



### TIMELINE SHIFT:

On March 24, 2020 the Title and Total Compensation (TTC) Project announced a minimum three-month extension to the project timeline in response to the COVID-19 pandemic. [Read the announcement here.](#)

## PROJECT TIMELINE

### When do employee conversations need to be complete?

Under the challenging circumstances related to the COVID-19 pandemic, the TTC Project is working on a minimum three-month extension to the project timeline. This extension applies to employee conversations.

Employees who have not yet met with supervisors or HR to discuss their new titles and position descriptions can:

- Meet virtually or by phone if telecommuting
- Meet in person once the university resumes normal operations and all employees return to campus

The timeline will allow time for face-to-face conversations once the university resumes normal operations and staff return to campus.

Each school, college and division has a process and timeline for employee conversations. Check with your local HR for information specific to your area.

### Why is the project not giving exact dates for employee conversations?

Under the current circumstances surrounding the COVID-19 pandemic, it is challenging to have an effective conversation about new titles. In response to these challenges the project extended the timeline. As the situation is fluid and continues to evolve, the project needs to remain flexible.

### When is the Title and Standard Job Description Library going to be frozen? Are all the titles updated?

The Title and Standard Job Description Library froze on March 1, 2020 and will remain frozen until the project goes into effect. All titles in the library have been reviewed and managers can proceed with employee conversations.

A goal of the TTC Project is to continue to have market-informed titles and job descriptions. As titles evolve after project implementation, the Compensation Center of Excellence at the Office of Human Resources will continue to update titles.

### What is the TTC Project working on now?

The TTC Project Team is focused on continuing a quality assurance process for mapping job titles. The project continues to develop a salary structure, review market data, create training, meet with key stakeholders (including Shared Governance), collaborate with local HR and communicate with campus.

## EMPLOYEE CONVERSATIONS

### **Can employee conversations happen virtually?**

Yes, conversations can take place virtually for telecommuting employees if it is arranged with their managers. Managers or HR may schedule conversations once employees return to campus or hold conversations virtually while employees telecommute.

For tips on holding virtual conversations [review this factsheet](#).

### **What should I do if I'm not comfortable having a virtual conversation?**

TTC Project employee conversations are most effective when there is an open exchange. This may not be possible under the current circumstances. The project recognizes this and extended the timeline to allow for face-to-face conversations once employees return to work on-site. You can decide which conversation format suits you and you can request a face-to-face meeting in place of a virtual meeting. Managers should be prepared to accommodate your request and schedule a meeting when you are back on-site. If you have a question or need further assistance contact your local HR.

### **Can in-person conversations be held for essential employees?**

The TTC timeline has been extended to provide an opportunity for employee conversations to occur in virtual format or in a face-to-face format when the campus returns to normal operations. The employee conversations are not seen as essential work during this time period. As a reminder, for situations where the conversation needs to occur in person, it is advised that campus health experts are consulted to safely set up the conversation for all involved.

### **I already had my conversation. Do I need to have another?**

If you already had a meeting and know your new title and position description you do not need to have another conversation. Managers should continue to answer your questions as they arise.

You will continue to receive updates about the project by visiting the TTC Project website. Information and updates will continue to be announced in Working at UW and through your local HR.

### **I haven't heard anything from HR or my manager about my conversation. What should I do?**

Local HR will be revising their timelines based on updated TTC Project timelines.

Employees should review their job descriptions, view the [Title and Standard Job Description Library](#) and check out resources in the [TTC Project Resource Library](#).

Managers can prepare for the conversation by completing the [Online Manager/Supervisor Training](#) and reviewing the manager section the [TTC Project Resource Library](#).

## SALARY STRUCTURE

### **Shouldn't I know my salary range before I confirm my job title and position description?**

The TTC Project is strategically separating title and salary discussions. This ensures employees and managers appropriately assess position duties. Introducing assigned salary grades during the employee conversations may result in duty inflation and an inaccurate assessment. Managers and HR do not have the salary structure, because it eliminates budget bias.

## EMPLOYEE RESOURCES

### **I have a question about the timeline that was not addressed here. What should I do?**

Contact your local HR. Each school, college and division HR for information that is specific to your area.

For general TTC questions visit the TTC Project website at [go.wisc.edu/TTCProject](https://go.wisc.edu/TTCProject) or email questions to [TTCstudy@ohr.wisc.edu](mailto:TTCstudy@ohr.wisc.edu).

As more information becomes available the TTC Project will continue to update this FAQ.