







## Managers/Supervisors Resource Packet

The following resources support managers and supervisors who will play a role in the implementation of the Title and Total Compensation (TTC) Project. Please note that these resources supplement TTC Project – Manager/Supervisor Training.

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# Job Title Process Roles and Responsibilities

<b>WHAT</b>  <b>WHO</b>	<b>MAPPING CONFIRMATION</b>  	<b>POSITION DESCRIPTION (PD) CREATION</b>  	<b>EMPLOYEE ENGAGEMENT</b>  	<b>OFFICIAL NOTIFICATION</b>  
<b>MANAGERS</b>	<ul style="list-style-type: none"> <li>◆ Confirm employee's title and standard job description</li> <li>◆ Discuss questions and concerns with div/dept HR</li> </ul>	<ul style="list-style-type: none"> <li>◆ Create PD</li> </ul>	<ul style="list-style-type: none"> <li>◆ Meet with employee to discuss new title and PD</li> <li>◆ Share resources with employees</li> <li>◆ Bring questions and concerns to HR</li> </ul>	
<b>DIVISION/ DEPARTMENT HUMAN RESOURCES</b>	<ul style="list-style-type: none"> <li>◆ Respond to questions and concerns from managers</li> <li>◆ Request OHR for new standard job descriptions</li> </ul>	<ul style="list-style-type: none"> <li>◆ Review and approve PD</li> </ul>	<ul style="list-style-type: none"> <li>◆ Support employee conversations</li> <li>◆ Respond to questions and concerns</li> </ul>	
<b>CENTRAL OFFICE OF HUMAN RESOURCES</b>	<ul style="list-style-type: none"> <li>◆ Respond to questions and concerns from div/dept HR</li> <li>◆ Review requests for new standard job descriptions</li> </ul>	<ul style="list-style-type: none"> <li>◆ Finalize PD</li> </ul>	<ul style="list-style-type: none"> <li>◆ Support employee conversations</li> <li>◆ Respond to questions and concerns</li> </ul>	<ul style="list-style-type: none"> <li>◆ Send official notification to employees</li> </ul>
<b>EMPLOYEES</b>			<ul style="list-style-type: none"> <li>◆ Review and confirm title and PD</li> <li>◆ Share questions and concerns</li> </ul>	



## Manager Checklist

## Confirming Employee Titles



As part of the Title & Total Compensation Project, employees are matched to jobs in UW's new job framework.



The matched job title and Standard Job Description (SJD) should capture the essential function of the employee's position and reflect where they spend the majority of their time.

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To confirm the title and SJD that your employee has been matched with, consider the following questions:

- Does the title and SJD reflect the essential role and responsibilities of the position?
- If you were to summarize the position in one or two sentences, would your summary look similar to the SJD job summary?
- Does the employee spend most of their time performing the essential responsibilities?
- If you saw this description as a job posting somewhere, would you equate the posting to your employee's job?

Remember that the SJD presents an overall picture of the work and is used to describe the job across the entire university. It will not include every task your employee performs but should reflect the core functions of the position.

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If you do not answer "yes" to all the checklist questions:

1. Explore other jobs in the UW Standard Job Description Library. Review jobs in the same job sub-group for SJDs that may better match your employee.
2. Reach out to your Human Resources contact. Describe the key responsibilities that are missing from the SJD, and suggest alternative SJDs if you identified any in the Standard Job Description Library.



## Manager Checklist

## Employee Engagement

### BEFORE THE CONVERSATION

As a manager, you have a key role in the implementation of new titles and Position Descriptions (PD) for employees across UW-Madison. Employees have the opportunity to review and discuss their new titles and PDs with their managers before these changes go into effect.

To help ensure you and your employee have an effective conversation, here are some ways you can prepare.



#### GET INFORMED

- Familiarize yourself with the project's purpose and benefits
- Familiarize yourself with [what will change, and what will stay the same](#)



#### CONFIRM TITLE AND STANDARD JOB DESCRIPTION (SJD)

- Confirm the employee's title and SJD
- Be prepared to explain why this title/SJD captures the position. If you disagree with the assigned title, connect with your HR contact to discuss your concerns. Together, you will either identify a better title/SJD, or better understand the rationale for the assigned title.
- Review related SJDs
  - If the employee's new job title has a level, review the other levels of the job
  - Review related jobs in the same sub-group
  - Review other jobs that the employee might identify with



#### PREPARE FOR QUESTIONS

- Jot down questions you anticipate from the employee
- Find the answers to the anticipated questions—review the [Employee Conversation FAQ](#), review resources on the [TTC website](#), reach out to your HR contact



#### ATTEND AN IN-PERSON PRACTICE SESSION

Conversation practice sessions will be offered December–February. Managers can come together during these sessions to practice these conversations with fellow managers and ask questions.



#### SET EXPECTATIONS

Help your employee prepare for the conversation by letting them know [what to expect](#). Here are some ways you can set expectations before the conversation:

- Share information about the TTC Project
- Let your employee know what will be discussed
- Let your employee know what will not be discussed
- Invite employees to bring their questions
- Let employees know that you may not have all the answers, but you will share what you know, and communicate as you get more information.

## DURING THE CONVERSATION

### To help employee understand the TTC Project, have I:

- Shared the purpose of the TTC Project?  
You can share the Project's purpose and benefits by directing them to the [TTC website](#).
- Explained how employee titles were assigned?  
You can explain the job title process by sharing this [Job Title Process video](#).
- Explained how the PD was created?  
You can explain the creation of the PD by using the [Standard Job Description & Position Description handout](#).

### To help employee understand their PD, have I:

- Shared the new job title and explained why that is an appropriate title?
- Described [business title guidelines](#) and agreed on a business title?
- Reviewed the responsibilities in the PD?
- Reviewed the Qualifications section (if qualifications are listed)?
- Reviewed the Physical Demands section (if physical demands are listed)?
- Reviewed the Task section (if tasks are listed), and explained that not all tasks may be listed in the PD?
- Given opportunities for the employee to ask questions about their new title and PD?
- Asked whether the title and PD accurately describe the position?
- Asked if the employee wants to suggest any changes?
- Listened to the employee's questions and concerns?

### To help employee understand what will happen next, have I:

- Shared that an official notification of new title will be sent to employees?
- Described the [appeals process](#)?
- Invited employees to share any follow up questions and concerns with me after the meeting?

# Employee Conversation Email Templates for Managers/Supervisors

Managers and supervisors who will meet with employees to discuss new titles and position descriptions can use the following email templates during employee conversations. These templates serve as suggestions. Managers/supervisors can modify the templates to meet their needs or reference the templates to create their own communication.

## To Schedule Employee Conversation

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### Purpose:

- Explain purpose of employee conversation
- Schedule meeting time
- Provide resources to inform employees about the TTC Project

From: [MANAGER/SUPERVISOR]

To: [EMPLOYEE]

Subject: Conversation about Your New Title

Hi [EMPLOYEE NAME],

The Title and Total Compensation (TTC) Project is a major campus initiative to update official job titles and position descriptions. The project aims to match UW job titles, compensation and benefits offerings to the labor market in order to attract, reward and retain staff. **I want to assure you that your job is not changing as part of this project.**

I'll schedule a time for us to meet [OR: I've scheduled a time for us to meet on DATE, TIME, LOCATION] to review and discuss your new proposed title and position description together. I will send you the position description before we meet. Please read through it, and bring your questions to the meeting.

In the meantime, the [Resource Library](http://hr.wisc.edu/title-and-total-compensation-study/resources/) (hr.wisc.edu/title-and-total-compensation-study/resources/) on the TTC Project website has helpful resources to learn about the TTC Project and how it will affect you. Here are some links that I hope you find useful.

### Resources:

- [What Stays the Same? What is Changing?](http://go.wisc.edu/e96le8) (go.wisc.edu/e96le8)
- [What to Expect During Employee Conversation](http://go.wisc.edu/2np6v1) (go.wisc.edu/2np6v1)
- [UW Title and Standard Job Description Library](http://hr.wisc.edu/standard-job-descriptions/) (hr.wisc.edu/standard-job-descriptions/)
- [Video: The Job Title Process](https://youtu.be/I4Q90PE_Mr8) (youtu.be/I4Q90PE\_Mr8)
- [Standard Job Description and Position Description](http://go.wisc.edu/47n1p8) (go.wisc.edu/47n1p8)
- [Learning Module: Task vs. Responsibility](http://go.wisc.edu/ubz398) (go.wisc.edu/ubz398)

Please let me know if you have any questions.

[MANAGER/SUPERVISOR SIGNATURE]

## Before the Employee Conversation

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### Purpose:

- Share the employee's new title and position description
- Share expectations for the meeting

From: [MANAGER/SUPERVISOR]

To: [EMPLOYEE]

Date: [RECOMMEND AT LEAST 1-2 BUSINESS DAYS BEFORE CONVERSATION]

Subject: Upcoming Conversation about Your New Title and Position Description

### Attachments:

1. [INSERT EMPLOYEE POSITION DESCRIPTION]
2. [DOWNLOAD AND INSERT [Factsheet: What to Expect During Employee Conversation](#)]

Hi [EMPLOYEE NAME],

I want to make sure you have an opportunity to prepare for our conversation about your new title and position description before we meet on [INSERT DATE OF MEETING].

I've worked with HR to identify your new proposed official job title and create your new position description. I've attached the position description for your review. You'll notice that this position description describes the work you currently do in a different way using core job responsibilities. **I want to assure you that your job is not changing.** This new position description format is to help the university describe staff jobs in a more concise and consistent way.

As you look through the position description, please ask yourself the following questions:

- Does the title and position description reflect the essential role and responsibilities of my position?
- If I were to summarize my position in one or two sentences, would my summary match the job summary?
- Do I spend most of my time performing these responsibilities?

When we meet, I would like to get your input on the position description before we finalize it. Please bring any questions you have. I've attached a handout with more details on what we'll discuss in our meeting.

The [Resource Library](http://hr.wisc.edu/title-and-total-compensation-study/resources/) (hr.wisc.edu/title-and-total-compensation-study/resources/) of the TTC website has many useful resources and may answer some questions you already have.

Here are some of them:

- [What Stays the Same? What is Changing?](http://go.wisc.edu/e96le8) (go.wisc.edu/e96le8)
- [What to Expect During Employee Conversation](http://go.wisc.edu/2np6v1) (go.wisc.edu/2np6v1)
- [UW Title and Standard Job Description Library](http://hr.wisc.edu/standard-job-descriptions/) (hr.wisc.edu/standard-job-descriptions/)
- [Video: The Job Title Process](https://youtu.be/I4Q90PE_Mr8) (youtu.be/I4Q90PE\_Mr8)
- [Standard Job Description and Position Description](http://go.wisc.edu/47n1p8) (go.wisc.edu/47n1p8)
- [Learning Module: Task vs. Responsibility](http://go.wisc.edu/ubz398) (go.wisc.edu/ubz398)
- [Business Title Guidelines](http://go.wisc.edu/96d1cl) (go.wisc.edu/96d1cl)

[MANAGER/SUPERVISOR SIGNATURE]

## After the Employee Conversation

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### Purpose:

- Follow up on questions and concerns that were not resolved during the meeting
- Share finalized position description
- Share helpful resources

**From:** [MANAGER/SUPERVISOR]

**To:** [EMPLOYEE]

**Date:** [AFTER THE CONVERSATION, AND AFTER POSITION DESCRIPTION IS FINALIZED AND APPROVED BY HR]

**Subject:** Follow up on Your Position Description

**Attachment:** [FINALIZED POSITION DESCRIPTION]

Hi [EMPLOYEE NAME],

Thanks for your questions and input on the position description!

**INSERT LANGUAGE ON HOW FOLLOW UP ITEMS WERE ADDRESSED:**

### EXAMPLES:

- I looked into your question about XX, and...
- I've incorporated your edits to the position description...
- I've shared your concerns with our HR staff and...[HOW THE CONCERNS WILL BE ADDRESSED]

Here's the finalized copy of the position description that has been approved by HR. Please let me know if you have any other questions or concerns.

New resources are continually added to the [Resource Library](http://hr.wisc.edu/title-and-total-compensation-study/resources/) (hr.wisc.edu/title-and-total-compensation-study/resources/) of the TTC website, so please check that page for information. I will also share any additional information I receive.

I appreciate your patience as we work through this process. Please let me know if you have follow-up questions.

[MANAGER/SUPERVISOR SIGNATURE]



## Useful Links

- [Resource Library](#) of the TTC website  
Continually updated with learning resources, fact sheets, videos
- [Employee Conversation Frequently Asked Questions](#)  
Manager/supervisor talking points for questions that employees frequently ask
- [UW Standard Job Description Library](#)  
Online library of UW's new titles and Standard Job Descriptions
- [Video: What is a Standard Job Description](#)  
Explainer video for Standard Job Descriptions
- [Video: Job Title Process](#)  
Explainer video for the process from job title creation to official notification of new titles to employees