

BACKGROUND DATA REQUEST

- Organization charts/listings and mission statements.
- Policy manual and/or employee handbook.
- Existing pay plan documents/written details if distinct from policy manual.
- Existing classification plan documents/written details if distinct from policy manual.
- Existing/current job descriptions, job postings and/or recent position questionnaires.
- Collective bargaining agreements, if relevant.
- Electronic employee data
 - employee ID
 - employee name
 - department ID and department name
 - hire date
 - direct supervisor
 - job ID and job title
 - position ID and position title (if different from job)
 - classification ID and classification title
 - pay plan and job grade
 - current base rate and basis (annual, hourly, etc.)
 - % full-time (full-time = 100%)
 - regular premiums to base rate (shift, tenure, etc.)
 - total annual variable pay for last fiscal year, if relevant.
- Existing pay grades and ranges.
- Any relevant market surveys.
- Health, Welfare and services benefits descriptions.
- Retirement plan descriptions.
- Any additional background material deemed relevant to the assignment.