

Non-Exempt Compensation Study Begins

It's here! Our project to study staff salaries is underway. Between now and February 1, a study will be conducted to review our pay plan in comparison to the market and ensure consistency and fairness in our pay practices.

As part of the project, full-time regular hourly staff employees who are paid every other week will complete a position questionnaire developed to collect information specific to the employee's job. Supervisors (persons who conduct performance evaluations) of hourly staff will also be asked to provide input into the questionnaire. All regular hourly staff and their supervisors are asked to attend one of the following mandatory information sessions. Please send an email to HR's compensation staff at info.hr@murraystate.edu if you are unable to attend. The next higher level of supervision will also be asked to review the questionnaires. Instructions for this will be sent via email.

Wednesday, September 30

2:30 pm Curris Center Theater
4:15 pm Wrather Auditorium

Thursday, October 1

7:15 am Curris Center Stables
10:00 am Wrather Auditorium
2:00 pm Wrather Auditorium

Friday, October 2

1:00 pm BVC – Conference/Classroom

The hour-long meeting will be led by consultants, Scott Cook & Andrea Bailey, from the HR consulting firm of Mercer, Inc. These sessions will cover the study's purpose and goals, key steps, and the project timeline. In addition, Scott & Andrea will discuss the questionnaires, including the type of information to be provided, as well as the process & deadline for completion. Q&A's will follow.

The questionnaires will be due from...
...non-exempt staff by Friday, Oct. 9
...supervisors by Friday, Oct. 16, and
...next higher supervision level by Friday, Oct. 23

Important notes

- The focus of this study is the pay for non-exempt jobs. This project does not involve staffing levels or employee performance.
- No one will receive a decrease in salary as a result of this study.
- There is no guarantee of any pay increases.

Hiring Process Changes

More exciting news! Persons applying for hourly jobs at Murray State will begin applying via our new online employment application system during the month of October. HR will no longer accept paper applications once the transition is complete. Online access is available for applicants on the first & fourth floors of Sparks Hall, Murray Career Center (208 South 5th Street, Murray), any public library, and anywhere internet access is available. The website address will be advertised at a later date.

Department heads and administrative staff routinely involved in hourly job postings and the approval process are encouraged to attend an information session on MSU's online employment application system. Sessions will be held in Wrather Auditorium on Monday, October 5 at 9:30 am and Tuesday, October 6 at 2:00 pm. Additional information sessions will be scheduled in the near future.

Faculty and professional hiring will be facilitated by HR effective November 1. Information sessions for the changes in the faculty and professional hiring process will be held in late October and will be announced in the next *PersonnelMatters* newsletter.

Applications for faculty and professional staff will be accepted via online applications beginning March 1, if not earlier. This will give HR the opportunity to ensure that the application system is implemented successfully.

Preliminary Open Enrollment Plans

In early October another *PersonnelMatters* newsletter will be published to list many of the changes to the benefits plan. The Insurance & Benefits Committee, Mercer consultants, and HR personnel have been working diligently to enhance MSU's benefits package. Eleven (11) information sessions will be held from Tuesday, Oct. 20 to Tuesday, Oct. 27. Location/time to be announced later. All regular, full-time faculty & staff must submit open enrollment forms to HR between Friday, Oct. 30 and Friday, Nov. 6.

How to keep up-to-date with HR projects

Roundabout Murray, myGate, *PersonnelMatters* newsletter, and murraystate.edu/hr will have the latest details about projects in benefits, compensation, & employment.

Benefits

Beverly Barnes
Assistant Benefits Manager
beverly.barnes@...
270-809-4428

Mary Armstrong
Benefits Manager
mary.armstrong@...
270-809-2158

Employment

Rita Culver
Admin Secy II for hourly
employment
rita.culver@...
270-809-2147

Patrice Chew
Employment Specialist for Fac
& Prof Hiring & PA processing
pchew@...
270-809-2153

Lori Mathis
Employment Specialist for
Temps & PA processing
lori.mathis@...
270-809-3094

Teri Ray
Employment Manager
teri.ray@...
270-809-2156

Banner & Workers Comp

Lisa Dick
HRIS Coordinator
lisa.dick@...
270-809-2152

Tuition Waivers & General HR Questions

Brittany Binkley
Admin Secy III
brittany.binkley@...
270-809-2146

Marcie Clark
Admin Secy I
marcie.clark@...
270-809-3509

Wellness

Amelia Dodd
Wellness Plan Coordinator
amelia.dodd@...
270-809-6463

General HR Questions

Robbie Marine
HR Associate
robbie.marine@...
270-809-2268

Tom Hoffacker
Director of HR
tom.hoffacker@...
270-809-2146
...* = murraystate.edu