

Salary Bands and Levels

Policy Number: HR-COMP-001 **Effective Date:** January 1, 2020 **Last Updated:** January 1, 2024 **Owner:** Total Rewards Team **Applies To:** All employees globally **Classification:** Internal Only

Overview

NovaTech Solutions uses a structured leveling and compensation system to ensure fair, consistent, and competitive pay across the organization. This document outlines our job levels and compensation philosophy.

Job Level Framework

Individual Contributor Track

Level	Title Examples	Scope
L1	Associate [Role], Junior [Role]	Entry-level; developing skills; works on well-defined tasks with close guidance
L2	[Role]	Proficient; works independently on standard tasks; may mentor L1s
L3	Senior [Role]	Advanced; handles complex work; owns significant projects; mentors others
L4	Staff [Role]	Expert; drives strategy within domain; influences across teams
L5	Principal [Role]	Organization-wide influence; shapes technical/functional direction

Management Track

Level	Title Examples	Scope
L4	Manager	Manages team of 3-8; responsible for team delivery and people development
L5	Senior Manager	Manages larger team or managers; owns functional area
L6	Director	Manages function or multiple teams; sets strategy
L7	Senior Director	Broader organizational responsibility; significant budget authority
L8	Vice President	Executive leadership; owns major business areas
L9	Senior Vice President	C-suite direct report; enterprise strategy
L10	C-Suite	Executive team

Salary Band Structure

How Bands Work

Each level has a salary band with: - **Minimum:** Entry point for the level (typically 80% of midpoint) - **Midpoint:** Target for fully proficient performance at level - **Maximum:** For exceptional sustained performance at level

Band Positioning

Where you fall within your band depends on: - Experience and skills - Performance history - Time in role/level - Market conditions at hire - Geographic location

Geographic Differentials

Salaries are adjusted based on work location: - **Tier 1:** San Francisco, New York, Seattle - 100% - **Tier 2:** Austin, Boston, Denver, LA, London - 95% - **Tier 3:** Other US metros - 85-90% - **Tier 4:** India (Bangalore) - separate localized bands - **Remote (US):** Based on home location

2024 Salary Bands (US - Tier 1)

Engineering

Level	Minimum	Midpoint	Maximum
L1 - Associate Engineer	\$95,000	\$110,000	\$125,000
L2 - Engineer	\$120,000	\$140,000	\$160,000
L3 - Senior Engineer	\$155,000	\$180,000	\$205,000
L4 - Staff Engineer	\$190,000	\$220,000	\$250,000
L5 - Principal Engineer	\$240,000	\$280,000	\$320,000

Product

Level	Minimum	Midpoint	Maximum
L1 - Associate PM	\$90,000	\$105,000	\$120,000
L2 - Product Manager	\$115,000	\$135,000	\$155,000
L3 - Senior PM	\$145,000	\$170,000	\$195,000
L4 - Staff PM	\$180,000	\$210,000	\$240,000
L5 - Principal PM	\$220,000	\$260,000	\$300,000

Design

Level	Minimum	Midpoint	Maximum
L1 - Associate Designer	\$80,000	\$95,000	\$110,000
L2 - Designer	\$100,000	\$120,000	\$140,000
L3 - Senior Designer	\$130,000	\$155,000	\$180,000
L4 - Staff Designer	\$165,000	\$195,000	\$225,000
L5 - Principal Designer	\$200,000	\$235,000	\$270,000

People & Operations

Level	Minimum	Midpoint	Maximum
L1 - Coordinator/Associate	\$55,000	\$65,000	\$75,000
L2 - Specialist	\$70,000	\$85,000	\$100,000
L3 - Senior Specialist	\$90,000	\$110,000	\$130,000
L4 - Manager	\$120,000	\$145,000	\$170,000
L5 - Senior Manager	\$150,000	\$180,000	\$210,000

Management (All Functions)

Level	Minimum	Midpoint	Maximum
L6 - Director	\$200,000	\$240,000	\$280,000
L7 - Senior Director	\$250,000	\$300,000	\$350,000
L8 - Vice President	\$320,000	\$380,000	\$440,000

Note: Executive compensation (L9-L10) is determined by the Board Compensation Committee.

Total Compensation Components

Base salary is one component of total compensation. See also: - **Equity:** Stock options or RSUs (HR-COMP-005) - **Annual Bonus:** Performance-based (HR-COMP-003) - **Benefits:** Health, retirement, etc. (HR-BEN-001)

Target Total Compensation

Equity and bonus targets vary by level:

Level	Target Bonus	Target Equity (% of base)
L1-L2	5%	5-10%
L3	10%	10-20%
L4	15%	20-30%
L5	15%	30-50%
L6	20%	40-60%
L7+	25%+	50%+

Band Movement

Within Band (Merit Increases)

Annual increases based on performance typically range: - Exceeds expectations: 5-8% - Meets expectations: 2-4% - Below expectations: 0%

Promotion (Level Change)

Promotions typically include: - 10-15% base salary increase - Adjustment to new level's target total compensation - New equity grant at new level

Market Adjustment

Bands are reviewed annually and adjusted for: - Market data changes - Cost of living - Competitive positioning

Pay Equity

NovaTech is committed to pay equity: - Regular pay equity audits conducted - Unexplained gaps investigated and remedied - See Pay Equity Statement (HR-COMP-015)

Compensation Transparency

What's Shared

- Your level and band
- Band ranges for all levels (this document)
- Target bonus and equity information

What's Not Shared

- Individual salaries of colleagues
- Specific offers made to candidates
- Individual equity grants

Reviewing Your Compensation

Annual Review Cycle

- Performance reviews: February
- Compensation decisions: March
- Effective date: April 1

See Annual Review Process (HR-COMP-002) for details.

Off-Cycle Reviews

Adjustments outside the annual cycle may occur for: - Promotions - Role changes - Retention concerns - Market corrections - Equity adjustments

Request through your manager, who will work with HR.

Frequently Asked Questions

Q: Why am I below the midpoint? A: New-to-level employees often start below midpoint and progress toward midpoint with experience and performance.

Q: Can I be paid above my band maximum? A: Generally no. Employees at maximum should discuss promotion readiness or lateral moves.

Q: How often are bands updated? A: Annually, effective January 1.

Q: Why don't I see my exact role's band? A: Bands are set by level, not specific role. Similar-level roles share bands.

Q: Who determines my level? A: Level is set based on role expectations and your qualifications. Discuss with your manager.

Contact

For compensation questions, contact the Total Rewards team at total-rewards@novatech.com or your HR Business Partner.

Related Documents: Annual Review Process (HR-COMP-002), Bonus Structure (HR-COMP-003), Equity Guide (HR-COMP-005), Pay Equity Statement (HR-COMP-015)