

COMPENSATION FAQ

1. How is my position benchmarked?
 - a. For Staff: Job duties from job descriptions are used to best match descriptors from CUPA and additional surveys. Once a best match is found, the survey median is matched to the closest median on [SUU's grade system](#).
 - b. For Faculty: Faculty positions are matched to [CIP codes](#) using the 4 digit option. The direct median from the CUPA survey, using the Tenure status, rank, and CIP, is used for the range median with 15% above and below to create the pay range.
2. Why do I not get paid more if I don't have/elect benefits?
 - a. If you are hourly or elect to not have Benefits it will not affect your pay.
 - b. Our institution has chosen to not pay out any amount if full time faculty or staff elect to not receive benefits, they simply do not receive them. As full time faculty or staff do not receive an increase or differential in wage for not utilizing benefits, hourly staff do not receive an option either even though they are not eligible for benefits.
3. What is an FTE and how does it impact my grade range? *Grades are only used for staff employees; not faculty.*
 - a. FTE stands for Full-Time Equivalent and can be a percentage less than 1.0 if a staff is working less than 12 months a year, 8 hours a day, or if a faculty is working more/less than a 9 month contract. When an FTE is adjusted the range adjusts proportionately.
 - b. Example: Employee paid \$36,000/year, at a grade 2 has the following range
 - i. Min \$29,241, Mid \$36,551, Max \$43,861
 - ii. If the employee adjusts to an 11 month contract or .917 FTE (11 months/12 months), the range is multiplied by .917 which adjusts your range to: Min \$26,814, Mid \$33,517, Max \$40,220
4. How is the grade range calculated? *Grades are only used for staff employees; not faculty.*
 - a. Grade ranges are a 40% Band, 20% below for the minimum, and 20% above for the maximum, with a 10% spread between grade midpoints. Grades are based on a 1.0 FTE (40 hours/week, 8 hours/day for staff; 9 month contract for Faculty). If you have a different FTE, your Grade will proportionally adjust. See #3
5. What is pay compression?
 - a. Pay compression happens when new employees are hired at or above the wage of current employees.
 - b. If you have concerns about pay compression, please first work with the supervisor. If issues persist or additional conversation is needed please reach out to the Compensation Assistant at compensation@suu.edu. We take compression very seriously and strive to work through issues swiftly.
6. Why do we use grades? *Grades are only used for staff employees; not faculty.*
 - a. Grades are used as a resource for employees to know what the median pay is for the job duties they are completing, how their current pay is compared to the median pay, and what wage growth is possible within their position.
7. What is CUPA?
 - a. CUPA stands for College and University Professional Association for Human Resources.

- b. CUPA gathers data from universities across the US that and in turn provide a median for positions based on job duties. The CUPA median is used to best match to the grade median with determines the range.
8. How does CUPA data relate to market?
 - a. CUPA data is submitted and published each year. While it may not account for to-date inflation, it is used within the year published in an effort to stay competitive with the market.
 9. Why don't we use other surveys other than CUPA?
 - a. CUPA is specific to higher education and is the most widely used survey for higher education positions. Of all higher education surveys, CUPA has the most data points available and will always be the first consideration for benchmarking. We do recognize that CUPA is not a perfect fit for all positions and do utilize other market benchmarks such as the Bureau of Labor Statistics (BLS), and its sister site O*net as well.
 10. How do I change my grade? My pay? *Grades are only used for staff employees; not faculty.*
 - a. Your pay/grade is based on your job duties. To change your pay grade your job duties should change. Not every job duty change will change your pay. If your job duties change please reach out to compensation@suu.edu.