Name: _____ Date: _____

Compensation

The crossword grid contains the following answers:

Down 1: JOBDESCRIPTION

Down 2 (Across position 2): JOBDESCRIPTION

Across 3: BUDGETREQUESTS

Down 4: CONTROLL

Across 5: EMPLOYEECOMPCOOSULTATION

Across 6: STIPENDADMINISTRATION

Down (STIPONPROCESSISI column): STIPONPROCESSISING / STIPONPROCESSISI

Across 7: ANNUALSALARYLETTERS

Across 8: JDXPERT

Down (JOBDESCRIPTION TEMPLATER column): JOBDESCRIPTIONTEMPLATER

Across 9: ANNUALCOMPENSATIONREVIEW

Across 10: ABSENCEBALANCESTASKFORCE

Down (ACTIONREVISION column): REVISION

Grid letters (as filled):
Column 1-down: J O B D E S C R I
Column top-right down: J O B D E S C R I P T I O N
Across 3: B U D G E T R E Q U E S T S
Across 5: E M P L O Y E E C O M P C O O S U L T A T I O N
Across 6: S T I P E N D A D M I N I S T R A T I O N
Across 7: A N N U A L S A L A R Y L E T T E R S
Across 8: J D X P E R T
Across 9: A N N U A L C O M P E N S A T I O N R E V I E W
Across 10: A B S E N C E B A L A N C E S T A S K F O R C E
Column under 4: C O N T R O L L
Column (JOB DESCRIPTION TEMPLATER): J O B D E S C R I P T I O N T E M P L A T E R
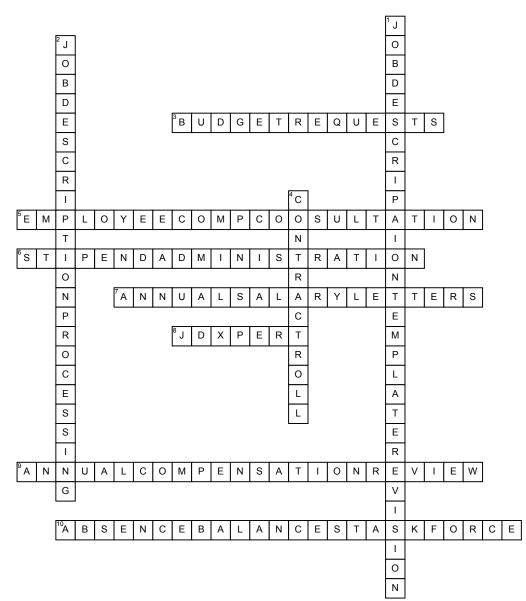Column (STIP...): S T I P O N P R O C E S S I S I N G
Column bottom: R E V I S I O N

Across

3. A form that is reviewed for any submissions that include new or updated positions for accuracy and alignment with corresponding job description within the District's pay structure.

5. This is to provide customer service, usually with a scheduled meeting with an employee, to advise and provide clarification around the District's compensation philosophy and resolve escalated compensation concerns.

6. This process includes the management of the extra duty descriptions, rates, and overall roster for the District. This includes intake of campus and department rosters and processing extra duty payments, conducting audits, as well as annual reviews to ensure market competitiveness.

7. Documentation issued to employees to communicate important employee information including their job title, salary, stipend(s), location, and work calendars. Employees are required to review and verify this information.

8. This is a job description management system, which houses all job descriptions, allowing hiring managers to review, create, and/or update job descriptions. This also allows employees to view and acknowledge their own job description.

9. The process of identifying positions, stipends, and supplemental pay to be reviewed to promote alignment to market in order to attract and retain top talent. This process includes identifying our comparable districts as well as industry, completing job audits, conducting benchmarking, analyzing data, and submitting recommendations for BOT approval.

10. This is a special project to create a process to analyze and calculate employee absence balances that will be executed to train team member to implement. This will promote accuracy in absence balances.

Down

1. A training for district leaders to modify position information for employees within their organization, for standardization in content, accuracy, and alignment within job families and similar positions within the District, on a new format.

2. The process of reviewing job title, FSLA status, pay grade, qualifications, essential duties and work environment for standardization in content, accuracy, and alignment within job families and similar positions within the District.

4. An annual process required to review and update employee data such as work calendar, employment status, position information, and annual salary, as well as promote data integrity.