Title & Total Compensation (TTC) Project

Office of Human Resources

April 2021
Agenda

01 | WELCOME AND OVERVIEW
02 | NEW PROJECT TIMELINE
03 | EMPLOYEE CONVERSATIONS
04 | NOTIFICATION LETTER
05 | TITLE APPEALS PROCESS
06 | LEARNING OPPORTUNITIES & RESOURCES
Key Project Goals

- Establish Market-Informed Title, Compensation and Benefits Structures
  Transition to more informed total reward decisions

- Set a Strong Foundation
  Establish a job framework

- Create a Consistent Format for Job Descriptions
  Reduce long, variable position descriptions

- Create a Compensation Center of Excellence
  Serve as a resource to schools, colleges and divisions

- Respond to Employee Needs
  Establish a long-term benefit and compensation strategy aimed at employee retention

- Attract and Retain the Best People
  Act as a resource to attract, recruit, engage and retain a high-quality and diverse workforce
What Is Changing?

- Official job title
- Job framework
- Salary structure
- Business titles (currently called working titles)
- Position descriptions
- Salary administration guidelines
- Enhanced benefits (in the future)

What Stays the Same?

- Job duties
- Base pay
- Reporting relationships
- Performance and development goals
- Employee category (e.g., US, AS, LI)
- Wisconsin state employee benefits (health, vision, dental, life insurance, retirement)
TTC Implements Nov. 7, 2021

**Project Activities**
- Employee Conversations: Now–9/10
- IT System Updates: 9/10–10/11
- Notification Letters: 10/11–11/5
- Appeals Submission: 11/22–12/31

**TTC Project Implementation** 11/7

**Salary Structure**
- Posted: 11/1
- Resolution: 11/22–5/31/22

**Campus Engagement**
- April Forums
- Summer Forums
- Fall Forums
Key Dates for Employees

Now–September 2021

• Employee conversations to confirm job title, standard job description, and position description
• Employee conversations must be complete by September 10, 2021

November 2021

• Salary structure available to view online
• Employees receive official notification letters
• New titles and salary structure go into effect
• Title Appeals process begins
Employee Conversation Process

1. HR matches employees to new titles and Standard Job Descriptions (SJD).
2. Supervisors confirm titles or suggest changes.
3. Employee/supervisor conversations.
4. Supervisors create position descriptions (PD) customized to employees.
5. Supervisors receive feedback from employees.
6. Employees receive notification letters with their new titles.
**Standard Job Description**

- Describes work at a high level
- Lists responsibilities someone in the job typically performs
- Applies to multiple employees

**Includes:**

- Job Title
- Job Summary
- Typical Responsibilities
- Typical Education

**Your Position Description**

- Describes work at a high level
- Lists typical and additional responsibilities you perform
- Applies to your position

**Includes:**

- Any Additional Responsibilities

**Optional Fields:**

- Additional education/certification
- Physical demands
- Working conditions
- Tasks
Employee Conversation Process

HR matches employees to new titles and Standard Job Descriptions (SJD)

Supervisors confirm titles or suggest changes

Supervisors create position descriptions (PD) customized to employees

Employee/supervisor conversations

Supervisors receive feedback from employees

Employees receive notification letters with their new titles
Employee Notification Letter

Letters Include:

• New job title
• Current hourly wage/annual salary
• Business title
• Salary grade
• FLSA exemption status (hourly versus salaried)
Title Appeals

What can be appealed?
  • New official job title

What cannot be appealed?
  • Salary or salary grade
  • Language in a position description or SJD
  • FLSA exemption status
Title Appeals Process

Step 1: Informal Resolution
- If not resolved: Step 2

Step 2: Dean/Director
- If not resolved: Step 3

Step 3: Central OHR
- If not resolved: Step 4

Step 4: Job Title Appeals Panel
- If Step 4 overturns Step 3: Step 5

Step 5: UW–Madison Chief HR Officer
Learning Opportunities & Resources

• Fact sheets
• Micro learnings
• Videos
• Manager/supervisor resources
• Frequently asked questions

hr.wisc.edu/title-and-total-compensation-study/resources/
Where to View Job Titles?

- Search by job title or job summary
- Filter by job group or job subgroup
- Expand to see standard job description of each title
- Review explanations of terms

hr.wisc.edu/standard-job-descriptions/
Where To Turn?

Employee Assistance Office and Life Matters
hr.wisc.edu/employee-assistance-office/lifematters/
Confidential workplace consultation for employees and managers

Career Counseling through the Division of Continuing Studies
continuingstudies.wisc.edu/career-planning/
Counseling on career exploration and planning
Where To Turn?

Ombuds Office
ombuds.wisc.edu/
Confidential guidance on workplace concerns

Professional Development courses
hr.wisc.edu/professional-development/courses/
Courses on communication and managing change
Thank you for watching!