



New York State Pay Transparency Law

Supervisor Information



Objectives

1. Introduce the NYS Pay Transparency Law and Syracuse University's compliance with it
2. Explain Syracuse University's staff compensation program and philosophy
3. Learn about the supervisor's role in managing pay effectively, consistently, and in compliance with regulations
4. Learn to provide open, honest, and timely feedback to staff on related compensation issues

New York State Pay Transparency Law

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.



Range of Compensation Defined

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.

Syracuse University will disclose a good faith compensation amount or range for all posted job vacancies.

Note: 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.

Syracuse University Employment Opportunities

Syracuse University Human Resources

Syracuse University Job Board

- Home
- Search Jobs
- Log In / Create Account
- Help

Welcome to Syracuse University's employment site! Here you will be able to learn about the many opportunities available for faculty and staff.

Syracuse University is a private research university of extraordinary academics, distinctive offerings, and an undeniable spirit. As a University with the capacity to attract and engage the best scholars from around the world, yet small enough to support a personalized and academically rigorous student experience, Syracuse University faculty and staff support student success by fostering a richly diverse and inclusive community of learning and opportunity.

Attention Students: All Federal Work-Study (FWS) and Non Federal Work-Study student jobs can be found on syr.joinhandshake.com

- Staff/Bargaining Unit
- Faculty
- Temporary



Syracuse University's Compensation Program

Compensation at Syracuse University

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

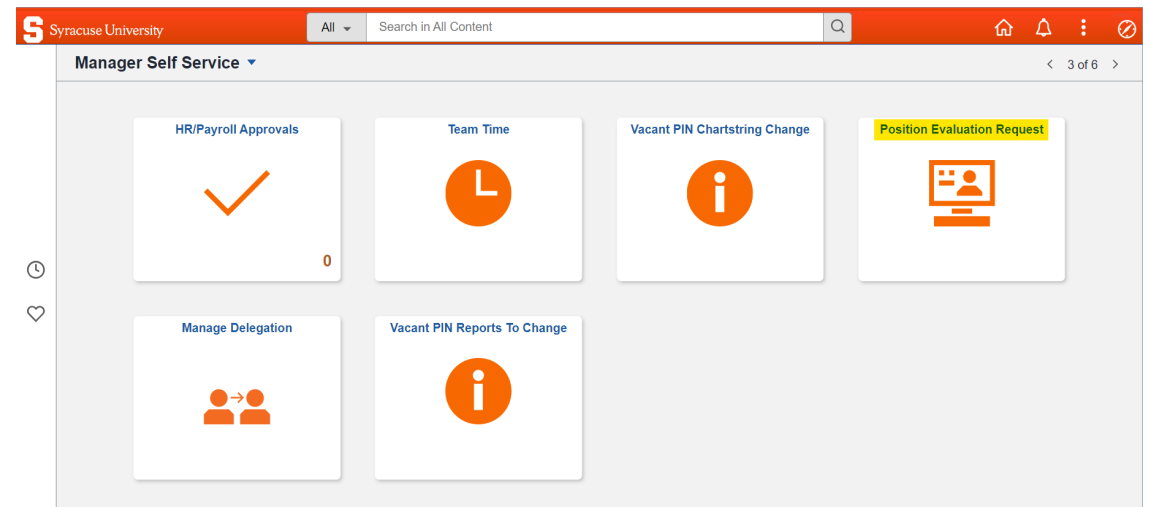
How Compensation is Determined

1. Position description review

- Position Evaluation Request (PER)

2. HR Compensation Team analysis

- Position classification and title
- Internal and external data analysis



Establishment of Compensation Ranges

1. In consultation with the hiring department, HR identifies a competitive compensation range using internal and external data
2. Information shared with business leader of the school, college, or unit
3. Budgetary factors considered
4. Position and compensation range updated in system



*Best practice:
Review job
descriptions annually*

How Individual Pay is Determined Relative to the Range



1. Staff Recruitment Process

- Review of candidate's credentials

2. Current Staff

- Senior leaders, budget directors, and HR
- Semi-annual review

Supervisor's Role in Managing Pay

Supervisor Responsibilities Related to Employee Compensation

- Ensure staff understand the compensation program.
- Establish and maintain equitable pay practices.
- Recommend annual increases based on valid, documented employee performance.
- Work with staff to keep 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.

Providing Open, Honest, and
Timely Responses to Staff

Question #1 – What is the salary range for my position?

As of September 17, 2023, Syracuse University will provide salary ranges for positions that are posted for hiring.

Salary ranges will only be published at the time of posting. Syracuse University will continue to evaluate how additional measures will affect our employees and our ability to recruit and retain talent.

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

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

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

Syracuse University's total compensation and benefit package includes the individual's salary, health insurance plans, retirement contributions, tuition benefits, paid time-off, life and disability plans, employee discounts, and more.

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

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

1. Performance goals – focus on identified SMART goals
2. Pay increases evaluated annually
3. Professional growth through learning and development:
 - Knowledge, skill, ability, and competency
 - Syracuse University classes, degrees and certificate programs and/or workshops
4. Professional and career aspiration discussions

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

Pay decisions are based on a combination of factors that include job responsibilities, education, training, work experience, Syracuse University's strategic priorities, internal equity, external market analysis, laws, and grant funding, etc.

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. Individuals should be reminded that there are several aspects to consider when evaluating one's career opportunities.



Question #7 – Where does Syracuse University's salary comparator data come from?

Internal peer comparators and external market data are analyzed. External market data is based on matching Syracuse University's job descriptions to job descriptions published in salary surveys.

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

Pay increases are evaluated annually and distributed at the beginning of the fiscal year and performance is one factor.

Units may also adjust compensation periodically to align with internal and external benchmark data provided by HR.

In Summary

1. Introduce the New York State Pay Transparency Law and Syracuse University's compliance with it
2. Syracuse University's compensation program and philosophy
3. The supervisor's role in managing pay effectively, consistently and in compliance with regulations
4. Importance of providing open, honest and timely feedback to staff on related issues



Additional Questions?

Please contact your school, college, or unit's leadership, your HR Business Partner, or the HR Compensation Team with any questions.

