This section outlines how compensation may be determined and how differentials may be applied to salary ranges in certain circumstances.

Substantially similar work

Jobs will be grouped into job families and sub-families based on core responsibilities. The number of subfamilies will vary per job family. Families and sub-families are determined using established definitions and groupings found throughout the classification and compensation industry. Positions within the same job sub-family and classification level are defined as performing substantially similar work. This is because the primary functions of the positions are related in nature, even though there may be nuances between each position’s activities, software systems and/or processes.

- **Example:** Project Manager and Organizational Change Manager
  - Both positions manage and coordinate changes to processes, systems, or activities that impact the organization as a whole.
  - Both jobs complete assessments (risk, projects, change, impacts, etc.) and are responsible for strategy creation and management (activities, action items, deliverables, communications, stakeholder management, tracking and reporting of status, etc.).

- **Example:**
Business Systems Analyst and Technical Analyst

- Both positions are responsible for meeting with customers to identify business needs and determine solutions to improve the functionality and efficiency of systems and processes. These positions document requirements, recommend solutions, and coordinate the development and implementation of changes to technology and/or processes.
- Nuances in software systems and processes between department-related activities may occur, but the same foundational knowledge, skills and abilities are required for both positions.

Reasonably related education, training, and/or experience

Reasonably related education, training and/or experience is defined as that which is directly or very closely associated to the primary job function(s) listed in the position’s job description. Education, training and/or experience that may be valuable to the job but is not directly or closely related to the work described in the job description will not be considered for compensation purposes.

- **Example**: An employee has been hired as a Software Developer. They have requested a higher compensation amount due to having excellent customer service and business skills. Further review of the employee’s resume shows they held a software sales position for two (2) years and received multiple customer service and business awards. While these skills may make the employee more successful in the workplace, they are not related to the development, modification or implementation of software systems and therefore are not considered during the compensation-setting process.

Differentials

**Shift Differential**

Overtime eligible employees will receive a shift differential when they fall into the specific categories listed below.

- **Weekend shift differential of 20%**
  - shall be paid for all hours worked when more than half of the scheduled shift hours fall on a weekend shift that starts at 4:00 pm Friday evening through 6:00 am Monday
- **Second shift differential of 7.5%**
  - shall be paid for all hours worked when half or more of the scheduled work hours fall between 4:00 pm and 11:00 pm Monday through Thursday
- **Third shift differential of 14%**
  - shall be paid for all hours worked when half or more of the scheduled work hours fall between 11:00 pm and 6:00 am Monday through Thursday
- **Holiday shift premium of 50%**
  - Any overtime eligible classified staff who is required to work on a holiday (due to business needs stipulated by departmental leadership) may now choose one of the following:
    - be paid time and a half their base salary hourly rate or
move their holiday to use at a different date

All other employee required to work on a holiday may move their holiday to be used at a different date.

<table>
<thead>
<tr>
<th>Shift Category</th>
<th>Shift Code</th>
<th>Description</th>
<th>Shift Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekend Shift</td>
<td>3HW</td>
<td>Weekend Shift Pay – Salaried</td>
<td>20%</td>
</tr>
<tr>
<td>Weekend Shift</td>
<td>3SW</td>
<td>Weekend Shift Pay – Hourly</td>
<td>20%</td>
</tr>
<tr>
<td>Weekend Shift</td>
<td>3OW</td>
<td>Weekend Shift Pay – Overtime</td>
<td>20% + Base + Overtime</td>
</tr>
<tr>
<td>Weekend Shift</td>
<td>SHH</td>
<td>Second Shift – Salaried</td>
<td>7.5%</td>
</tr>
<tr>
<td>Weekend Shift</td>
<td>SHF</td>
<td>Second Shift – Hourly</td>
<td>7.5%</td>
</tr>
<tr>
<td>Weekend Shift</td>
<td>SHT</td>
<td>Second Shift – Overtime</td>
<td>7.5% + Base + Overtime</td>
</tr>
<tr>
<td>Second Shift</td>
<td>3SS</td>
<td>Third Shift – Salaried</td>
<td>14%</td>
</tr>
<tr>
<td>Second Shift</td>
<td>3SH</td>
<td>Third Shift – Hourly</td>
<td>14%</td>
</tr>
<tr>
<td>Second Shift</td>
<td>SHT</td>
<td>Second Shift – Overtime</td>
<td>7.5% + Base + Overtime</td>
</tr>
<tr>
<td>Third Shift</td>
<td>3ST</td>
<td>Third Shift – Overtime</td>
<td>14% + Base + Overtime</td>
</tr>
<tr>
<td>Holiday Shift</td>
<td>2HW</td>
<td>Holiday Shift Pay – Salaried</td>
<td>50%</td>
</tr>
<tr>
<td>Holiday Shift</td>
<td>2SW</td>
<td>Holiday Shift Pay – Hourly</td>
<td>50%</td>
</tr>
<tr>
<td>Holiday Shift</td>
<td>2OW</td>
<td>Holiday Shift Pay – Overtime</td>
<td>50% + Base + Overtime</td>
</tr>
</tbody>
</table>

Wage differential

Wage differentials may be used to provide variation to similarly situated positions.

- **Geographic location**
  - Positions located in Colorado Springs will have a lower range (typically 5% below rates on other campuses) based on information provided by salary sources.

- **Education, training or experience to the extent that they are reasonably related to work in question**
  - Skilled professional position outside of IT with an IT focus will have a 5% increase.
  - Examples: IT focused procurement position

Groups audience:
Employee Services