

Classification and Compensation Administration - Functions and Contacts 2016

C&C Responsibility/Process	Need To Know	Who To Contact	Where To Go
<p>1) Maintain a uniform system of classification at WVU main and regional campuses.</p>	<ul style="list-style-type: none"> ✓ Writing a Position Information Questionnaire (PIQ) description. ✓ Understanding the job evaluation process. ✓ Understanding how increases/decreases in salary are determined. ✓ Prepare written justification for submitting the job for review. ✓ Submit jobs in a timely manner for review. 	<ul style="list-style-type: none"> • Compensation Specialist 	<ul style="list-style-type: none"> • http://classcomp.hr.wvu.edu/salary_sched <ul style="list-style-type: none"> ○ Review/Reclassification/Upgrade Request Justification Form ○ PIQ Cover Sheet Instructions ○ PIQ form ○ Writing a PIQ Tutorial ○ 2015 Classified Staff Compensation structure • http://classcomp.hr.wvu.edu/forms <ul style="list-style-type: none"> ○ Interim appointments memo and form
<p>2) Develop and maintain a competitive salary structure for nonclassified positions.</p>	<ul style="list-style-type: none"> ✓ Writing a job description. ✓ Understand the review process for NC jobs. ✓ Know the definition of a nonclassified job. ✓ Make compensation decisions using a market salary range. ✓ Effectively communicate pay with employees. 	<ul style="list-style-type: none"> • Compensation Specialist 	<ul style="list-style-type: none"> • http://classcomp.hr.wvu.edu/nonclassified_fe_a_p_compensation <ul style="list-style-type: none"> ○ Nonclassified compensation strategy and salary administration guidelines. ○ NC Cover Sheet ○ NCFEAP Job Descriptions Form
<p>3) Respond to inquiries and advise on applicable pay policies, laws, and regulations that impact compensation</p>	<ul style="list-style-type: none"> ✓ Distinguish between exempt and non-exempt jobs. ✓ Understand key provisions of the FLSA for overtime, hours worked and recordkeeping. ✓ Properly apply WVU policies regarding CTO/STO, 	<ul style="list-style-type: none"> • Compensation Specialist 	<ul style="list-style-type: none"> • http://classcomp.hr.wvu.edu/new-flsa-rule <ul style="list-style-type: none"> ○ http://www.dol.gov/esa/whd/flsa ○ WV Division of Labor Wage Payment and Collection Act - http://www.wvlabor.org/ • http://classcomp.hr.wvu.edu/resourcesandguidelines/compensatory_time_off_cto <ul style="list-style-type: none"> ○ CTO Agreement ○ CTO Policy
<p>4) Identify appropriate category for new positions.</p>	<ul style="list-style-type: none"> ✓ Understand job type definitions. 	<ul style="list-style-type: none"> • Compensation Specialist 	<ul style="list-style-type: none"> • http://classcomp.hr.wvu.edu/position_types <ul style="list-style-type: none"> ○ Types of Positions

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5) Ensure new positions, organization, and supervisor changes are set up in Oracle (MAP)	✓ Understand when job descriptions, PIQs are needed versus web forms.	<ul style="list-style-type: none"> • Operation Coordinator (Denise Wheeler) 	<ul style="list-style-type: none"> • http://classcomp.hr.wvu.edu/forms <ul style="list-style-type: none"> ○ Position Request Form (web form) (only for faculty, students, etc.) ○ Classified, Nonclassified and FEAP require job descriptions
6) Monitor pay action requests for compliance to established pay programs and applicable laws.	✓ Understand permissible methods of compensation for various job types.	<ul style="list-style-type: none"> • Compensation Specialist 	<ul style="list-style-type: none"> • http://payroll.wvu.edu/ebo-forms <ul style="list-style-type: none"> ○ Salary Administration Forms ○ New Element Entry Forms
7) Communication of annual increase guidelines	✓ Understand and effectively communicate salary increases.	<ul style="list-style-type: none"> • Director • Assistant Director 	<ul style="list-style-type: none"> ○ Classified staff increase guidelines ○ Nonclassified staff increase guidelines

Classification and Compensation Unit Staff

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