

## 1 - Research



**Gather Data & Information from External Sources** (i.e. other centers, online databases), **Internal Sources** (i.e. internal wage survey) **or both** to understand the pay landscape.

## 3 - Financial Outlook



**Determine -**  
What are the **total wages** the program can **afford**?  
This should be an **exact dollar amount** to work backwards from.

## 5 - Build Pay Range



Using the **exact dollar amount** from **Step 3**, **decide the maximum pay for each job** in the job list from **Step 4**.

Create a **pay range** that includes a minimum, midpoint and maximum pay for each job by **determining an equal dollar amount range** between **each level of pay**.

## 2 - Vision & Philosophy

**Determine -**  
Do you want to:  
**meet the market** or  
**be a market leader**?



Market leaders **pay their staff at or above the highest rate** in the market.

## 4 - Job List

**Write a list** of every job that exists within the program.  
**Order these jobs** based on their priority within the program.



**Highest priority job** should be **listed first**.

## 6 - Expand

Continue to **expand** by including things such as **steps** and **grades**, distinctions in **non-exempt vs. exempt employees**, **COLA** (cost of living adjustment) & more!

