

A Reviewer's Guide to the Diocesan Just Practices of Compensation (JPC)

What: The *Just Practices of Compensation (JPC)* process helps determine both the *job classification level* and the *salary/wage* for a position within the diocese. It is based off of a set of guidelines reflecting the position of the Church of the Diocese of Des Moines in the area of compensation and is a result of input from parishes and other groups. The JPC process is directed to employers as a statement of the principles of compensation which apply to all applicable employees of the Diocese.

Why: The Church has the responsibility to act justly in the area of employment, both as a witness to the gospel and as a model to others. The Church acts justly when it recognizes the inherent worth of its employees and provides a just compensation.

Who: Reviewers – supervisors/directors/department leaders/pastors/business managers/administrators – play an integral role in determining a fair compensation amount for each of the positions in their departments.

Where: When determining fair compensation for a position, reviewers should view, consider, and complete each of the following resources.

RESOURCE	LOCATION
<i>Position's job description</i>	Please ensure you have a current copy of the job description.
<i>Just Practices of Compensation process</i>	https://www.dmdiocese.org/filesimages/Human%20Resources/Just%20Practice%20of%20Compensation%20FULL%20Updated%202026.pdf (See applicable pages identified in Step 2 below.)
<i>Appendix C</i>	You receive this from the Diocese each year; please check to see that you have it.
<i>Position Holder Specifics</i>	A reviewer may consider how a position holder's specific experience and education compare against what's required for the role (e.g. what's listed in the job description). Please see sample scenario below. <i>NOTE: Any performance-based raise for a current, non-newly hired employee should be considered separately from/in addition to the JPC process.</i>

How: A reviewer should complete each of the below steps when determining compensation for any given position.

- View the position's job description.**
- Complete the *Just Practices of Compensation process*** (link above). This process walks a reviewer through how to "rate" where a specific **position** (not a position holder) falls in each of the eight factors listed in the JPC in order to determine what **job classification level** the position falls under and what **wages** are recommended in that determined level.
 - *Job Analysis Process directions:* pg. 21-22
 - *Job Analysis Factors/Level Descriptions:* pg. 23 – 35
 - *Job Analysis Score Sheet (Appendix A)* – Pgs. 55 & 63
- View the *Appendix C* recommended salary/wage dollar amounts under the job classification level determined by the results of the *Just Practices of Compensation process*** (step 2 above). This is where the recommended min, mid, and max wages are found for the job classification level the reviewer has determined the position to fall under. From there, the reviewer may also consider the **position holder specifics (experience & education)** in comparison with what the job requires in order to understand if the position holder should fall closer to the min or mid wage in the position's level.

NOTE: Any performance-based raise for a current, non-newly hired employee should be considered separately from/in addition to the JPC process.

 - **Sample Scenario:** After rating the position in each of the 8 factors detailed in the *Just Practices of Compensation process* (Step 2), you've determined the position falls in the NE-5 level of the Job Classification Level shown in Appendix C. Now, to determine where a specific **position holder** should fall within the NE-5 level of the chart – min., med., or max. – you would consider how the individual's experience and education compare against what's required for the role (e.g. what's listed in the job description).
 - Let's say the role requires an AA with 1-2 years of experience while the individual has a BA and 3 years of experience; in this case, you may want to recommend a wage in the min/mid range because the individual meets the education level and slightly exceeds the experience level.
 - Let's say the role requires a BA with 4 years of experience while the individual has an AA with 4 years of experience; in this case, you may want to recommend a wage closer to the min. because the individual meets the experience level but does not meet the education level.
- Submit the following to the Pastor for review and final approval.**
 - Your completed **Job Analysis Score Sheet (Appendix A)** (found in the JPC process guide linked above) demonstrating your job classification level placement of the position (see Step 2 above, if needed)
 - Your **salary/wage recommendation for the position and/or position holder.**