



Employee Conversation Frequently Asked Questions

The following FAQ document is intended to equip managers and supervisors with information and responses to questions that employees may have during employee conversations about their new titles and position descriptions.

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JOB TITLE QUESTIONS

Q: Why doesn't my job have levels?

A: Some jobs in the new job framework have levels, but most do not. Job levels are only created when there are significant differences in duties that need to be called out, such as differences in scope, complexity and impact to the organization. Job levels are also created based on market standards.

Even if your job does not have levels, you will still have opportunity to progress. Your growth in experience and expertise over time will be recognized through progression in your salary range. Current pay adjustment tools such as performance adjustment, market adjustment and pay plan adjustment will continue to exist. You can also promote to different positions with a higher salary range. Review the [Progression and Promotion micro learning](#) for descriptions and examples of progression and promotion in the future.

Q: I have a senior prefix currently, why does my new job title not have the senior prefix?

A: Currently, prefix designations (associate, no prefix, senior, etc.) are used to indicate an employee's level of experience in a job. A newly hired employee may have an associate prefix, whereas a seasoned employee doing the same job may have a senior prefix.

In the new job framework, every title is associated with a unique set of responsibilities. Employees with the same job will have the same title. Level of experience in a job will be recognized through position in the salary range and business title. For example, a less experienced employee will have the same title as a seasoned employee, but the seasoned employee may have a higher salary than the new employee and may use a senior prefix in their business title.

Q: Are title series going away?

A: Title series refer to the progression through title prefixes (e.g., associate to no prefix to senior, or entry to objective to advanced). At the implementation of the TTC Project, official job titles will not have prefix series, but employees will still have many ways to advance in their career. The [Progression and Promotion micro learning](#) explains ways employees can progress and promote in the future.

Q: Will I keep my "Distinguished" prefix in my title?

A: Yes. If you have received a Distinguished title, you will maintain that designation in your business title. The application and evaluation process for Distinguished title will continue.

Q: Can I keep my working title?

A: You can keep your working title as business titles. Business titles must follow [campus business title guidelines](#) and any other guidelines established by your work unit.

Q: Do I need to use my new official title (title of record) on my business card, email signature or office signage?

A: There is no campus-wide requirement to replace your new title on business card, email signature or signage. The new title assigned through the TTC Project is your official title of record. Going forward, we recommend that you use your title of record (which is often more descriptive than current official job titles) or a business title that follows [campus business title guidelines](#). Check with your school/college/division for additional guidelines.

POSITION DESCRIPTION QUESTIONS

Q: Why doesn't my Position Description include all of my tasks?

A: The purpose of Position Descriptions is to describe your position in a clear, concise format. The Position Description summarizes your responsibilities at a high level and can capture up to 15 tasks, but is not designed to capture every task you perform.

Because market data use concise job summaries, it is difficult to compare jobs at UW to jobs in the market if Position Descriptions are detailed and lengthy. A concise summary of your position allows the university to find comparisons in the market and determine appropriate compensation.

Tasks and additional performance expectations can be documented outside of the Position Description.

Q: Is my employee category changing?

Your employee category (Academic Staff, University Staff, Limited Appointee) will not change as a result of the TTC Project. The benefits (including leave benefits) associated with your employee category will also remain the same.

Q: Is my exemption status changing?

Your exemption status is determined by criteria set by the Fair Labor Standards Act (FLSA) and the federal Department of Labor. Exemption status determines whether you are salaried (exempt) or hourly (non-exempt), whether you are paid overtime, and how you report time and leave.

As part of the process to update job titles, we have reviewed and determined exemption status for each job in the new job framework. Your exemption status depends on the title that you are matched to. Most employees' exemption status will remain the same. If your exemption status is changing, your human resources contact will be reaching out to you.

If your exemption status changes based on federal requirement, you can choose to remain in your current employee category (Academic Staff, University Staff, Limited Appointee). Your benefits package is determined by your employee category.

SALARY QUESTIONS

Q: What is the salary range associated with my new title?

A: Salary structure has not yet been finalized and will not be available until May 2020. The current phase of the project is focused on placing every employee into the job framework. It is industry standard to match employees to new titles without taking salary structure into consideration. You will be notified of the salary range associated with your title in May.

As a reminder, your salary will not change when the project implements in July 2020. Your salary range determines the minimum and maximum base pay for your position going forward, but does not impact your base pay.

Q: What will happen if my pay is below my salary range minimum?

A: Once we identify all the places throughout the university where employee salary fall below the minimum, campus leadership will determine a long-term compensation strategy to address these gaps.

UW–Madison strives to offer competitive pay and benefits to attract, reward and retain our employees. The university's effort to be a competitive employer included raising minimum hourly rate of staff to the City of Madison living wage mark in the last few years. The TTC Project is part of the effort to ensure that we are a competitive employer in the job market. At the completion of this project, the university will have a clear, data-driven understanding of compensation issues for the approximately 15,000 employees at UW–Madison who are included in this project. Once the university has a comprehensive picture of compensation issues and understands the budget needed to address these issues, leadership can then thoughtfully work to resolve those issues with a long-term strategy. A thoughtful long-term strategy allows the university to provide a solution that is sustainable and maintains salary balance within the entire organization.

Q: What will happen if my pay is above the salary range maximum?

A: Your salary will not change in July 2020 and your base pay will not be reduced as a result of the TTC Project.

Even if your pay is above the maximum of your salary range, you are still eligible for lump sum adjustments. In addition, the Office of Human Resources will continue to monitor market data on an annual basis and adjust salary ranges to reflect market trends. At the completion of this project, the university will have a clear, data-driven understanding of compensation issues and can then work to resolve those issues with a long-term compensation strategy.

BENEFITS QUESTIONS

Q: Will my benefits change?

A: Your benefits will not change in July 2020 as a result of the TTC Project. Your core, statutory benefits (retirement, health insurance, dental insurance, etc.) are determined by the State's Employee Trust Fund (ETF).

The TTC Project is looking for ways to enhance UW–Madison's benefits package by reviewing supplemental benefits that the university has authority to set. Supplemental benefits include benefits such as paid time off, flexible work schedules, tuition assistance and supplemental insurance. The project will propose recommendations based on the results of the Benefits Preferences Survey as well as the Benefits Valuation Analysis, which was conducted by Mercer Consulting, to determine how UW benefit offerings match up to other institutions.

CAREER GROWTH QUESTIONS

Q: How does the TTC Project clarify my career path?

A: One of the main benefits of the new job framework is a clearer description of jobs on campus. As a result of the TTC Project, you will be able to easily identify other positions on campus that are similar or related to your job. You will know that a position with the same title as your current position has the same core responsibilities. If you are looking at the next step in your career, you can explore other jobs in your job sub-group and read the Standard Job Descriptions for those jobs to understand the responsibilities for those positions. Once you understand the responsibilities, you can work to gain the knowledge, skills and experience needed to perform those responsibilities.

After the implementation of the new job framework, the Office of Human Resources will begin to develop a robust career development guide that will help employees identify possible career paths and clarify the knowledge, skills and abilities needed to pursue the next step in their career.

Q: How will I be able to progress or promote in the future?

A: You will continue to have opportunities to progress and promote after the implementation of the TTC Project. As you gain knowledge, skills and expertise in your current position, you can progress through your salary range. Current pay adjustment tools such as performance adjustment, market adjustment and pay plan adjustment will continue to exist. You can also promote to different positions with a higher salary range. Review the [Progression and Promotion micro learning](#) for descriptions and examples of progression and promotion in the future.

*Please note that this is an internal document that is subject to change. It does not constitute a contractual commitment and may be unilaterally modified or rescinded at will by the Chancellor of UW—Madison.