

# FREQUENTLY ASKED QUESTIONS ABOUT SALARY STRUCTURES

## **What is a salary structure and what is its purpose?**

A salary structure is a tool that serves as a framework for Emory University to make structured, fair and consistent pay decisions, while responding to changes in the labor market.

Like most organizations, Emory's salary structures are developed in conjunction with market data and are the basis for a number of decisions regarding employees' pay. Salary structures give us a basis for calculating starting salaries and changes in salary associated with job changes, and also allow us to know how we are paying relative to market.

## **How many salary structures does Emory administer?**

There are three salary structures: General (covers most classified university staff), Information Technology and Clinical.

## **Why is there more than one salary structure?**

Different structures allow flexibility to adjust salary ranges based on changes in the market and needs of the institution, and supports career paths for different functional areas. In order to support the mission of the institution, we must be able to respond to market changes. Different functional structures provide the flexibility to do so.

## **Will the salary structures be adjusted periodically?**

We frequently participate in salary surveys to determine how other businesses, industries, healthcare and higher education sources, and metro Atlanta employers, are compensating their employees and responding to changes in the market. We assess on an annual basis whether and how structures may need to be adjusted.

## **When do salary structures change?**

Generally, changes are made to salary structures on September 1<sup>st</sup>, the beginning of the fiscal year.

## **What does "annualized salary" mean?**

An annualized salary reflects a rate based on a full year's work, or a FTE of 1.00. In salary administration practices, we factor in hours worked, special allowances and pay frequency (such as working 9 months and receiving 12 monthly checks). This figure represents your salary at 40 hours per week, 52 weeks per year.