Title & Total Compensation (TTC) Project

Office of Human Resources

August 2021 All Campus Forum
Agenda

01 | WELCOME AND OVERVIEW
02 | PROJECT GOALS
03 | PROJECT TIMELINE
04 | EMPLOYEE CONVERSATIONS
05 | PROGRESSION & PROMOTION
06 | LEARNING OPPORTUNITIES & RESOURCES
07 | QUESTIONS & ANSWERS
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 Takes Effect Nov. 7, 2021

Project Activities

- Employee Conversations
  - Now–9/10
- IT System Updates
  - 9/10–10/11
- Notification Letters
  - 10/11–11/5

TTC Project Implementation
- 11/7

Salary Structure
- Posted
  - 11/1

Appeals Submission
- 11/22-12/31

Appeals Resolution
- 11/22-7/31/22

Today
- Employee Conversations Complete
  - 9/10
Key Dates for Employees

**September 10, 2021**

- Last day for employee conversations to confirm job title, standard job description, and position description

**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.
What If I Have Not Had a Conversation?

If you are an employee:

• Ask your supervisor about the timeline and process for your employee conversation
• Contact your local human resources representative

If you are a supervisor:

• Ask your local human resources representative about the employee conversation process in your area
• Schedule the conversation with staff
Business Titles

• Provides more description to an official job title (title of record)
• Gives more details about a position or the work performed
• Replaces working titles

Examples:
Recreation Program Coordinator – Coordinator of Competitive Sports
Administrative Assistant II – Office Manager
Outreach Specialist – Outreach Specialist - Senior
Where Can I Use a Business Title?

- Business cards
- Department website
- Email signature
- Internal and external communications
- Name badge

- Office signage
- UW Directory
- Vacancy announcement

Business titles do not change an employee’s title of record or assigned salary range
Progression and Promotion Today

Salary Grade 4
Entry/Associate

Salary Grade 5
Objective/No Prefix

Salary Grade 6
Advanced/Senior

Hire

Year 2
Minimum
Maximum

Year 7
Minimum
Maximum
After Implementation

Promotion
- Vertical advancement to a new job
- Duties based on work performed
- Market influenced
- Internal salary alignment (parity)
- Not based on time in seat or seniority

Progression
- Horizontal advancement within the same job
- Performance driven within the same title
- Market influenced
- Internal salary alignment (parity)
- Not based on time in seat
Pay Increases Today and in the Future

- **Performance** – Recognize exceptional performance
- **Parity** – Maintain salary relationships for same classifications/titles
- **Equity** – Address salary differences relative to protected statuses (e.g., gender, race, age)
- **Market** – Address market and/or retention issues
- **Change in unique duties** – Provide ability to move laterally in pay grade
- **Pay Plan** – Increase approved by Joint Committee on Finance for state employees
- **Lump Sum (bonus)** – One time payment
Progression Example

Academic Advisor
Salary Grade 18

Minimum
Hire
Maximum
Ways to Promote (Promotion)

Employees can move into a higher salary grade through:

• **Recruitment** – Apply and take on a new job

• **A change in responsibilities with a title change** – A change in responsibilities and title may be possible when:
  • A filled position has changes in responsibilities due to organizational business needs, and
  • A different standard job description is more appropriate
Promotion Example

Marketing Specialist
Salary Grade 19

Market Research Analyst
Salary Grade 18
Salary Range and Salary Grades

Salary Range (Progression)
Minimum and maximum pay of a job. A person in the job can receive pay increases within the range.

Salary Grade (Promotion)
A pay range within the salary structure. A person can promote to a different job with a higher salary grade.
Learning Opportunities & Resources

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

hr.wisc.edu/title-and-total-compensation-study/resources/
**WHAT IS A BUSINESS TITLE?**

A business title provides more description to an employee’s role than a position title that provides more specific detail about an individual person’s working titles.

**WHERE CAN I USE A BUSINESS TITLE?**

- UW Employee Directory
- Name badge
- Office signage
- Department website

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 better internal and external 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 functions

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

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**Progression and Promotion**

**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

**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

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**KEY POINT:**

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

Employee Assistance Office and Life Matters
Confidential workplace consultation for employees and managers

Career Counseling through the Division of Continuing Studies
Counseling on career exploration and planning

Ombuds Office
Confidential guidance on workplace concerns

Professional Development courses
Courses on communication and managing change