

Pay Grade, Range & Scale Deliverables

Average merit percentage guide
Average promotion percentage guide
Banding for Administrative/Technical
Banding for Executive/Owner
Banding for Manager/Supervisor
Banding for Production/Maintenance
Contractor evaluator tool
Current, professionally developed data
Electronic format for easy update
Generic alpha and grade title listings
Geographic-specific pay scale
Key job grade assignment considerations
Management classification suggestions
Management-nonexempt evaluator tool
Mgt.- nonmanagement scale designation
Modified "HAY" job grade slotting
Non-cash reward suggestions
Nonexempt classification suggestions
One hard, one electronic copy
Overtime-no overtime designation
Pay scale with pay range maximum
Pay scale with pay range midpoint
Pay scale with pay range minimum
Planned grade increase development
Planned range increase development
Rating-range-duration matrix examples
Rating-Range-Duration pay raise matrix
Results/suggestions oral review
Sample job grade slotting
Scale use training
Scale-specific to organization needs
Typical merit percent range guide
Typical promotion percent range guide

Additional and expanded
HR services are tailored
for specific client needs

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Pay Grade, Pay Range and Pay Scale



PHRST offers *a la carte* human resource management through select Professional Human Resource Service Teams

est. 1984

Pay Grade, Pay Range and Pay Scale

What Is Needed

Management's job is to attract, retain and motivate the best, most qualified personnel available. Organizations must know what they should be paid and how much to pay, including pay adjustments. Business needs accurate, up-to-date data in an easy-to-use format which is appropriate for its organization. PHRST provides the information and advises how to use it.

State-of-the-Art

Few managers have access to accurate pay data, and fewer have access to a planned pay structure specific to their organization. PHRST provides a pay scale with major job category bands, grades and parameters which equip managers to precisely determine pay standing, merit and promotion increases, budget parameters and more. PHRST provides scales which are current, specific to geographic area, and built upon sound pay planning principles to maximize effectiveness. Along with the scales, PHRST shares knowledge, skill and ability with managers for future use.



Knowledge, Skill & Ability

PHRST's compensation planning team is staffed by human resource specialists and led by certified senior professionals in HR management. We combine a thorough understanding of practices, regulations and professional standards with technical expertise to deliver business-focused, real world solutions in a final format which you easily install and manage.

When, Where & For How Much

Project completion requires 15 workdays. Depending on client need, our professionals work at client locations, designated sites or PHRST offices. The basic service fee is \$4,000, comprising a \$3,000 initiation fee and a \$1,000 final charge. Expenses are documented and billed at cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.

About PHRST

Strategic Human Resource Management

PHRST stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

PHRST works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.