

A scenic view of a lake at sunset. The sky is a mix of blue and orange, with the sun low on the horizon. Numerous sailboats are scattered across the water. In the foreground, there are several docks with people and kayakers. The overall atmosphere is peaceful and recreational.

Kev Xyuas Kho Npe Haujlwm & Them Lwm Yam Nqi
[Title & Total Compensation (TTC) Project]
Office of Human Resources

Yim Hli 2021 Caij Sib Tham Hauv Tsev Kawm Ntawv



Cov Yuav Hais Txog

01 | TXAIS TOS THIAB QHIA YUAV HAIS TXOG DABTSI

02 | CAIJ NYOOG RAU QHOV KEV XYUAS KHO

03 | CAIJ THAM NROG NEEG UA NUM

04 | KEV TXAV RAU & NCE RAU TXOJ HAUJLWM TSHIAB

05 | CAIJ RAU KAWM & KEV PAB

06 | COV LUS NUG & COV LUS TEB

Cov Homphiaj Tseem Ceeb



Tsim Cov Qauv Npe Haujlwm, Them Nqi Zog thiab Lwm Yam Kev Pab raws Lag Luam
Pauv mus rau qhov muaj kev txiav txim raws paub los ua tau txoj haujlwm



Tsim ib Qho Chaw Pib Kom Ruaj
Tsim daim duab qauv rau (txhua) txoj haujlwm



Tsim Ib Daim Qauv Kom Muaj Zoo Tib Yam Tso Cov Luag Haujlwm
Txo cov kev qhia cov luag haujlwm ntev ntsev thiab sib txawv



Tsim Ib Qho Chaw Pab Tswv Yim rau Cov Ceg Qhia Ntawv thiab Ceg Ua Haujlwm kom ua tau zoo
Yog ib qho chaw pab cov ceg qhia ntawv thiab ceg ua haujlwm



Kom Ua Tau Raws Li Tus Neeg Ua Num Xav Tau
Tsim ib qho kom muaj kev pab thiab them nyiaj rau ntev tom ntej tuav neeg ua num



Txais thiab Tuav Tau Cov Neeg Ntse los Ua Haujlwm Zoo Tshaj
Yog ib qho kev pab rub, txais, muaj kev koom thiab tuav tau cov neeg paub haujlwm zoo thiab muaj ntau hom neeg ua haujlwm



Dabtsi Yuav Pauv?

- Lub npe txoj haujlwm
- Daim duab qauv txoj haujlwm
- Qauv them nyiaj nqi zog
- Cov npe Ua Haujlwm (npe siv)
- Cov qauv luag haujlwm
- Kev ua raws tswj them nqi zog
- Kho kom cov kev them lwm yam zoo ntxiv (rau tom ntej)

Dabtsi Yuav Nyob Li Qub?

- Cov haujlwm ua
- Tus nqi nyiaj tau tam sim no
- Yuav tsis pauv tus thawjsaib
- Kev ntsuam ua haujlwm thiab cuab hom phiaj
- Pawg neeg ua haujlwm (*US, AS, LI*)
- Cov kev muaj pab rau cov neeg ua num hauv Wisconsin (paj kas phais kuaj mob, kuaj qhov muag, kuaj hniav, pov hwm, nyiaj laus)

TTC Pib rau Lub Kaum Ib Hlis xiab 7, 2021



TTC Pib Siv
11/7

Hnub No

Nrog Cov Neeg
Ua Haujlwm
Tham Kom Tiav
9/10

Tso Tus Qauv
Them Nyiaj
Tawm
11/1

Caim Muab Rau
Tsis Txaus Siab
Hais Kho
11/22-7/31/22



Cov Yue Ua	Tham Nrog Cov Neeg Ua Haujlwm Tam Sim No-9/10	Kho rau hauv <i>IT</i> <i>System</i> 9/10-10/11	Xa Ntawv Qhia rau Neeg Ua HaujlwmX 10/11-11/5		Xa Ntawv Tsis Txaus Siab Hais 11/22-12/31
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Cov Hnub Tseem Ceeb rau Cov Neeg Ua Haujlwm

Cuaj Hlis xiab 10, 2021

- Hnub kawg rau nrog cov neeg ua haujlwm tham xyuas kom lub npe haujlwm, cov luag haujlwm ua tas li, thiab cov luag haujlwm rau txoj haujlwm muaj tseeb

Kaum Ib Hlis 2021

- Muab daim duab qauv them nyiaj tso rau sawv daws saib tau nyob *online*
- Cov neeg ua haujlwm tau txais tsev kawm ntawv daim ntawv xa tuaj qhia
- Cov npe haujlwm thiab duab qauv them nyiaj pib
- Pib Xyuas Kho Cov Npe Haujlwm Neeg Thov Kom Xyuas

Kev Ua Raws Tham Nrog Cov Neeg Ua Haujlwm



Cov thawjsaib
yuav cov npe
haujlwm los muab
tswv yim pauv

Tus neeg ua
num/thawjsaib sib tham

Cov neeg ua
haujlwm tau txais
ntawv qhia cov npe
haujlwm tshiab

HR tso cov neeg ua num
rau cov npe haujlwm
thiab Haujlwm Ua Tas li
(SJD) tshiab

Cov thawjsaib tsim
cov luag haujlwm
tus neeg ua num
ua (*PD*)

Cov neeg ua
haujlwm muab lus
rau cov thawjsaib

Yog Kuv Twb Tsis Tau Muaj Kev Sib Tham Ne?



Yog koj yog ib tug neeg ua num:

- Nrog koj tus thawjsaib tham txog lub caij nyoog thiab kev ua raws tham nrog cov neeg ua num
- Hu rau tus sawv cev ntawm koj lub *human resources*

Yog koj yog ib tug thawjsaib:

- Nug tus sawv cev ntawm koj lub *human resources* txpg kev ua raws nrog cov neeg ua num sib tham rau ntawm koj koog
- Teem caij nrog cov neeg ua num sib tham



Cov Npe Haujlwm Siv hauv Ntaub Ntawv

- Qhia tau zoo me ntsis txog lub npe haujlwm siv (npe hauv ntaub ntawv)
- Qhia ntau me ntsis txog txoj haujlwm los cov dej num tau ua
- Hloov lub npe ua haujlwm

Cov Piv Txwv:

Recreation Program Coordinator – Coordinator of Competitive Sports

Administrative Assistant II – Office Manager

Outreach Specialist – Outreach Specialist - Senior



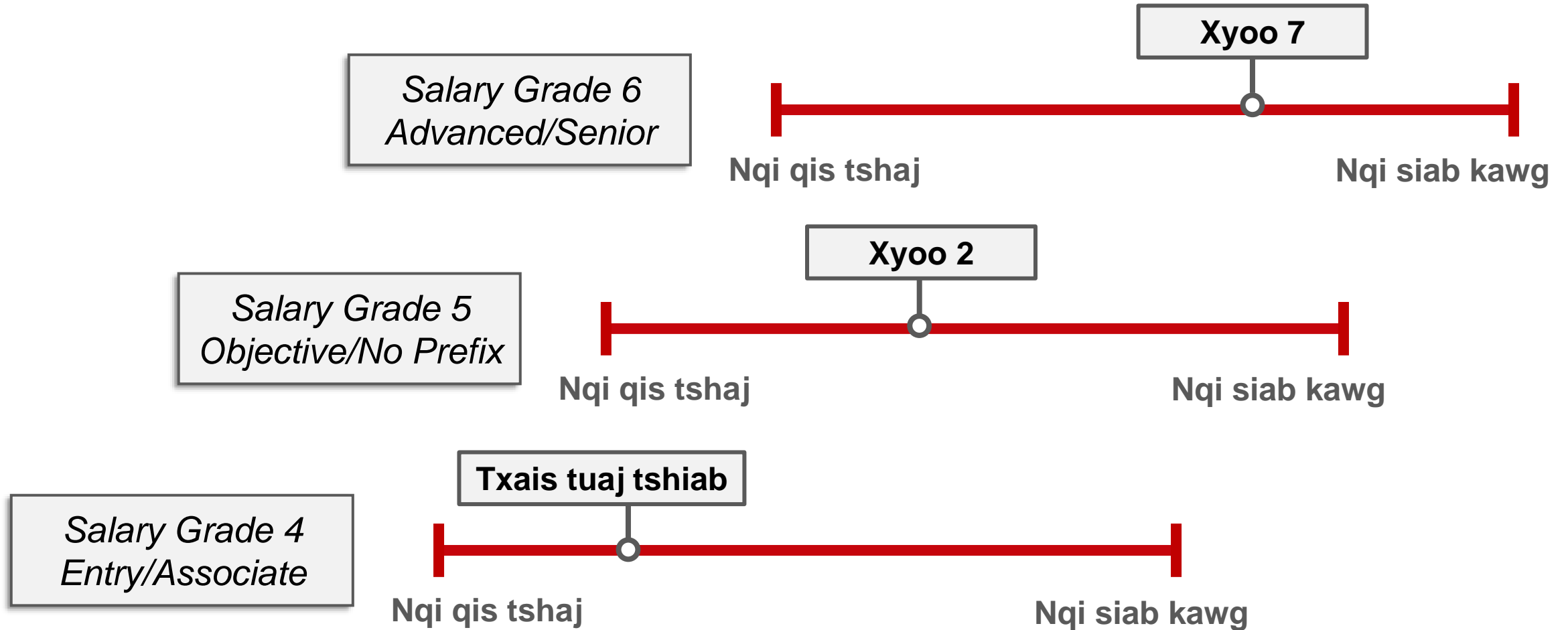
Kuv Siv Tau Lub Npe Siv Rau Ntaub Ntawv Qhov Twg?

- *Business cards*
- *Department website*
- Npe kos rau *email*
- Kev sib txuas lus rau sab hauv thiab sab nraum chaw ua num
- Daim npe coj
- Ntawv lo ntawv chaw ua num
- *UW Directory*
- Rau tshaj tawm txoj haujlwm qhib

Npe haujlwm siv rau ntaub ntawv tsis pauv tus neeg lub npe ua haujlwm los kab nyiaj them nqi zog

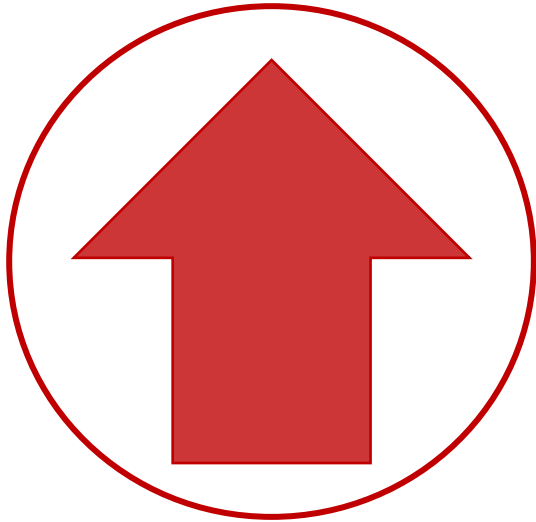


Txav thiab Nce rau Txoj Haujlwm Tshiab Tam Sim No



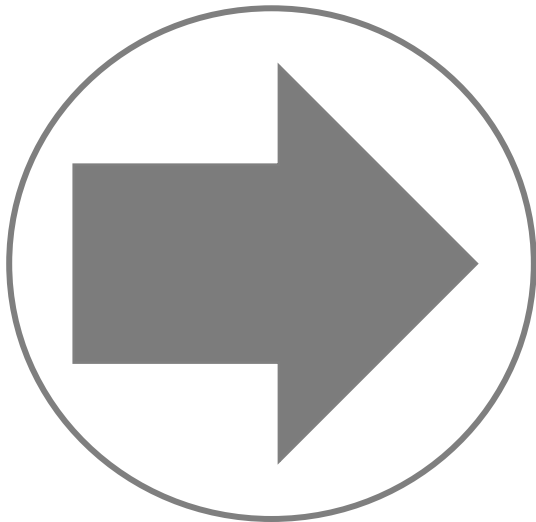


Tom Qab Siv (Tus Qauv Tshiab)



Nce Rau Txoj Haujlwm Them Nyiaj Ntau

- **Nce rau txoj haujlwm tshiab**
- Cov dej num raws yam haujlwm ua
- Kev lag luam muaj feem tshuam (nyiaj nqi zog)
- Nce nyiaj hauv haujlwm (kom sib luag)
- Tsis raws ua txoj haujlwm ntev li cas



Txav Rau Txoj Haujlwm Nyuaj (*Progression*)

- **Txav rau lwm txoj haujlwm nyob tib theem**
- Raws cov dej num txawv ua nyob tib lub npe haujlwm
- Kev lag luag muaj feeb tshuam (nyiaj nqi zog)
- Ntxiv nyiaj hauv haujlwm (kom sib luag)
- Tsis raws ua txoj haujlwm ntev li cas

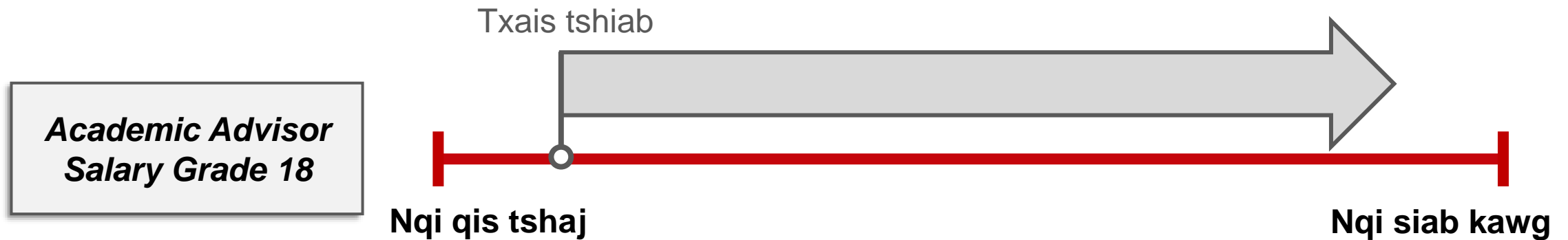


Cov Kev Nce Nyiaj Tam Sim No thiab rau Yav Tom Ntej

- **Ua haujlwm zoo** – Nce pom ua haujlwm zoo
- **Kom sib npaug** – Tuav kom tus nqi sib npaug rau txhua pawg/txoj haujlwm
- **Kom sib luag** – Xyuas cov nqi them rau lwm pawg neeg (xws li pojniam, cev nqaij daim tawv, hnuv nyoog) kom sib luag
- **Raws lag luam** – Xyuas nce raws lag luam tuav tus neeg kom txhob tawm
- **Pauv haujlwm txawv (nyuaj)** – Nce txav raws kab nqi zog
- **Qauv nce nyiaj** – Nyiaj nce xeev pawg *Joint Committee on Finance* pom zoo muab rau cov neeg ua num hauv xeev
- **Them ib pob pub (*bonus*)** – Them tib zaug xwb

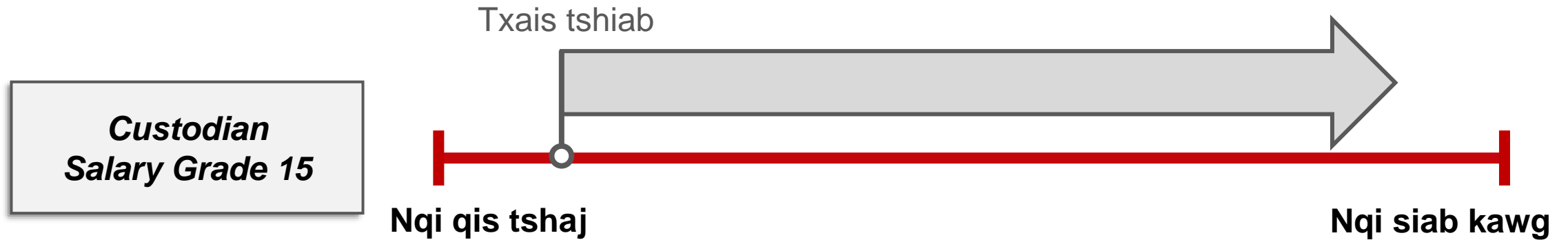


Piv Txwv Nce Nqi - Ntxiv Haujlwm Tshiab Rau





Piv Txwv Nce Nqi Ntxiv Haujlwm Rau (Haujlwm Lig Tsaus Ntuj)





Kev Nce rau Txoj Haujlwm Them Nyiaj Ntau

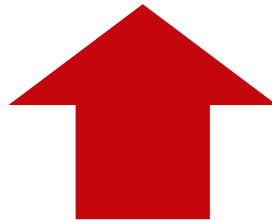
Cov neeg ua haujlwm nce rau txoj haujlwm kab them nqi zog ntau dua raws li nram no:

- **Txais neeg rau txoj haujlwm tshiab** – Tso npe rau thiab txais rau txoj haujlwm tshiab
- **Pauv cov dej num ua thiab lub npe haujlwm tshiab** – Qhov pauv cov dej num thiab lub npe haujlwm tshiab muaj thaum:
 - Txoj haujlwm txais neeg rau cov dej num pauv vim cov haujlwm ntawm qhov chaw ua num pauv lawm, thiab
 - Daim qauv rau txoj haujlwm yuav tsum pauv thiaj qhia tau txoj haujlwm zoo dua



Piv Txwv Nce Rau Txoj Haujlwm Them Nyiaj Ntau

Marketing Specialist
Salary Grade 19



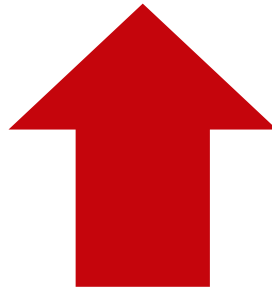
Market Research Analyst
Salary Grade 18





Piv Txwv Nce rau Txoj Haujlwm Them Nyiaj Ntau (Haujlwm Lig Tsaus Ntuj)

*Groundskeeper Lead
Salary Grade 16*



*Groundskeeper
Salary Grade 15*





Salary Range thiab Salary Grades

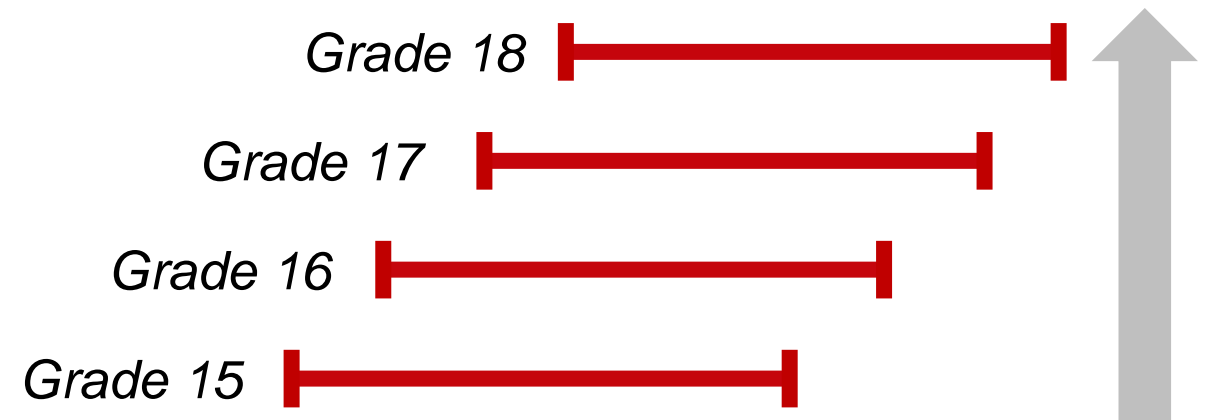
Salary Range (Nce Nyiaj txoj haujlwm qub)

Tus nqi qis tshaj thiab siab kawg rau ib txog haujlwm. Tus neeg nyob rau txoj haujlwm ntawd tau nyiaj nce ntxiv raws kab tus nqi nyiaj.



Salary Grade (Nce rau Txoj Haujlwm Them Nyiaj Ntau)

Ib kab nqi nyiaj them ntawm tus qauv them nqi. Ib tug neeg nce tau mus rau txoj haujlwm nyob kab them nyiaj txawv.





Rau Kawm Ntxiv & Cov Chaw Pab

- Said daim “*Fact sheets*”
- *Videos*
- Cov kev pab tus Thawj Tswj/Thawjsaib
- Saib daim Cov Lus Nug Txog Tas Li (*FAQs*)

The screenshot shows the 'TITLE AND TOTAL COMPENSATION PROJECT' webpage from the University of Wisconsin-Madison. The page is titled 'RESOURCE LIBRARY' and contains the following text:

On November 7, 2021, UW-Madison employees will have updated job titles and new position descriptions as part of the TTC Project.

On this page, you will find resources to help employees prepare for the TTC Project. For more information, visit the TTC Project [Frequently Asked Questions \(FAQ\)](#) and the [TTC Terms and Concepts](#). Continue to monitor this page for updated resources.

Table of Contents

- [About the TTC Project](#)
- [Title, Standard Job Description, and Position Description](#)
- [Employee Conversations](#)
- [Pay](#)
- [Appeals](#)
- [Career Advancement](#)
- [Benefits](#)
- [Employee Support](#)

Questions?

If you have questions about your specific circumstance or situation, [contact your local human resources department](#).

For language assistance, contact [Cultural Linguistic Services](#).
Español, Hmoob, བོད་ཡིག་, 中文, नेपाली
Spanish, Hmong, Tibetan, Chinese, Nepali

hr.wisc.edu/title-and-total-compensation-study/resources/

Learning Series

UW-Madison

Learning Series

Progression and Promotion

WHAT IS A BUSINESS TITLE?

A business title provides more description to an employee that provides more specific detail about an individual's working titles.

WHERE CAN I USE A BUSINESS TITLE?

- ✓ UW Employee Directory
- ✓ Name badge
- ✓ Department website
- ✓ Business cards
- ✓ Office sign
- ✓ Internal/external communications

Business title does not change an employee's title of record.

BUSINESS TITLE GUIDELINES

✓ A Business Title Should

- Provide a more specific description of your job to facilitate business communications
- Add clarity to the job function, group and classification assignment in describing the individual job
- Align with professional and industry practice
- Align with other business titles within a job group or organization

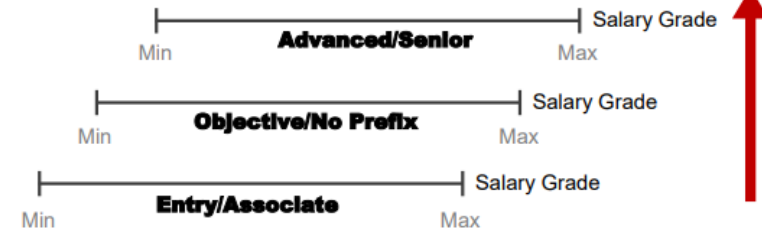
EXAMPLE:

An employee who is a Recreation Program Coordinator adopts the business title of Coordinator of Competitive Recreation to specify their program area

TODAY

- Progression and promotion are interchangeable terms
- You typically perform the **same work**, but your **title changes** and your **pay increases**
- Minimum requirement is often years of service

What progression/promotion might look like today



LATER IN 2021

In the future, progression and promotion are defined separately

PROGRESSION

- **Pay increases** within the same job
- Your **job title** and **core responsibilities** remain the **same**
- Based on acceptable performance
- Reasons for pay increases continue to include factors such as pay plan, market changes, retention and parity



PROMOTION

- Advancement to a **new job** in a higher salary grade
- Your **job title** and **responsibilities change**
- Based on work performed
- Starting salary takes market data and parity into consideration



KEY POINT:

Employees have multiple ways to advance, both by growing in their current jobs and by moving into new jobs.



Yuav Ntsib Tau Leej Twg?

Employee Assistance Office and Life Matters

Ib qho chaw pab tswv yim rau cov neeg ua haujlwm thiab cov thawj tswj/saib

Division of Continuing Studies pab tswv yim nrhiav haujlwm

Pab tswv yim xyuas thiab npaj rau txoj haujlwm tshiab

Ombuds Office

Qhia yuav ua tau li cas txog tej yam kev txhawj/nyuab siab ntawm haujlwm

Cov Hoob kawm pab txoj haujlwm

Cov hoob kawm txog kev sib txuas lus thiab tswj kev pauv