Overview:

SLAC will implement the new Engineering Track on October 1. Approximately 250 employees in jobs currently classified as “Engineer” and “Physicist-Engineering” will be assigned to a level within the new Engineering Track. The Engineering Track uses standard level descriptions to:

- Provide employees greater insight for career planning and development
- Provide consistent level descriptions to facilitate movement across organizations
- Create a more visible connection between expertise and accomplishment with market pay and salary decision making

What’s new?
- Standardized job level descriptions across the Lab
- Job levels assigned to salary ranges based on competitive market data
- Documented promotion and appointment processes
- Directorate and Lab-wide committee review and governance model

What stays the same?
- Your salary stays the same, but your job will now be assigned a salary range
- Your job, the work you do
- Your reporting relationships
- Your working title, unless you and your manager agree on a different title

Key Dates
- August: Employee & Manager resources provided
- 17 August: Final Cross-Lab Normalization with Directorate committee guidance
- 1 September: Level assignment communication begins
- 1 October: Effective date for level assignments (level 5 & 6 pending committee review)
Frequently Asked Questions

**Question:** Why do we need an engineering career track?

**Answer:** The Lab has received consistent feedback from employees (e.g. Lab Director skip-level meetings and focus group meetings) that engineers need a career track. Engineer career levels are a common National Lab and industry practice, and provide greater clarity for providing career planning and development.

**Question:** How are engineering levels assigned?

**Answer:** ALDs are leading the process for their respective organizations. Each employee will receive a level assignment which matches the majority (70%-80%) of their job activities. Level assignments will be reviewed and calibrated within the Directorate and then across the Lab. Assignments to level 5 and 6 will require Lab-wide committee review.

**Question:** What if I disagree with the level assigned to my job?

**Answer:** After talking with your manager about your job level assignment, you may request your level assignment be reconsidered. The requirements, process, and decision authority to initiate a review will be documented and available to employees in September.

**Question:** Do I retain my engineering level assignment when I am in a managerial role?

**Answer:** Yes. Employees in managerial roles of Department Head or higher may have both an Engineering level and Managerial level assigned. Managerial level assignments will be calibrated Lab-wide and implemented in October.

**Question:** Which levels require committee review?

**Answer:** Directorate committee review is required for levels 3 and up. Lab-wide committee review is required for levels 5 and 6. Committee governance documents are available online.

**Question:** I am an engineer. Why is my job not included in the Engineering Career Track?

**Answer:** The Engineering Career Track is designed for engineers in currently unleveled classifications. Within the existing Stanford career structure, classifications already exist for engineers in Facilities and IT.