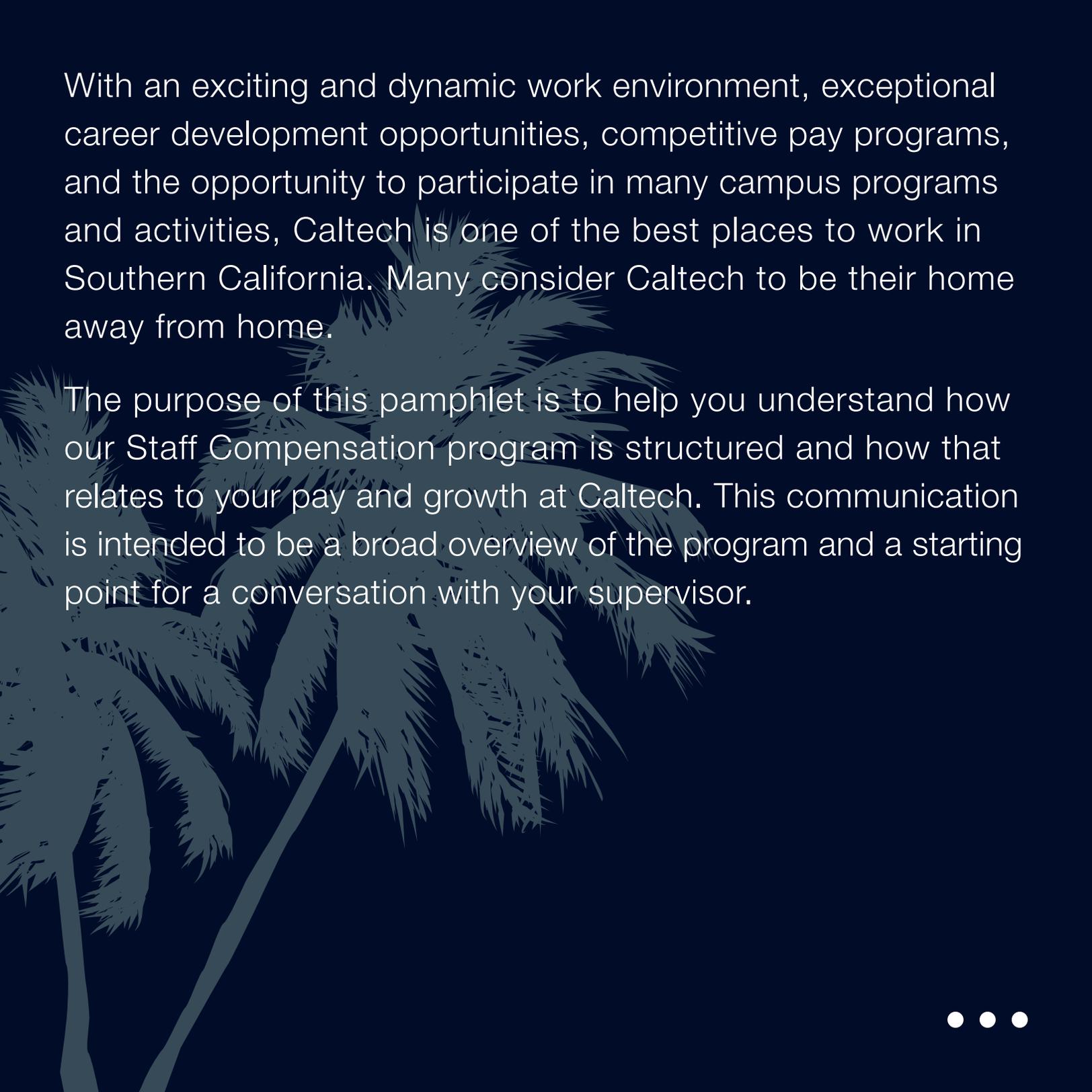




# CALTECH

## Employee Guide to Staff Compensation





With an exciting and dynamic work environment, exceptional career development opportunities, competitive pay programs, and the opportunity to participate in many campus programs and activities, Caltech is one of the best places to work in Southern California. Many consider Caltech to be their home away from home.

The purpose of this pamphlet is to help you understand how our Staff Compensation program is structured and how that relates to your pay and growth at Caltech. This communication is intended to be a broad overview of the program and a starting point for a conversation with your supervisor.

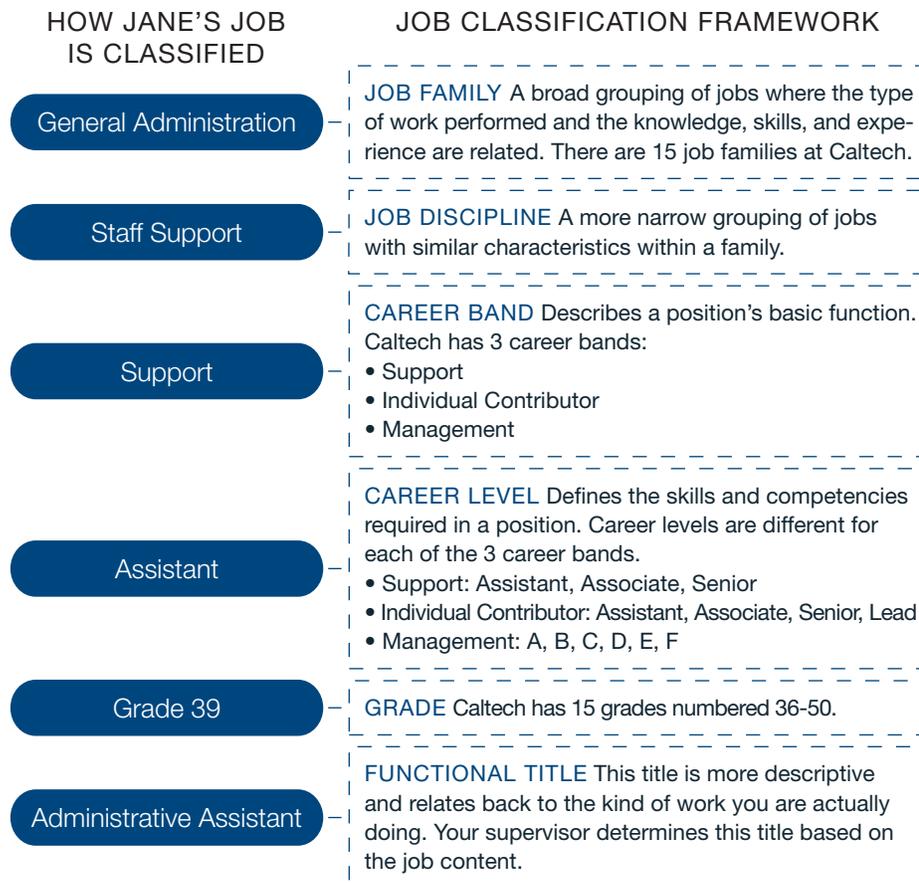


# Job Classification Framework

Every Staff position is classified according to the following framework, which is outlined in the example below.

## EXAMPLE FRAMEWORK FOR JANE

Jane is an employee in the Division of Biology, and her position is classified within the General Administration Job Family. She provides administrative support to a Professor, and her functional title is “Administrative Assistant”. Based on the duties and responsibilities as well as the knowledge, skills and abilities required, Jane’s position is classified into the Staff Support Job Discipline, Support Career Band and Assistant Career Level. All of these factors map to Grade 39.



### Did You Know?

Positions, not individuals, in the Support career band are considered “non-exempt.” Non-exempt jobs are paid on an hourly basis and receive overtime pay in accordance with state and federal regulations. Positions, not individuals, in the Individual Contributor and Management career bands are considered “exempt” from these regulations and are not eligible for overtime pay.

*If you don’t know the framework for your job, consult with your supervisor.*



# Your Paycheck

## BASE PAY

Base pay is the regular pay rate (excluding any overtime or supplemental pay) you receive each pay period.

## ANNUAL SALARY INCREASE (ASI)

An Annual Salary Increase is a merit increase to your base pay for fulfilling your job responsibilities, achieving individual goals, and developing and demonstrating skills and competencies within your position. Increases are normally effective October 1, based upon the compensation budget for your work unit. This is not considered a cost of living adjustment.

## BONUS IN LIEU PAY

A Bonus in Lieu is a lump sum bonus paid to you instead of an Annual Salary Increase during the annual salary increase period. This bonus does not increase your base pay.

### Did You Know?

Caltech's 15 grades have broad pay ranges in order to provide more flexibility for our rich variety of unique positions and skills. The pay rates for all the positions within the grade are based on what other employers pay for similar positions — we call this the market rate. As the market rate increases with time, so may your pay rate.

# Beyond Your Paycheck

Caltech encourages eligible employees to take advantage of the many benefits, activities, and educational opportunities offered on Campus.

- Health and Welfare Benefits
- Retirement Program with Regular Contributions by the Institute
- Generous Vacation and Paid Leave
- Caltech Childcare Assistance Program (CCAP)
- Tuition Reimbursement
- Degree Granting and Professional Certification Programs
- Convenient On-Campus Training
- Career Coaching
- Ombudsman Office
- Caltech Y
- Fitness Center
- Caltech Employees Federal Credit Union
- Caltech Bookstore
- Caltech Wired (Computer Store)
- Staff and Faculty Consultation Center
- Caltech Women's Center
- Rideshare Programs
- Discounted Entertainment Tickets





*Compensation Unit*  
*Caltech Human Resources*  
399 South Holliston Avenue  
Pasadena, California 91125  
*compensation@caltech.edu*  
(626) 395-8386