

STANFORD
UNIVERSITY



The Presidential Advisory Committee on Workplace Policies

Recommendation #1:
Temporary and Casual Classification & Pay System

University Compensation

May 2007

Recommendation #1: Classifications and Pay



Temporary and Casual Employees

Stanford will implement classifications for its temporary and casual employees, as mandated in the University's *General Personnel Policies* for all employees, and direct Human Resources to take steps necessary to ensure we are following the policy.

Human Resources will develop a classification & pay system that will support appropriate pay for corresponding job responsibilities.

Temporary and Casual Groups governed by the Recommendation



All non-academic temporary and casual jobs require classifications to be assigned and tracked.

Employee Group	Included	Excluded
All Temporary and Casual Jobs	Non-Academic Job Classifications Administrative, Managerial, Professional, and Bargaining Unit	Academic Job Classifications Faculty, Other Teaching, and Academic Staff

New Classification Groups and Pay Ranges



- Classification groups and pay ranges have been identified for non-academic temporary and casual workers. All temporary and casual workers will be assigned a classification group and responsibility level. Pay will be set according to the specific pay range for that group and responsibility level.
 - Based on the principal activity of the assignment, supervisors and managers select the appropriate Classification Group and Responsibility Level to use when placing a temporary or casual employee on payroll and determining a pay rate.
 - Pay for these jobs is based on the requirements of the job and the applicable experience of the employee. A range of pay within responsibility levels is available to allow supervisors flexibility in setting wage rates. Employees may be advanced within the suggested range at any time the supervisor considers it to be appropriate.

Classification Groups and Responsibility Levels



Group	Description	Responsibility Level
Administrative	Provide administrative or operational support and services to faculty, staff or students. Requires training gained through on-the-job experience, vocational training, or job-related college courses leading to Associate's degree. Typical of activities carried out by regular staff classified as Admin Associate, Accounting Asst, Library Spec, Student Affairs/Services Spec, Medical Services Asst.	<p>I - Highly structured assignments; regular supervision.</p> <p>II - Assignments limited in scope/complexity but require admin or vocational skills; minimal supervision.</p> <p>III - Significant judgment required to carry out assignments and make decisions.</p>
Managerial	Provide management services for recognized department or subdivision of University. Accomplish tasks/results through subordinates. Supervisory responsibility for 2 or more employees. Typical of activities carried out by regular staff classified as ASM, Finance Manager, Technical Manager, DFA.	<p>I - Manage single dept or unit (or multiple units of similar complexity/function). Establish operational objectives/assignments; delegate assignments to subordinates.</p> <p>II - Also provide strategic direction for plans impacting a major area.</p> <p>III - Manage large department/unit, multiple departments of diverse functions; or major University-wide program. Develop long-range plans.</p>

Classification Groups and Responsibility Levels



Group	Description	Responsibility Level
Other Professional	Provide professional services requiring individual expertise in a professional or technical field. Typical of activities carried out by regular staff classified as ARPO, Student Affairs or Services Officer, F/MA, Accountant, HRM, Writer, LSRA, SSRA, Engineer, CISA.	<p>I - Moderately complex assignments require knowledge of principles/concepts/methods of a field or broad knowledge of number of related fields.</p> <p>II - Assignments require advanced knowledge & ability to develop & apply advanced techniques.</p> <p>III - Assignments require expert knowledge; must identify & resolve broad University-wide issues.</p>
Technical/ Para-professional	Provide services using specialized knowledge or skills acquired through experience, apprenticeship, on-the-job training in occupationally specific programs. Typical of activities carried out by regular TMS staff classified as Life Science Tech, S&E Tech, Animal Care Asst, Lab Machinist, Costume Tech.	<p>I - Work standards closely prescribed. Duties are repetitive and simple instructions require little interpretation.</p> <p>II - Assignments may include variety of tasks and require judgment and interpretation to apply procedures correctly. Lab work may require moderate level of scientific knowledge. Supervision to review correct results.</p> <p>III - Assignments require originality/analysis/judgment, and include determining work procedures & coordinating phases of work with others.</p>

Classification Groups and Responsibility Levels



Group	Description	Responsibility Level
<p>Service/ Maintenance</p>	<p>Provide services that result in or contribute to the comfort, convenience, hygiene of personnel and student body, or that contribute to the upkeep of the University. Typically requiring limited degrees of previously acquired skills/ knowledge. Typical of activities carried out by regular TMS staff classified as Food Service Worker, Groundskeeper, Custodian, Portal Monitor, Computer Operator.</p>	<p>I - Work standards are closely prescribed. Duties are repetitive and simple instructions require little interpretation or skill. May involve light manual labor such as driving & food service work in the residences.</p> <p>II - Assignments may include variety of tasks and require judgment and interpretation to apply procedures correctly. May involve strenuous labor.</p> <p>III - Assignments require originality/analysis/ judgment, and include determining work procedures and coordinating phases of work with others.</p>
<p>Skilled Crafts</p>	<p>Provide services requiring special manual skills and a thorough/ comprehensive knowledge of work processes acquired through on-the-job training & experience or through apprenticeship/other formal training program. Typical of activities carried out by regular TMS staff classified as Carpenter, Painter, Electrician, Plumber.</p>	<p>I - Work standards closely prescribed. Duties are repetitive and simple instructions require little interpretation or skill.</p> <p>II - Assignments may include variety of tasks and require judgment and interpretation to apply procedures correctly. May involve strenuous labor.</p> <p>III - Assignments require originality/analysis/ judgment, and include determining work procedures and coordinating phases of work with others.</p>

Classification and Pay Process



- Select Classification Group
 - Administrative
 - Managerial
 - Other Professional
 - Technical/Paraprofessional
 - Service/Maintenance
 - Skilled Crafts
- Select Responsibility Level (I, II, III)
- Determine Appropriate Hourly Pay Rate within Pay Range
- Factors to consider in determining hourly rate:
 - Principal activity
 - Performing full job vs. portion
 - Qualifications

Implementation Timeline



- New guidelines for classification and pay completed November 2006
- Target full implementation by September 1, 2007