



TITLE AND TOTAL COMPENSATION STUDY

Frequently Asked Questions

2019 Quarter 2

TITLE AND STANDARD JOB DESCRIPTION PROCESS

How will I be matched to a standard job description (SJD) and title?

Matching (also called “mapping”) will be done by Office of Human Resources (OHR) in partnership with divisional Human Resource departments (divisional HR) and dept. managers where appropriate.

How will the review with supervisors occur and when?

We anticipate discussions will begin in December 2019 and will continue into early 2020.

How will the addition of unique responsibilities work?

Unique responsibilities can be described in the position description, however the addition of unique responsibilities do not change the overall nature of the job. They can be identified and recommended for addition during the manager/employee conversations. Approval for the addition will come from divisional HR representatives.

When will my job description change to the new version?

Upon implementation in early to mid 2020. Employees will receive formal confirmation when the change to the new description occurs.

How will we keep job descriptions up to date in the new system? We are currently working to develop a system to regularly review and update the standard job descriptions. We anticipate they will be reviewed on a regular schedule.

PAY RANGES

Will compression be addressed in the study?

The TTC Project will assist divisional HR to identify compression issues that may exist.

Pay compression exists in an organization when there are negligible differences in pay between employees who have differing skill sets, experience levels, responsibilities, etc. This may occur when an existing employee’s pay rate does not keep up with that of the market through pay adjustments, resulting in newer employees being hired at comparable levels.

How will TTC affect our current pay adjustment policies?

All current OHR policies will be reviewed as part of the TTC Project and updated where necessary. A policy group with UW title and compensation professionals and divisional HR will review proposed policy changes and provide feedback.

How can I receive pay adjustments in the future?

We are still working to determine and document all the methods for pay adjustments and career development that will be available in the future. Some examples of current methods used are pay plan increases, performance increases, market adjustments, equity adjustments, lump sum payments and title and pay adjustment due to career progression.

What is the University's competitive goal? Do we want to be just as competitive in salary for all our job titles, or for some more than others?

The Vice Chancellor of Finance and Administration, along with the Office of Human Resources, are dedicated to ensuring everyone working for the university receives a compensation that is competitive with the market. Part of the TTC Project includes developing a compensation philosophy that explains our goals and guides our approach.

SUBJECT MATTER EXPERT (SME) SELECTION/ STANDARD JOB DESCRIPTION (SJD) CREATION PROCESS

How were SMEs selected for the creation of SJDs? What was the SJD creation process?

For the creation of SJDs, OHR reached out to divisional HR leaders to identify volunteers for the initial drafting. We provided existing job descriptions as they appear in the JEMS and CHRIS systems used by HR staff, and compared them to standard job descriptions from the market in order to create a consolidated job library for UW. We then provided training to orient the SMEs to the job description methodology and writing resources. After initial drafts were completed, they were reviewed by over 400 UW employee SMEs in Phase I of the review process. Each job group review team included representatives from both academic staff and university staff. We are currently in Phase II, where additional employees familiar with the work are reviewing the Phase I feedback and recommending edits to the Quality Assurance team, which consists of UW Compensation & Titling professionals.

What will be done about jobs that were missed and are not represented in the new SJD library?

Jobs not yet identified in the library will either be identified during the review of standard job descriptions, during the matching (mapping) process, or during the manager/employee meetings. New SJDs will be drafted if an existing SJD does not represent the work being done.

TRADES

Prevailing wage is an accurate analysis of trades compensation of industry standards - updated yearly. Why isn't it used?

General wage increases for Trades are negotiated by the Union. The trades titles and compensation rates are in scope for the TTC project and are currently being evaluated.

BENEFITS

How will the options be developed for future benefit enhancements?

We will align the results from the Benefits Value Analysis (BVA) (which compared benefits to our market peers) and the Benefits Preference Survey (which told us what benefits our employees value) to develop a long-term benefits strategy. There is a team of UW benefits experts reviewing the survey results and developing options and recommendations.

Who are the UW stakeholders that will evaluate the benefits enhancements options?

Benefit enhancement options will be shared and discussed with governance groups, the HR community and leadership.

Why weren't any demographics (age, ethnicity, race, gender, years at UW, etc.) collected as part of the benefits survey?

In order to protect employee confidentiality, individually identifiable data was not collected as part of the benefits survey. Survey responses were matched with employee data in HRS by Mercer Consulting keeping the process completely confidential. Mercer was then able to provide UW survey results showing overarching themes based on a variety of parameters without disclosing individual responses. UW does not and will not have access to individually identifiable data or individual results of the survey.

ACADEMIC STAFF (AS)/UNIVERSITY STAFF (US) DESIGNATION

How will my designation as AS or US be impacted by TTC?

An employee's current designation as University Staff or Academic Staff will not change as a result of TTC. However, an employee's status as either "exempt" or "nonexempt" (their FLSA status) might change as a result of TTC.

PERFORMANCE

Who signs off on performance adjustments?

Managers are responsible for requesting performance adjustments for their employees with guidance from department/divisional HR. Requests are then reviewed and approved by the department/unit, divisional HR and OHR.

CAREER ADVANCEMENT

How will career advancement work in the new system?

Career advancement and progression/promotion will still exist. The details are being worked on and will be available before employee mapping and supervisor discussions begin. The goal is to provide more transparency and clarity, allowing employees to better evaluate career opportunities.

How will I as an employee be able to see/find opportunities available to me for professional development and career growth with the new system?

Employees will be able to review career paths and opportunities for career growth through the OHR website.

What is 'leveling' and what does it provide an employee?

Leveling is a method of differentiating jobs within a title set based on tasks and responsibilities, scope and impact to the institution. Leveling will provide more transparent career advancement criteria for employees.

GOT QUESTIONS?



Questions regarding the TTC Project can be submitted at employee engagement events, or by [emailing the TTC Project](#).

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