

## DEVELOPING YOUR PAY PROGRAM

### 1. Resources for Pay Information

#### USDOL Wage Data

- general overview <http://www.bls.gov/bls/blswage.htm>
- available by state, metro areas, and job for 800 occupations, 400 industries

Example: for VA - Alexandria/Arlington within Metro DC

Type: Receptionists and Information Clerks (links to basic job description) # employed: 24,430 (omitted 3 other %ages)  
Median hourly wage: \$14.29 Mean hourly wage: \$14.75 Annual mean wage: \$30,690

#### ALEXANDRIA JOBLINK Wage Data

<http://alexandriava.gov/dchs/joblink/default.aspx?id=78653>

### 2. Pay-related Federal Laws which apply to all businesses

Fair Labor Standards Act (1938)

Equal Pay Act

Lily Ledbetter Fair Pay Act

Uniformed Services Employment Rights & Responsibilities Act

3. Alexandria Living Wage Act requires contractors, excluding construction, providing services on City-owned or City-controlled property to pay a minimum of \$13.13/hour.

### 4. Budget basics for pay include:

- \* Total number of current employees and total current payroll.
- \* Forecast increase percentage for current employees (total planned pay raises)
- \* Planned promotions and amounts allotted
- \* Planned hiring by type and expected pay.
- \* Timing of actions within year

***Strategies for Human Resources*** advises small to mid-size organizations to thrive and achieve strategic goals and success through effective management of their people.

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