# Syracuse University New York State Pay Transparency Law Supervisor Information Video Transcript

September 2023

## Slide 1: New York State Pay Transparency Law – Supervisor Information

This information session will provide an overview for supervisors on the New York State Pay Transparency Law and Syracuse University’s compliance with it.

## Slide 2: Objectives

As a result of this session, participants will:

1. Gain an understanding of the New York State Pay Transparency Law and how Syracuse University’s compliance with the law will be achieved.

2. Be able to explain Syracuse University’s staff compensation program and philosophy, including:

* 1. How compensation is determined;
  2. How posted pay ranges are established and applied for each position; and
  3. How an individual’s pay is determined relative to the ranges

Participants will also:

1. Learn about the supervisor’s role in managing staff pay effectively, consistently, and in compliance with applicable regulations; and
2. Learn the importance of providing open, honest, and timely feedback to staff on compensation issues, and answer both specific and general questions about pay. Several questions and answers will be shared within this section.

## Slide 3: New York State Pay Transparency Law

## Slide 4: New York State Pay Transparency Law – Overview

Effective September 17, 2023, New York State requires employers with more than four employees to disclose the compensation rate or range of compensation and the job descriptions for all hire, promotion, or transfer job opportunities.

## Slide 5: Range of Compensation Defined

What do we mean by range of compensation?

The range of compensation means the minimum and maximum annual salary or hourly rate that the employer in good faith believes to be accurate at the time of posting of an advertisement for an employment opportunity.

To fulfill the new pay transparency law requirements, Syracuse University will disclose a good faith compensation amount or range for all posted job vacancies. We will also continue to share job descriptions in all our job postings.

For individuals covered by a collective bargaining agreement (CBA), the posted range will be considered the minimum and maximum rates set by the CBA and/or maximum rate of employees currently in the role.

## Slide 6: Syracuse University Employment Opportunities

Faculty and staff are encouraged to continue promoting employment opportunities at Syracuse University on their social media accounts. In doing so, they should always include a link to the University’s job posting to ensure compliance with these new regulations.

## Slide 7: Syracuse University’s Compensation Program

## Slide 8: Compensation at Syracuse University

Within this section we will be covering

* How compensation is determined;
* How posted ranges are established and applied for each position; and
* How an individual’s pay is determined relative to the ranges

## Slide 9: How Compensation is Determined

The staff compensation evaluation starts by reviewing a position description. Hiring managers develop a position description based on their department’s unique needs and submits it to Human Resources through the Position Evaluation Request (PER) Process.

The HR Compensation Team uses this information to determine the appropriate classification and title; and they compare each position’s job description against positions with similar responsibilities and qualifications within Syracuse University and/or with available external position data.

## Slide 10: Establishment of Compensation Ranges

1. Syracuse University participates in several local, regional, and national compensation surveys. Using internal peer comparators and external market data, and in consultation with the hiring department, Human Resources reviews each staff position and recommends a competitive compensation range.

2. Once this information is determined, it is shared with the business leader of the hiring school, college, or unit. This protocol ensures positions with comparable duties, qualifications, and scope have similar recommended compensation ranges and allows the university to be competitive.

3. Information provided by the hiring school, college, or unit regarding their budgetary considerations for that position are then factored in before the good faith compensation range is finalized and submitted to the appropriate executive leadership team member for approval.

4. Once completed, the position is updated in the system, and if applicable, posted on sujobopps.com with the assistance of the HR Talent Management Team.

As a best practice, Syracuse University requests that supervisors and staff review job descriptions annually during the Performance Partnership Process. HR recommends updating job descriptions and submitting a new PER at least every five years, even if staff remain in the same position. Updating job descriptions ensures all staff are classified correctly in an evolving workforce.

## Slide 11: How Individual Pay is Determined Relative to the Range

1. During the staff recruitment process, hiring managers work with the HR Talent Management Team to assess a candidate’s credentials. Salary is based on several factors such as an individual’s skills, competencies, abilities, education, level of experience, and differences in geographical location of the position (if applicable).

2. For current staff, senior leaders and budget directors have up-to-date access to compensation data provided by Human Resources so they can continually evaluate compensation. Semi-annually, senior leaders and budget leaders meet with the HR Compensation Team and the Senior HR Business Partner to evaluate compensation for all employees and set goals to remain competitive.

## Slide 12: Supervisor’s Role in Managing Pay

Now we will share information about your role as a supervisor in managing pay effectively, consistently, and in compliance with applicable regulations.

Supervisors play a critical role in managing the compensation programs as they ensure the accuracy of the job description (PER) which is the main component used to evaluate the position and thus compare for internal and external salary comparators.

## Slide 13: Supervisor Responsibilities Related to Employee Compensation

Supervisors are responsible for ensuring that staff understand the compensation program, as well as providing open, honest, and timely feedback to staff on compensation issues, accurately answering both specific and general questions about pay, and escalating pay concerns appropriately to senior leaders and/or human resources.

Supervisors:

* + Ensure staff understand the compensation program and any future changes.
  + Establish and maintain equitable pay practices within their areas of responsibility.
  + Recommend annual increases based on valid, documented employee performance, consistent with Syracuse University’s compensation philosophy, market factors, budget constraints, and approval processes.
  + Work with staff to keep Position Evaluation Requests (job descriptions) current.
  + Use Senior HR Business Partners as a resource to ensure appropriateness of decisions and consistency with pay guidelines.
  + Engage staff throughout the year about learning and development opportunities.

## Slide 14: Providing Open, Honest, and Timely Responses to Staff

In your role as a supervisor, it is important that you provide open, honest and timely responses and feedback to staff on compensation related issues.

Within this section we will address suggestions on commonly asked questions you may receive from your staff.

## Slide 15: Question #1 – What is the Salary Range for my position?

Question 1 - What is the salary range for my position?

In your role as a supervisor, it is important that you provide open, honest and timely responses and feedback to staff on compensation related issues.

Within this section we will address suggestions on commonly asked questions you may receive from your staff.

## Slide 16: Question #2 – Will my pay be disclosed publicly within the University?

Question 2 - Will my pay be disclosed publicly within Syracuse University?

Individual salary information will not be disclosed publicly within Syracuse University. The University only uses aggregate data when posting the pay range for vacancies.

## Slide 17: Question #3 – What is included in my total compensation package?

Question 3 - What is included in my total compensation package?

Syracuse University offers an outstanding and comprehensive total compensation and benefit package made up of an individual’s salary, health insurance plans, retirement contributions, tuition benefits, paid time-off, life and disability plans, employee discounts, and more.

Additional information about the total compensation and benefit package can be viewed through MySlice (the HR/Benefits Tile) or the HR Benefits page. These elements of the total compensation package are taken into consideration when determining Syracuse University’s overall pay strategy.

## Slide 18: Question #4 – How can I progress my pay? What are my options for compensation growth?

Question 4 - How can I progress my pay? What are my options for compensation growth?

There are several ways that individuals can have an impact on their compensation:

1. First and foremost, individuals should focus on their performance goals for their current role. Annually, through the Performance Partnership Process, metrics are developed by individuals in collaboration with their supervisor. These specific, measurable, achievable, relevant, and time-bound, or SMART goals, should guide one’s work over the following year. If these goals are unclear or change throughout the year, a discussion with the supervisor is recommended to ensure that the employee is focused and making progress toward those goals.

2. Pay increases are evaluated annually and distributed at the beginning of the fiscal year, and performance is one factor in determining salary adjustments. Additionally, schools, colleges, and units may adjust compensation periodically to keep pace with internal and external benchmark data provided by Human Resources.

3. Syracuse University has several opportunities for staff to grow professionally. Individuals can obtain a degree at the undergraduate or graduate level. In addition, there are several certificate programs to enhance an individual’s knowledge, skills, abilities, and competencies. Finally, there are several training and development opportunities offered through Syracuse University to enhance one’s skills. Employees taking advantage of Syracuse University’s learning opportunities should communicate this to their supervisors during the annual Performance Partnership process so that newly acquired skills can be acknowledged and leveraged.

4. Supervisors are encouraged to engage in regular conversations with their direct reports about their professional goals, potential growth areas, and future aspirations. These talent management conversations are the basis of a healthy workforce.

Syracuse University has a wide variety of career advancement opportunities. Should you and your direct report feel the staff member is ready for the next level of professional growth, this is an opportunity for a career conversation to evaluate promotional opportunities within your unit or across the University. While you may not want to lose a talented team player, retaining individuals at Syracuse University benefits you, your staff, and the larger Syracuse University community.

## Slide 19: Question #5 – How does my pay compare with new hires and other employees?

Question 5 - How does my pay compare with new hires and other employees?

Pay decisions for new hires and each employee at Syracuse University are based on a combination of factors including, but not limited to, the job responsibilities; the candidate’s education, training, work experience and key competencies; Syracuse University’s strategic priorities; internal peer equity; external market analyses; and applicable federal, state, local laws, grant funding and contractual requisites.

## Slide 20: Question #6 – Should I be looking at similar positions within the University that can afford to pay me more?

Question 6 - Should I be looking at similar positions within Syracuse University that can afford to pay me more?

Syracuse University encourages individuals to consider any internal employment opportunities of interest and aligned with their professional goals. Supervisors should have ongoing conversations with staff about their professional goals. While compensation is one factor to consider, individuals should be reminded that there are several aspects to consider when evaluating one’s career opportunities. Regular conversations between a supervisor and a direct report about professional growth and development within one’s school, college or unit is considered a best practice.

## Slide 21: Question #7 – Where does Syracuse University’s salary comparator data come from?

Question 7 - Where does Syracuse University’s salary comparator data come from?

Internal peer comparators and external market data are analyzed for nearly every staff position to determine appropriate salary ranges. External market data is based on matching Syracuse University’s job descriptions to job descriptions detailed in published salary surveys, including surveys specializing in higher education. These salary surveys provide unbiased data for local, regional, and national organizations with which we compete for talent.

## Slide 22: Question 8 – How often can I expect a compensation increase?

Question 8 - How often can I expect a salary raise?

Pay increases are evaluated annually and distributed at the beginning of the fiscal year, and performance is one factor in determining salary adjustments.

Additionally, schools, colleges, and units may adjust compensation periodically, subject to budget availability, to align with internal and external benchmark data provided by Human Resources.

## Slide 23: In Summary

In summary, during this session, we introduced you to the New York State Pay Transparency Law and informed you of how Syracuse University is complying.

We also shared an overview of Syracuse University’s Compensation program and philosophy; and your role in helping to manage your staff’s pay effectively and consistently and in compliance with the regulations. It is our expectation that you will provide open honest and timely feedback to staff on related questions and issues.

## Slide 24: Additional Questions?

In summary, during this session, we introduced you to the New York State Pay Transparency Law and informed you of how Syracuse University is complying.

We also shared an overview of Syracuse University’s Compensation program and philosophy; and your role in helping to manage your staff’s pay effectively and consistently and in compliance with the regulations. It is our expectation that you will provide open honest and timely feedback to staff on related questions and issues.