

Glossary *of terms*

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As we proceed with this project, it will be important to begin using a common vocabulary to help us communicate more effectively. The terms defined below are terms that we will be using now and in the future to talk about job content, classification, and pay.

Administrative Staff – Exempt jobs

Competitive Pay – Compensation that is consistent with what other organizations pay for a similar set of knowledge, skills, and responsibilities. (*see Market Study*)

Complexity – The degree of difficulty and variability of job responsibilities and authority. The following terms describe degrees of complexity:

- *Routine* The types of tasks and activities, as well as how they are handled, are well-defined and standardized. Specific procedures guide all work.
- *Moderately Complex* Tasks and activities require basic analysis, selection of appropriate guidelines/procedures from among pre-defined alternatives. General guidelines exist for most work.
- *Highly Complex* Tasks and activities are variable and unpredictable. Analysis and interpretation is necessary to assess situations and determine most appropriate course of action or methodology. Precedents and practices guide work.

Customized Job Description – A job description that has been developed to describe a specific job in a specific department, using a standard job description as its foundation.

Exempt Jobs – Jobs that are not covered by the Fair Labor Standards Act (FLSA) and therefore are not subject to overtime pay.

Job Classification – The process of reviewing jobs based on an objective analysis of knowledge, skills and responsibilities of each job, and assigning jobs to salary ranges.

Job Family – A set of jobs that has similar types of duties, similar skill sets, or exist under a similar functional grouping. Some examples are:

- *Financial* Financial Assistant, Cashier
- *Medical* Phlebotomist, Clinical Assistant, Radiographer
- *Secretarial, Administrative Assistant, and Clerical* Office Assistant, Administrative Assistant, Senior Administrative Assistant

Job Levels – Variations in the degree of complexity of a particular job, such as the differences between the entry, intermediate, and senior levels. Levels refers to job content and qualifications and technical skills.

Market Study – A process of collecting and analyzing pay data to determine what other organizations are paying for jobs with similar responsibilities and skill requirements. Typically the market study collects data from similar organizations in the local market that are likely to compete for the same employees. For support staff at MIT, this would be other major employers in the Cambridge/Boston area.

Non-Exempt Jobs – Jobs that are covered by the Fair Labor Standards Act (FLSA). The FLSA regulates minimum wage and overtime requirements.

Pay Decision Guidelines – The set of guidelines that MIT’s Human Resources Department has developed to ensure that pay is managed consistently across the campus. This set of guidelines will be enhanced to include information about how to effectively use salary ranges (e.g., paying for skills and experience, determining starting salary rates).

Pay Equity – The consistency of pay between incumbents in situations where job responsibilities, skill levels, and performance are similar.

Salary Range – The range, expressed as the minimum, midpoint and maximum, that MIT would pay for jobs assigned to it.

Standard Job Description – A job description that describes a job’s core responsibilities, requirements and other criteria, and that can be used as a basic job description for similar jobs across the Institute. These will be used to classify jobs and to assign titles.

Support Staff – Non-exempt jobs.