

Definitions
Employer of Choice Workshop
August 30, 2004

ABRA: City's database of employee personnel and payroll records.

ACCRA: Formerly American Chamber of Commerce Researchers Association. Non-profit professional organization comprising research staff of chambers of commerce, economic development organizations, and related entities throughout the United States and Canada.

Base Pay: The basic compensation an employee receives.

Broadbanding: Practice of using fewer pay grades having broader ranges than traditional compensation systems.

Career Development Program: Program of factors impacting individual employee's career success. Program includes performance appraisal process, career ladders, job posting, certifications, formal training, on the job training and education.

Career Ladder: The logical progression available between jobs within the City. The Career Ladders identify the required knowledge, skills and abilities needed to continue to progress. (Rollout October 2004)

Comp-Ratio: Pay level divided by the market rate of the pay range.

Contributory Plan: Pension plan in which the money for pension benefits is paid in by both employees and employers.

CPI: Consumer Price Index

Defined-Benefit Plan: Pension plan in which an employee is promised a pension amount based on age and service.

Exempt Employees: Employees to whom employers are not required to pay overtime under the Fair Labor Standards Act.

External Equity: An organization's pay rates are at least equal to market rates.

FLSA: Fair Labor Standards Act. Establishes minimum wage, overtime pay, recordkeeping and child labor standards affecting full-time and part-time workers in the private section and in Federal, State and local governments.

FPPA: (Florida Public Personnel Association, Inc.) A professional organization whose membership is engaged in some phase of governmental personnel management. FPPA and Florida League of Cities, Inc. maintain and conduct the statewide salary survey data for both organizations.

Flexible Benefits Plan: One that allows employees to select the benefits they prefer from groups of benefits established by the employer.

Flexible Spending Account: Account that allows employees to contribute pretax dollars to buy additional benefits.

GASB: Governmental Accounting Standards Board

GW: General Wage Increase

HOPP: Home Ownership for Police Program. This program was in conjunction with Century Bank. It allowed officers 100% financing, closing costs as part of the loan and paid the officer's first year membership in their neighborhood association. This program is currently not sponsored by the participating bank, Century.

Internal Equity: Compensation that is seen as equitable in relation to the compensation provided employees performing similar jobs within the organization.

Job Analysis: A systematic way to gather and analyze information about the content and the human requirements of jobs and the context in which jobs are performed.

Job Criteria: Important elements of a job on which performance is measured.

Job Enlargement: Broadening the scope of a job by expanding the number of different tasks to be performed.

Job Enrichment: Increasing the depth of a job by adding employee responsibility for planning, organizing, controlling, and evaluating the job output.

Job Specifications: List the knowledge, skills and abilities (KSA) an individual needs to do the job satisfactorily.

Non-Exempt Employees: Employees who must be paid overtime under the Fair Labor Standards Act.

OPEB: Other Post Employment Benefits. The GASB approach stating OPEB's are earned during working years and, like pensions, should be part of the current cost of providing public service.

Pay Compression: There is only a small difference in pay between employees regardless of their skills or experience (also known as salary compression).

Point Factor Method: Method of job evaluation; it involves using specific factors to evaluate job worth.

Quartile Strategy: Stated policy about where an organization wishes to be positioned in the labor market.

- First Quartile: (Below Market Strategy) 75% of firms pay above and 25% pay below.
- Second Quartile: (Middle-Market Strategy) 50% of firms pay above and 50% pay below.
- Third Quartile: (Above Market Strategy) 25% of firms pay above and 75% firms pay below.

Reg Rate: An employee's rate that includes base, longevity and other specialty pay additions.

SMSA: Standard Metropolitan Statistical Area. Standard definitions of metropolitan areas. Core Based Statistical Area (CBSA) became effective in 2000 and refers collectively to metropolitan and micropolitan statistical areas.

Core Based Statistical Area must contain at least one urban area of 10,000 or more population.

Metropolitan Statistical Area must have at least one urbanized area of 50,000 or more inhabitants.

Micropolitan Statistical Area must have at least one urban cluster of at least 10,000 but less than 50,000.

Training and Development Catalog: A catalog for employees and managers to use to identify educational and training courses at educational institutions and organizations to assist in the development of knowledge, skills and abilities.

VEBA: Voluntary Employee's Beneficiary Association