

Belmont University
2008 Staff Compensation Project
Frequently Asked Questions

1. Why are you doing this project?
Typically compensation programs have a life cycle of 5 to 7 years. Our current Staff program was implemented in 2001 and although we have updated the salary ranges regularly, there have been job changes and organizational changes that need to be incorporated into the program. In other words, it is time that we conducted a thorough review to ensure that our compensation program continues to meet Belmont's needs.
2. What jobs might be impacted by the results of the project?
Only staff jobs are in the scope of the project.
3. What do you expect to review as part of the project?
The 2008 Compensation Project team will review only the following aspects of the Staff Compensation Program:
 - Matches to market surveys to ensure that we have valid data available.
 - Critical factors used to compare Staff roles
 - Job Groups and the jobs in each Group
 - The Salary Range for each Group
 - The Compensation Administration Guide and training to be updated based on any changes made to the program.
4. What is not being reviewed?
The Project Team will not be reviewing the Performance Management Program or the annual Merit Review Process. Other than the Human Resources members, no team member will look at any staff member's salary information.
5. Who is part of the Project Team responsible for reviewing the Staff Compensation Program?

The Project Team Members include:
Sally McKay, Human Resources
Donna Gwaltney, Human Resources
Jimmy Davis, University College
Jason Chandler, Development
David Fish, Enrollment Services and representing the Staff Affairs Council
Andrew Johnston, Student Affairs
Millicent Jolly, User Services
Mike Bannon, Finance and Accounting
Tina Hunt Frost, College of Health Sciences
LaKiesha Armstrong, Registrar's Office
Mark Grones, Plant Operations
Paula Gill, Student Financial Services/Enrollment Services
6. When do you expect to complete the work on this project?
Senior Leadership will be given information for review and comments and any budgetary impact in late 2008 and it is our intension to complete all of our objectives in time to communicate any changes to the campus in early 2009.
7. How will the Project Team keep the staff informed about the objectives and results?
A webpage from the Office of Human Resources has been created that will be updated regularly. It discusses the team's ongoing work and has a link for questions or comments from the staff. This FAQ document will be updated with these questions and answers from the project team. Additionally, an email will go out to managers and staff and suggest that the project be mentioned in departmental staff meetings. This fall at a campus wide staff meeting, the project will be discussed. At its completion, additional information and training will be provided to the campus and training given to supervisors and managers.