



BASCOM HALL

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



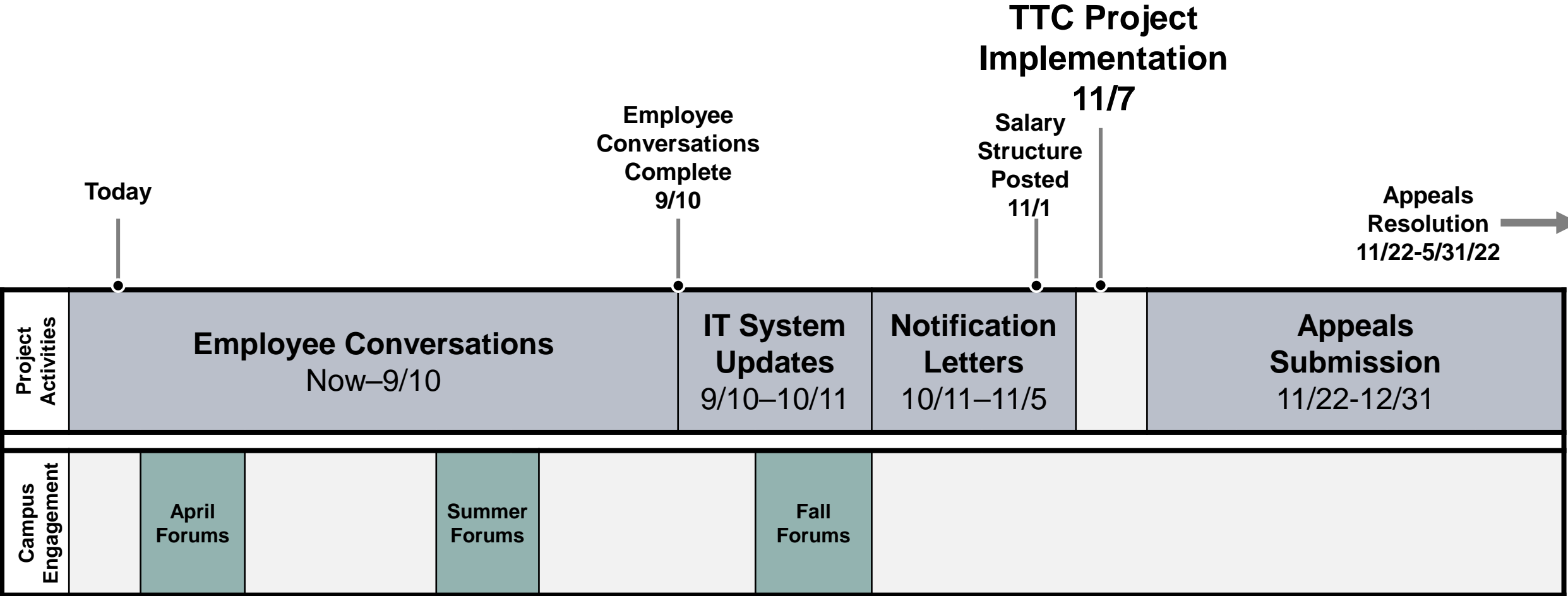
What Is Changing?

- 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





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

Supervisors
confirm titles or
suggest changes

Employee/supervisor
conversations

Employees receive
notification letters
with their new titles

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

Supervisors
create position
descriptions (PD)
customized to
employees

Supervisors
receive feedback
from employees



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:

Standard Job Description



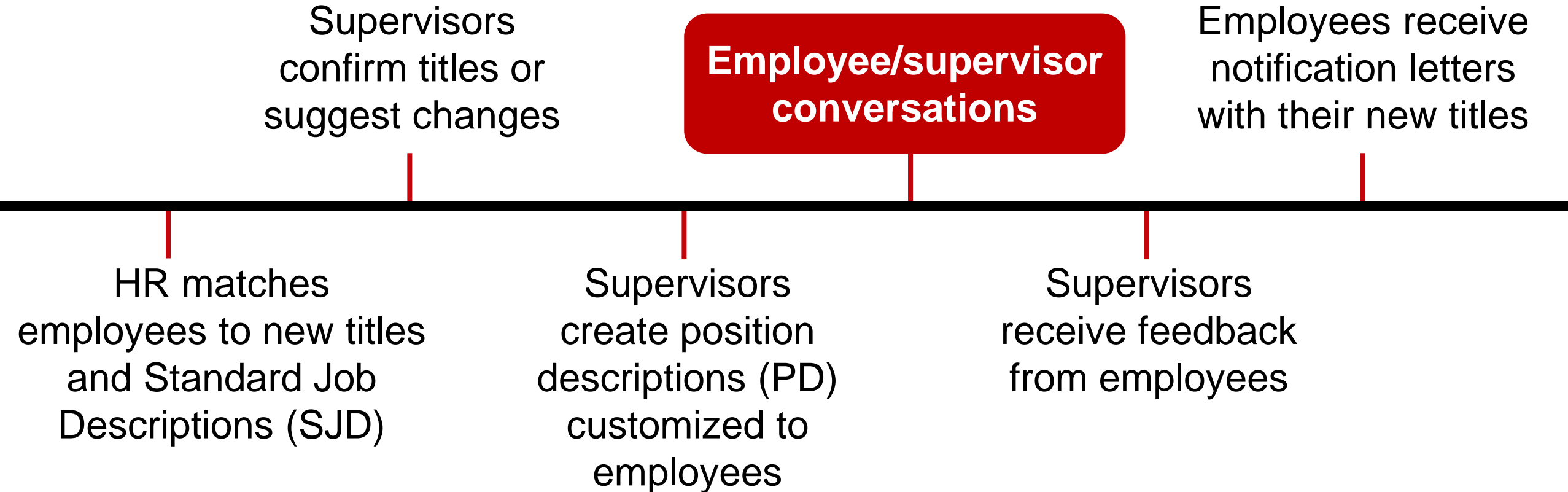
Any Additional Responsibilities

Optional Fields:

- + Additional education/certification
- + Physical demands
- + Working conditions
- + Tasks



Employee Conversation Process





Employee Notification Letter

Letters Include:

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

The image shows a template for an Employee Notification Letter from the University of Wisconsin-Madison. At the top center is the Wisconsin state logo with the word "WISCONSIN" below it. Below the logo is the address: "21 N Park Street, Madison, WI 53715". The letter is addressed to the recipient with fields for "DATE", "FIRST NAME LAST NAME", "ADDRESS", and "EMAIL". The salutation is "Dear FIRST NAME". The main body of the letter contains the following text: "Thank you for your continued service to the University of Wisconsin-Madison. This is official notice that your title of record is JOB CODE DESCRIPTION-LONG NAME with an effective date of July 1, 2020. Your pay remains at SHOURLY RATE/ANNUAL SALARY. Employment category as a result of this will not change. Your UW benefits offerings will remain the same." Below this is a section for "Business Title:", "Salary Grade:", and "FLSA/Exemption Status:". A paragraph follows: "If you feel that the majority of the work you do falls outside of the responsibilities noted in the standard job description (SJD) for this title, contact your Human Resources Department or [visit this link](#) to begin the job title appeals process." Another paragraph states: "To review the Standard Job Description library and learn more about the Title and Total Compensation (TTC) Project, visit go.wisc.edu/TTCProject." The letter concludes with "We truly appreciate all that you do and look forward to helping you achieve your career goals at the University of Wisconsin-Madison." and "Sincerely,". The signature block reads: "MARK WALTERS, Chief Human Resources Officer, Office of Human Resources, UW-Madison". At the bottom, there is a footer for the "Office of Human Resources" with the address "University of Wisconsin-Madison, 21 N Park Street, Madison, WI 53715" and a phone number.



Title Appeals

What can be appealed?

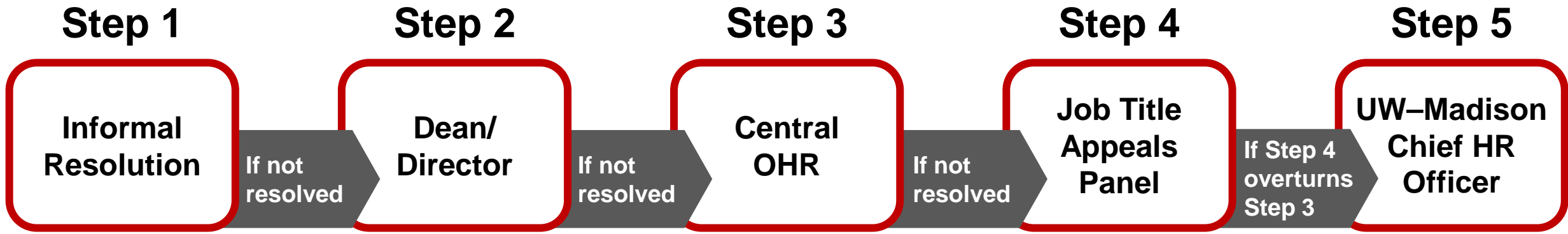
- New official job title

What cannot be appealed?

- Salary or salary grade
- Language in a position description or SJD
- FLSA exemption status



Title Appeals Process





Learning Opportunities & Resources

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

The screenshot shows the 'TITLE AND TOTAL COMPENSATION PROJECT' website for the University of Wisconsin-Madison. The page is titled 'RESOURCE LIBRARY' and features a search bar at the top right. The navigation menu includes 'HOME', 'TTC & YOU', 'ABOUT', 'TITLE AND STANDARD JOB DESCRIPTION LIBRARY', 'EVENTS', 'RESOURCE LIBRARY' (which is underlined), 'FAQS', and 'NEWS'. Below the navigation, there is a main heading 'RESOURCE LIBRARY' and a featured article titled 'Title and Total Compensation (TTC) Project Implements November 7, 2021' dated April 5, 2021. The page is divided into two columns: 'LEARNING SERIES' and 'BENEFITS'. The 'LEARNING SERIES' column lists various topics such as 'What Is the TTC Project?', 'What to Expect During Employee Conversations', 'Task vs. Responsibility', 'What is a Salary Structure', 'What Stays the Same? What is Changing', 'Business Title Guidelines', 'How to Prepare for Employee and Supervisor Engagement', 'Appeals Process', 'Progression and Promotion', and 'Standard Job Description (SJD) and Position Description (PD)'. The 'BENEFITS' column includes 'Benefits Preferences Survey Results' and 'Benefits Valuation Analysis Results'. The 'Benefits Preferences Survey Results' section describes a survey conducted in 2018 to develop a long-term benefits strategy. The 'Benefits Valuation Analysis Results' section mentions a study that quantifies the relationship between the value of the University of Wisconsin's benefits and the value of the compensation package.

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/

TITLE AND STANDARD JOB DESCRIPTION LIBRARY

Title and Total Compensation (TTC) Project Implements November 7, 2021
April 5, 2021

This library for UW–Madison and the University of Wisconsin System contains proposed standardized job titles and job descriptions for Academic Staff, University Staff, and Limited Appointees.

A standard job description describes work at a high level and connects UW jobs to similar jobs in the market. It is a general set of responsibilities, without regard to any specific employee, that describes the work an employee performs and their role and impact to the organization.

To learn more about standard job descriptions, visit the [Title and Total Compensation \(TTC\) Resource Library](#) or review the [SJD Library Definitions](#).

Some job titles and job descriptions are *not* changing as a result of the project. If you have any questions please contact your [local HR](#).

[Print this page](#)

Title - 1157 results

Q Search job titles and summaries

Job Group: All

Job Subgroup: All

Reset

TITLE	JOB GROUP	JOB SUBGROUP	DETAILS
AV Technician I	Information Technology	Audiovisual Technology	+
AV Technician II	Information Technology	Audiovisual Technology	+
AV Technician III	Information Technology	Audiovisual Technology	+
AV Technician Subgroup	Information Technology	Audiovisual Technology	+



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!