



Factsheet

What to Expect During Employee Conversations

The Title and Total Compensation (TTC) Project aims to establish meaningful and market-relevant job titles and position descriptions for employees at UW—Madison. As part of this process, you as an employee will receive an updated official job title and position description.

You will meet individually or in groups with your manager, supervisor or Human Resources contact to review and talk about your new title and position description. You can share your input and questions about your title and position description during the conversation.

GOAL OF THE CONVERSATION:

Confirm that the new title and position description accurately describe the work you do

WHAT STAYS THE SAME IN SPRING 2020?

- **Your job**
The way your job is described is changing, but your responsibilities are not changing
- **Your pay**
Pay will not be reduced as a result of the TTC Project
- **Your supervisor**
- **Your employee category** (i.e., Academic Staff, University Staff, Limited Appointee)
- **Your statutory benefits**

YOU WILL TALK ABOUT

- **Your new official job title**
A title from the Standard Job Description Library that best matches your role
- **Your new business title**
A title you can use in place of your official job title for business purposes. Business titles must follow [the university's Business Title Guidelines](#)
- **Your new position description**
The new way of describing the work you currently do
- **Next steps**
What to do if you have concerns about your new title or position description, and when the new title and position description will go into effect

YOU WILL NOT TALK ABOUT

- **Salary range associated with the new title**
The work to build a market-informed salary structure is in progress. Salary range information is not yet available during the employee conversations. The goal of the employee conversations is to ensure that employees' work is accurately described. This ensures that each employee will be matched to an appropriate salary range once the salary structure is complete. Employee salary range will be available in spring of 2020.
- **Changes to benefits package**
The TTC Project will provide recommendations for enhancements to UW's benefits package. However, at the time of the conversation, information about benefits enhancements will not yet be available.