

Compensation

Questions

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Answers

What is the Temple University Job Classification System?

The job classification system identifies the characteristics of non-faculty jobs and then assigns jobs to a job family, a job level within that family with a corresponding “T” grade level, and then a salary range that has been determined for that “T” grade level. Details on the Job Classification system can be found on the HR website.

(<http://www.temple.edu/hr/departments/compensation/jobclassification.htm>)

How can I get a job re-evaluated?

If a current position has changed and you want to determine if its job level and “T” grade are affected, and after approval from your Dean or Vice President, please work directly with your HR generalist to create a new job description. HR will then conduct a re-evaluation to determine if there is a grade change.

Where can I find job descriptions?

Job descriptions for employees can be found through a link from the Compensation section of the HR website (<http://voyager.adminsvc.temple.edu/JobDescriptions/Advanced.aspx>).

These are generic descriptions. Departments should create more specific descriptions for the individual positions and their HR Generalist can assist them.

How do I give someone a raise?

For non-bargaining, non-faculty employees, increases are generally provided each fiscal year and related to performance. Other increases for non-bargaining, non-faculty employees are requested and reviewed through an evaluation process when there is a significant change in the role or a market equity reason. Stipends may also be awarded when a non-union employee temporarily takes on additional responsibilities. A salary freeze is in effect for FY 2009 - 2010. In previous years, one-time bonuses such as EXCEL and Management bonuses were awarded to non-union employees.

For union employees, increases are contractual and re-evaluations are similar to that for non-bargaining.

What is a Job Family?

Temple University's job classification system groups non-faculty jobs into ten job families, based on the functions of the job. A list and definition of the job families can be found on the HR website. (<http://www.temple.edu/hr/departments/compensation/jobclassification.htm>)

What is a Job Level or Role Inventory?

Each of the 10 job families has multiple levels, also called role inventories, which reflect increasing degrees of complexity as defined by "Role Accountabilities" that are consistent throughout Temple. These accountabilities are based on compensable factors determined to be unique for Temple by a broad-based committee who helped design the classification system. Each level has typical knowledge, skills, abilities, and outcomes unique to jobs in that level. These attributes are used to assign a salary grade to each level based on market data. A chart with the families, job levels, and "T" or salary levels for each family is on the HR website.

(<http://www.temple.edu/hr/departments/compensation/jobclassification.htm>)

What is a "T" grade?

Temple University's salary structure for non-faculty, non-union, and AFSCME positions consists of 12 "T" grades (T21 to T32). Each grade has a New Hire Zone, Target/Midpoints, 75th percentile and Maximum based on market data and a 40-hour work week.

How do I know the appropriate pay grade, job title, and classification if I want to create a position?

Temple's Human Resources Department uses a well-defined job classification system that you will use. You can read about the method and see the job classification structure on the HR Web site. After familiarizing yourself with the classification system and with typical job descriptions, contact the HR Generalist who serves your unit, and he or she will guide you through the process to create the position and hire someone for it.