



Glossary

Term	Definition
Base Pay	An amount or a rate of compensation excluding any other payments or allowances
Budget Working Group	University group that guides the distribution of the annual merit pool
Career Level	The amount of responsibility, impact, scope, and skills/experience required for a position within a career stream
Career Level Descriptor	Standardized names used to represent a career level within each career stream
Career Level Guide	Criteria that defines the amount of responsibilities, impact, scope, and skills/experiences required for each career level
Career Stream	The nature of work performed within a family (i.e., non-exempt, exempt, management)
Compensation Program	Program by which an employer determines the appropriate range of pay for an employee's services based on market comparisons
Competencies	A requirement for an individual to properly perform a specific position that combines knowledge, skills and behavior.
Exempt Individual Contributor (EIC)	Refers to employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA)
Family	A category of positions that involve work in the same functional occupation and have related core knowledge and background requirements
In-Range Pay Increase	When an individual receives a pay increase incremental to merit and their position does not change
Incumbent	A person currently occupying a position
Management (M)	The career stream in which employees responsible for supervising 3 or more regular staff members are assigned
Market	Where Notre Dame competes to attract, hire, and retain those employees necessary for the university to accomplish its mission.
Market Reference Range	The range of pay established for a position based on the competitive market value of similar positions and used as a guide to set individual employee salaries.
Merit	An annual increase to Base Pay or a Lump Sum based on performance. It is also known as Pay for Performance
Merit Pool	Dollars allotted throughout the university for base pay and lump sum increases.
NDRenew	Project initiated in Fall 2008 as a result of ND Voice to address perceived deficiencies with the compensation program across campus



Non-exempt Individual Contributor (NIC)	Employees, who because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are normally required to account for all hours worked.
PD/ Position Description	Written document indicating the primary duties of a position, including a summary, purpose, responsibilities, education and skills required
Performance	The alignment and assessment of an individual or team toward achieving individual, department and university goals and values
Position Management Form (PMF)	Form completed by a department and submitted to the Compensation Team when requesting a position be leveled due to the creation of a new position or re-evaluation of an existing position.
Position	An established set of duties, responsibilities, skills and expertise
Position Responsibilities	Group of duties which describes the major purpose or reason for a position
PQ/ Position Questionnaire	Questionnaire utilized during the ND Renew project indicating an employee's duties, responsibilities, knowledge and skills required to do their position
Promotion	When a person moves to a higher career level position within the same career stream; a person moves from a non-exempt individual contributor position to an exempt individual contributor or a manager position; in certain circumstances when an exempt individual contributor position moves to a manager position
Reconsideration Period - ND Renew	Period of time in which a committee will review positions perceived to be incorrectly assigned to the new compensation program at the initial go-live period
Re-evaluation	When essential duties of a position change 25% or more to require redefining the position to a different sub-family classification and/or career stream.
Skills	Ability, competence or aptitude that is acquired or developed through training or experience
Sub-family	A specific occupational area within a family that is similar in educational background, experience/competencies required and market value
Transfer	When an individual moves from one distinct position to another which is not classified as a promotion
Working Title	Titles utilized in the university directory and for daily business purposes, selected from a list of title options based upon career stream and level and approved by Human Resources