of University Counsel was involved in review and discussions.

How does being paid salary work with having to clock in and out?

ISU has a unique category of employees with the status of Nonexempt Salaried employees. This means they are Nonexempt from the FLSA regulations outlined in this document and therefore need to track their hours worked each work week to ensure they are fairly paid any overtime or comp time. However, what makes them unique is how they are paid. Instead of being paid a straight hourly rate, they are assigned a schedule or FTE (full-time equivalent) which would be 40 hours for full-time or anything below 40 for part-time schedules. An assumption is made, that they will always work their assigned and scheduled amount each week (at a minimum) therefore, they can be paid a monthly salary.

You can find examples and more information in [Timekeeping Responsibilities and Regulations](#) or on the [Time and Absence](#) website.

If my clocked in time equals less 40 hours a week, will I get paid less than my salary?

If you are paid a salary of $31,200 in monthly payments of $2,600 then it is assumed you’ve worked your
scheduled 40 hours a week (in this example) every week for the full year. You are scheduled to receive a consistent $2,600 monthly paycheck, so you must meet your scheduled weekly hours with some kind of documented time (sick leave, vacation, comp time, etc.).

This is the reason that nonexempt salaried employees are expected to enter a paid or unpaid time off request when they do not meet their scheduled weekly hours. The need to enter time applies to all nonexempt salary employees full or part-time.

**How many hours per day or per week can an employee work?**

The FLSA does not limit the number of hours per day or per week that employees aged 16 years and older can be required to work.

**If my job profile is FLSA exempt, does that mean I don’t have to track time?**

FLSA exemption is based on multiple factors including salary basis, salary level, and duties. Job profiles have been determined to be exempt or nonexempt based on the characteristic duties and responsibilities of the profile. In most situations, if a profile is considered exempt an employee does not have to track time unless the employee does not meet the salary level ($684/week or $35,568/year). In these cases, the position is determined to be nonexempt and the employee will track time and becomes eligible for overtime.

**With non-exempt status, is it up to each supervisor to determine if overtime will be paid out or issued as comp time?**

Managers are responsible for balancing workload, staffing levels, and budget. Therefore, management has the discretion to determine if overtime will be allowed and the responsibility to determine whether additional hours will be compensated through overtime pay or comp time.

**Will our timekeeper be allowed to approve their own time if they change to non-exempt?**

If this situation arises, please contact timeandabsence@iastate.edu for next steps.

**Can an employee be required to perform work outside of the employee's job description?**

Yes. The FLSA does not limit the types of work employees age 18 and older may be required to perform. However, there are restrictions on what work employees under the age of 18 can do. This is true whether or not the work asked of the employee is listed in the employee's job description.

For additional information about FLSA and timekeeping, please review the links and resources below:

[www.hr.iastate.edu/flsa](http://www.hr.iastate.edu/flsa)

[https://www.hr.iastate.edu/tools-for-employees/time-and-absence](https://www.hr.iastate.edu/tools-for-employees/time-and-absence)

*many resources and job aids are linked to this page

**Timekeeping Responsibilities, Rules & Regulations**

**Timekeeping FAQ**

**Absence FAQ**
Still have questions?

Time and Absence: timeandabsence@iastate.edu
Classification and Compensation: uhrcc@iastate.edu
Payroll: payroll@iastate.edu

*As we move through the Classification and Compensation Review more FAQs will be added. Please check back frequently or email uhrcc@iastate.edu with any additional questions that are not addressed here.