

2008 Staff Compensation Review Project - Minutes

Third Meeting – June 26, 2008

BMH 434

Members Present:

Paula Gill
Sally McKay
Jimmy Davis
Tina Hunt Frost
Mike Bannon
Mark Grones
Donna Gwaltney
LaKiesha Armstrong
Mike Umphres, Compensation Advantage

Members Absent:

Jason Chandler
David Fish
Andrew Johnston
Millicent Jolly

The group continued to review job descriptions from the surveys that are matched by code to jobs at Belmont in areas where the team member has knowledge. Job descriptions reviewed were from Administrative and Mid-level Salary Survey from CUPA-HR, Nashville Area Compensation Survey, and the Economic Research Institute. Codes that are currently being used were discussed and approved or revised. Mike will send the final list to each member with all of the revisions.

The team next discussed the use of job families for administrative support and budget management jobs at Belmont. A current table in use by Human Resources compares the three levels of administrative support positions. It describes each level's critical factors which are used to delineate differences between the three groups. The table includes existing titles, exempt status, tasks, scope and complexity, financial impact, education, experience and computer skills. The group reviewed descriptions of a sample job family of administrative support jobs that described four levels of jobs and reviewed a table comparing three levels of budget information positions. Some discussion was begun on titles for these groups of jobs.

A discussion on the definition of exempt versus non-exempt was held in relation to administrative support positions. The Department of Labor has extensive definitions for the differences between exempt and non-exempt positions, but for administrative jobs, exempt level positions must have the ability to exercise discretion and judgment in matters of significance related to the majority of their duties and tasks.

Responsibilities for the next meeting are:

- Review all matches of Belmont jobs to survey codes
- Review the current job groups and their definitions based on each critical factor from the compensation guide.
- Review a current list of titles of all positions for our next meeting for the ranking process based on the critical factors.

The next meeting was tentatively set for July 17, 2008 at 1:00 pm. The location is to be determined. Meeting was adjourned.