

UTAH TRANSIT AUTHORITY POLICY

No. UTA.05.04

ADMINISTRATIVE EMPLOYEE COMPENSATION PLAN

1) Purpose.

Compensation Philosophy: UTA's compensation philosophy is to attract, motivate, and retain employees who support UTA's mission. UTA's compensation approach pairs a market-based structure with a pay for performance annual increase. Our goal is to compete in comparable markets for high performing employees and recognize that public service has rewards beyond a base salary. UTA strives to provide employees with competitive pay, benefits, and retirement programs that reflect current market practices and are fiscally responsible. UTA aims to provide employees with a superior work culture, career development, and the satisfaction of serving the public.

2) Definitions. For purposes of this policy, the following terms shall have the definitions and meanings below.

"Administrative Employee" means an employee of UTA in a position that is not covered by a Collective Bargaining Agreement.

"Bargaining Unit Employee" means an employee of Utah Transit Authority in a position that is covered by a Collective Bargaining Agreement.

"Collective Bargaining Agreement" means an agreement between the Utah Transit Authority and any active bargaining agreement, as amended and in effect from time to time.

"Compensation Plan" means UTA's standard operating procedure outlining the factors used to determine compensation for Administrative Employees.

"Executive" means Board of Trustees, Executive Director, and Chief Officers reporting directly to the Executive Director.

"Exempt" means an Administrative Employee who is exempt from the overtime provisions of the Fair Labor Standards Act.

"Performance Planning and Review" means the process through which employee's individual job performance is evaluated based on setting individual job related and development goals that align with UTA's Board, Agency Office, Service Unit, Department and/or Team goals.

"Hot Jobs" means jobs that the hiring Executive and the Chief People Officer, or designee, have determined are hard to recruit and fill due to unique market forces for that specific profession/skillset; including very low unemployment rates, high level of job/position demand in the local market for the job type, high levels of turnover in the market for the job type, and/or highly specialized skills are required.

"Job" means a collection of tasks, duties and responsibilities assigned to one or more individuals.

"Labor Market" means compensation data collected from a combination of geographical, industrial, and/or occupational categories which is used to determine the market value of a job. Preferred labor markets include transit, government and nonprofit.

"Merit Increase" means a discretionary increase in an Administrative Employee's rate of pay based on their individual performance documented through the Performance Planning and Review process.

"Non-Exempt" means an employee who is not exempt from the overtime provisions of the Fair Labor Standards Act.

"Pay Grade " means the range of pay established for particular Jobs that outlines the minimum, mid-point, and maximum rate of pay. (Formerly known as Pay Lane.)

"Slotted" means a job is placed in a Pay Grade by lining it up with other jobs deemed to be of comparable worth within the organization. This is generally done when no market data exists and/or internal equity is deemed a priority.

"Supervisor Starting Wage" means the starting pay for supervisory positions supervising bargaining unit employees.

"UTA" means Utah Transit Authority.

3) Policy.

UTA's Compensation Plan is designed to pay compensation that is reflective of the market, nondiscriminatory, competitive, and internally equitable. All compensation policy decisions must be considered in light of UTA's overall financial condition and existing budgetary resources.

A. Compensation Structure:

UTA administrative employee compensation structure is made up of Pay Grades that are built based on relevant Labor Market data. UTA regularly relies on market data to ensure the pay structure is up to date and competitive. Jobs are placed in Pay Grades based on market data or slotted based on internal factors.

B. Job Review.

Job descriptions are created and updated to document the duties and minimum qualifications of a Job. Managers are required to ensure employees' job duties are accurately reflected within the job description, in accordance with People Office standard operating procedures. Compensation reviews are conducted and Jobs are accurately matched to Labor Market data or slotted according to internal factors and assigned to a Pay Grade.

C. Review.

A manager who feels the job description or Pay Grade are not representative of Job duties may appeal the decision as described in HR Administrative Compensation Plan SOP.

D. New Administrative Employees.

Individuals accepting a new position will be compensated at a rate of pay that is at least the minimum of the Pay Grade for the position up to the midpoint of the Pay Grade

Compensation for a new Administrative Employee above the Pay Grade minimum is subject to a review for internal equity or equal pay issues as defined in People Office standard operating procedures. New Employees will not be offered a starting salary above the midpoint of the Pay Grade.

E. Annual Review.

An Administrative Employee's immediate supervisor is responsible for conducting a performance review in accordance with UTA's Performance Planning and Review Policy at least annually. Administrative Employees may be eligible for an annual Merit Increase based on their individual performance documented through the Performance Planning and Review process. A pay adjustment may also be made when, as a result of modifications to a Pay Grade, an Administrative Employee's rate of pay is below the minimum of their assigned Pay Grade.

Additional Compensation

1. Overtime

a. Non-Exempt Administrative Employees.

Non-Exempt Administrative Employees will be paid overtime compensation at the rate of one- and one-half times their regular hourly rate for work in excess of forty (40) hours in a work week as defined in the Administrative Employee Work Week and Schedule Policy. All overtime must be approved and authorized in advance by the Administrative Employee's manager. Non-Exempt Administrative Employees are not permitted to work unauthorized overtime.

b. Exempt Administrative Employees.

Exempt Administrative Employees are not eligible for overtime pay.

F. Confidentiality.

Individual employee compensation information should be protected as confidential unless disclosure is required by state or federal law.

G. Policy Exceptions.

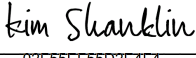
Any exceptions or deviations from this policy require a written business case to be evaluated and approved by both the Chief People Officer as well as the department's Chief Officer. For the Office of the Board of Trustees, exceptions will be approved by the Chief People Officer and the Chair of the Board. The Board of Trustees will be notified of the exception, along with a summary of the business case, within five business days of the exception decision. Exception or deviations applying to the Executive Director or Chief Officers will be approved by the Board of Trustees.

4) Cross-References.

- Utah Code §67-3-12 - Utah Public Finance Website -- Establishment and Administration -- Records Disclosure
- 29 USC 203 – Labor; Definitions
- UTA Corporate Policy No. 6.7.1.2 – Administrative Employee Work Week and Schedule

- UTA Corporate Policy No. 6.7.2.1 – Administrative Job Evaluation, Job Recruitment, and Job Reassignment
- UTA Corporate Policy No. 6.7.3.1 – Performance Planning and Review

This UTA Policy was reviewed by UTA’s Chief Officers on 12/07/2022 approved by the Board of Trustees on 1/25/2023 and approved by the Executive Director on 1/25/2023. This policy takes effect on the latter date.

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 Kim Shanklin, Chief People Officer
 Accountable Executive

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 Jay Fox
 Executive Director

Approved as to form and content:

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 Counsel for the Authority

History

Date	Action	Owner
12/12/2005	Adopted – Corporate Policy 6.7.5.1 Compensation Policy	Chief People Officer
10/29/2007	Revised – Corporate Policy 6.7.5.1 Compensation Policy	Chief People Officer
01/16/2008	Revised – Corporate Policy 6.7.5.1 Compensation Policy	Chief People Officer
11/16/2010	Revised to add provisions for overtime during a Proclamation of Local Emergency – Corporate Policy 6.7.5.1 Compensation Policy	Chief People Officer
11/18/2014	Revised the new Administrative Employee starting pay rate and other modifications – Corporate Policy 6.7.5.1 Compensation Policy	Chief People Officer
05/16/2015	Revised – Corporate Policy 6.7.5.1 Compensation Policy	Chief People Officer
04/13/2022	Board Approved – UTA.05.04 Administrative Employee Compensation Plan Policy	Chief People Officer
04/14/2022	Adopted – UTA.05.04 Administrative Employee Compensation Plan Policy	Chief People Officer
04/14/2022	Rescinded –Corporate Policy 6.7.5.1 - Compensation Policy	Chief People Officer
1/25/2023	Revised – UTA.05.04 Administrative Employee Compensation Plan	Chief People Officer
1/25/2023	Board Approved – UTA.05.04 Administrative Employee Compensation Plan	Chief People Officer
1/25/2023	Adopted – UTA.05.04 Administrative Employee Compensation Plan Policy	Chief People Officer