

Title and Total Compensation (TTC) Project Kev Ua Raws Thov Hais Lub Npe Haujlwm

Yog tau muab lub npe haujlwm tshiab (npe nyob hauv ntaub ntauv) hauv qhov *Title and Total Compensation (TTC) Project*, tej zaum koj thov hais txog lub npe haujlwm tau yog:

- Koj ntseeg tias lub npe haujlwm tshiab thiab daim qauv luag haujlwm (SJD) tsis raws li koj cov dej num tam sim no, thiab
- Lwm daim qauv luag haujlwm muaj koj cov dej num zoo dua raws

Cov yuav tsum muaj

- Koj xa ntawv thov kom xyuas tau thaum lub Kaum Ib Hlis tim 22 mus txog Kaum Ob Hlis tim 31, 2021. Cov ntawv teev tom qab lub caij no yuav tsis muab xyuas.
- Ua ntej koj thov kom xyuas, koj yuav tsum nrog koj tus thawjsaib thiab lub *Human Resources Office* ntawm koj cej ua haujlwm tham ua ntej.
- Koj yuav tsum muab qhov vim li cas thov kom xyuas.

Thov tsis tau kom xyuas cov nram no:

- Kab koj tus nqi nyiaj them nyob rau (*salary grade*)
- Qhov muab koj txoj haujlwm tso rau kab nqi nyiaj qis thiab siab kawg (*salary range*)
- Koj tus nqi nyiaj them muab tso rau hauv qhov *TTC Project*
- Lub npe haujlwm tso rau hauv daim *standard job description (SJD)*
- Cov lus nyob hauv daim *standard job description (SJD)*
- Qhov tsis tau them/tau them nyiaj ntxiv rau cov xuabmoos ua num tshaj raws qhov *Fair Labor Standards Act (FLSA)*
- Qhov kev ua raws xyuas koj lub npe haujlwm thiab daim qauv luag haujlwm (SJD).

Kev qhia

Daim ntawv luam tawm teev thov xyuas (*Job Title Appeals Application*) muaj rau cov neeg tsis muaj computer los xav tau ib daim txhais rau lawv yam lus thiab yuav ntaus rau thiab xa *online* raws qhov *Automated Title Appeals system*. Koj yuav tau txais ib daim ntawv qhia tias qhov koj thov xyuas nyob rau qhov twg lawm thiab yuav tau siv ntawv nyob *online* rau cov kauj ruam tom qab xa daim ntawv lawm.

Koj yuav tsum muab qhov vim li cas koj ho thov kom xyuas tso rau hauv daim ntawv teev los muab ib daim ntawv ib cag muab qhov vim li cas thov xyuas.

Xa daim ntawv no thiab txhua daim ntawv koj xav muab nrog (tsis pub tshaj 3 sab) rau koj lub *Human Resources Office*.

Txhua daim ntawv luam teev yuav tsum xa rau koj lub *Human Resources Office* tsis pub dhau 11 teev 59 ib tag hmo lub Kaum Ob Hlis tim 31, 2021.



Daim Ntawv Teev Thov Hais Lub Npe Haujlwm

Yog koj xav thov kom xyuas lub npe haujlwm tshiab (npe nyob hauv ntaub ntawv) hauv qhov *Title and Total Compensation (TTC) Project*, koj teev daim ntawv no thov kom xyuas.

Tom qab koj teev daim ntawv thov no tiav, xa daim ntawv no nrog lwm daim ntawv koj xav muab nrog rau koj lub *Human Resources Office*. **Txhua daim ntawv luam teev yuav tsum xa rau koj lub *Human Resources Office* tsis pub dhau 11 teev 59 ib tag hmo lub Kaum Ob Hlis tim 31, 2021.**

Npe: _____ **Employee ID:** _____
(Lub npe) (Xeem)

Ceg Ua Haujlwm Npe: _____ **UDDS:** _____

Lub Npe Haujlwm Qub: _____

Lub Npe Haujlwm Tam Sim no: _____

Tus Job Code Tam Sim no: _____

Lub **Npe Haujlwm Tshiab** yuav tsum yog ib lub npe muaj nyob hauv qhov *Title and Standard Job Description (SJD) Library*. Saib cov npe muaj hauv lub *library* thiab sau koj lub npe haujlwm koj xav kom pauv rau hauv qab no.

Lub Npe Haujlwm Xav Kom Pauv rau: _____

Yuav tsum sau ib qho ntawv **Piav Vim Li Cas** thiaj kom pauv. Koj cov lus sau tau rau hauv qab no los siv ib daim ntawv ib cag sau xa nrog tuaj ua ke.

Kuv twb nrog kuv tus thawj tswj, thawjsaib thiab cej ua haujlwm/lub *human resources* tham txog qhov kuv tsis pom zoo rau lub npe tshiab hauv qhov *TTC* lawm.

Xav los Tsis Xav – Kuv xav teem caij nrog ib tus neeg sawv cev ntawm kuv lub *human resources* thiab kuv tus thawjsaib xyuas kuv daim ntawv thov xyuas lub npe haujlwm.

Tus Ua Haujlwm Lub Npe Kos _____ **Hnub:** _____

Xa daim ntawv no rau koj lub *Human Resources Office* tsis pub dhau 11 teev 59 ib tag hmo lub Kaum Ob Hlis tim 31, 2021.

Kev Ua Raws Thov Xyuas Lub Npe Haujlwm

Cov hnuv hauv qab no qhia lub sijhawm koj daim ntawv thov xyuas kho lub npe haujlwm, tabsis tej zaum lub sijhawm yuav pauv tau raws li ntawm koj qhov xwm txheej thov xyuas. Cov hnuv muaj caij sib tshooj pub tus neeg ua haujlwm xa cov ntawv thiab teb cov kev txiav txim.

Kauj Ruam 1

Kaum Ib Hlis xiab 7 – Kaum Ob Hlis xiab 10, 2021: Kev Cia Li Tham Xyuas

Siv lub sijhawm no nrog koj tus thawj tswj, thawjsaib los ceg ua num lub *human resources* tham kiag kho. Tej zaum koj twb ua kauj ruam no thaum koj tham nrog koj tus thawjsaib lawm. Yog tom qab Kauj Ruam 1 tiav, koj xaiv teev daim ntawv thov kom xyuas (*Job Title Appeals Application*) rau Kauj Ruam 2, koj yuav tsum qhia tias koj twb ua Kauj Ruam 1 tas lawm rau daim ntawv no.

Kauj Ruam 2

Kaum Ib Hlis tim 22 – Kaum Ob Hlis tim 31, 2021: Cov neeg ua Haujlwm Xa Tau Ib Daim Ntawv Thov Xyuas rau Tus Thawjsaib thiab/los Tus Sawv Cev hauv Cej Haujlwm lub *Human Resources*

Kauj ruam 2 yog tsim los daws kho kev cia li sib tham xyuas nyob hauv ceg qhia ntawv los ua haujlwm txog ntawm qhov muaj lub npe haujlwm tshiab nyob hauv qhov *TTC* uas teev daim ntawv thov kom xyuas. Nyob rau Kauj Ruam 2, tej zau koj hais tau, los yuav kom koj mus koom, ib qho kev sib tham nrog tus sawv cev hauv koj lub *human resources* thiab tus thawjsaib xyuas. Qhov no yog lub sijhawm rau txoj kev ua raws uas koj thiaj thov teem tau ib lub caij sib tham nkaus xwb.

Kev Txiav Txim: Kaum Ib Hlis tim 22, 2021 – Ob Hlis xiab 11, 2022 – Koj ceg ua haujlwm lub *human resources* yuav muab ib daim ntawv txiav txim xa *online* raws qhov *Automated Title Appeals System* rau koj. Koj yuav tau txais ib tsab *email* qhia kom koj mus saib hauv qhov kev ua raws rau kev txiav txim. Yog koj tseem tsis txaus siab rau kev txiav txim rau kauj ruam no, qhov kev txiav txim yuav muaj ntawv qhia koj thov hais ntxiv thiab mus rau kauj ruam 3 li cas.

Kauj Ruam 3

Kaum Ib Hlis tim 22, 2021 – Ob Hlis tim 18, 2022: Cov Neeg Ua Haujlwm Thov Tau Hais Mus Ntxiv rau ntawm Pawg *Compensation Team* nyob hauv lub *Office of Human Resources (OHR)*

Kauj Ruam 3 tsim los thov kom pawg *Compensation Team* nyob hauv lub *Office of Human Resources (OHR)* xyuas kev tsis pom zoo rau kev txiav txim nyob Kauj Ruam 2. Rau pib Kauj Ruam 3, koj yuav tsum ua raws cov lus qhia rau kev txiav txim nyob Kauj Ruam 2 siv qhov *TTC Automated Title Appeals System*. **Kauj Ruam no yuav tsum ua, ua ntej lub Ob Hlis tim 18, 2022. Yog koj tsis teev ntawv pib Kauj Ruam 3 ua ntej lub Ob Hlis tim 18, 2022, thwm tias yuav li ntawd thiab yuav hais tsis tau ntxiv lawm.**

Tej zaum kuj yuav kom koj mus koom pawg *Compensation Team/OHR* qhov kev sib tham, nrog koj tus thawjsaib, thiab/los tus sawv cev hauv koj lub *human resources*, tabsis tsis kom yuav tsum muaj ib qhov kev sib tham rau kauj ruam no. Koj kuj xaiv sau ib daim ntawm xa rau xwb tsis tas mus koom cov rooj sib tham.

Kev Txiav Txim: Kaum Ib Hlis tim 22, 2021 – Plaub Hlis tim 29, 2022 – Ib tus neeg hauv pab *Compensation Team/OHR* yuav saum ib daim ntawv txog kev txiav txim xa raws hauv *TTC Automated Title Appeals System* rau koj. Koj yuav tau txais ib tsab *email* qhia kom koj mus saib hauv txog qhov kev txiav txim. Yog tseem tsis txaus siab rau kev txiav txim rau kauj ruam no, daim ntawv sau txiav txim yuav qhia kev ua raws ntxiv thiab mus rau Kauj Ruam 4.

Kauj Ruam 4

Ob Hlis xiab 11, 2022 – Tsib Hlis xiab 6, 2022: Cov Neeg Ua Haujlwm Thov Kom Pawg *TTC Job Title Appeals Panel* Xyuas Tau Ntxiv

Yog koj tseem tsis txaus siab rau kev txiav txim rau Kauj Ruam 3 koj ua raws hais mus ntxiv rau Kauj Ruam 4 tau. Kauj Ruam 4 yog pawg *TTC Job Title Appeal Panel* los xyuas uas yuav muaj cov neeg ib cag xyuas. Pab *TTC Job Title Appeals Panel* yog lub OHR xaiv, nrog rau cov pawg koom tswj kev ua haujlwm sib tham. Pawg no yuav muaj 3 tug neeg los ntawm 3 pawg nram no:

- **Tus laj mej nyob hauv *Compensation Team/OHR*** tsis yog ib tug txiav txim rau Kauj Ruam 3.
- **Ib tug *Director* los xaiv nyob hauv ceg *College/school/division Human Resources*** nws tsis yog ib tug txiav txim rau Kauj Ruam 2. Ib tug *Director* los xaiv hauv *Human Resources* nyob txawv lwm ceg ua haujlwm (tsis yog ceg tus neeg ua haujlwm nyob) nyob hauv pawg no los tau.
- **Ib tug laj mej nyob hauv *Shared Governance*** ua nyob rau tib pawg tus neeg ua haujlwm ntawd nyob rau (xws li *academic* los *university staff*). Tus neeg no yuav yog pawg *Shared Governance* xaiv.

Pawg neeg no yuav xyuas qhov kev koj thov thiab yuav ua raws ib qhov nram no txog kev txiav txim rau lub npe ua haujlwm nyob rau Kauj Ruam 3.

- Pom zoo raws kev txiav txim rau Kauj Ruam 3
- Tsis pom zoo nrog kev txiav txim rau Kauj Ruam 3
- Pauv qhov kev txiav txim rau Kauj Ruam 3

Rau pib Kauj Ruam 4, koj yuav tsum xa ntawv nyob *online* raws qhov *Automated Title Appeals System* tsis pub dhau lub Tsib Hlis xiab 6, 2022. **Yog koj tsis xa ntawv hais rau Kauj Ruam 4 tsis pub dhau Tsib Hlis xiab 6, 2022, thwm tias qhov teeb meem yuav li ntawd thiab yuav hais tsis tau ntxiv lawm.**

Kev Txiaiv Txim: Ob Hlis tim 18, 2022 – Xya Hli xiab 1, 2022 – Tom qab ntsuam xyuas txhua yam koj thov xyuas, pawg neeg yuav sau ib daim ntawv txiav txim xa raws hauv qhov *TTC Automated Title Appeals System*. Pawg neeg no qhov kev txiav txim thwm tias yog qhov kawg ntshe nws ho tsis pom zoo los pauv qhov kev txiav txim nyob rau Kauj Ruam 3. Kev tsis pom zoo lub npe txoj haujlwm hauv ntaub ntawv tsis yog ib qho hais tau raws University of Wisconsin-Madison cov cai los kev ua raws hais.

Kauj Ruam 5

Ob Hlis tim 18, 2022 – Xya Hli tim 31, 2022: Tus *Chief Human Resources Officer (CHRO)* Xyuas Cov Kev Txiaiv Txim pawg *Job Title Appeals Panel* Tsis Pom Zoo Raws los Pauv

Yog pawg *panel* pauv los kho kev txiav txim rau Kauj Ruam 3, kev sib hais mus ntxiv rau Kauj Ruam 5, yog kauj ruam kawg rau kev ua raws hais. Nyob rau Kauj Ruam 5, tus *Chief Human Resources Office (CHRO)* yuav xyuas txhua daim ntawv ntawm cov kauj ruam kev sib hais, yuav muab tswv yim raws pom thiab ib qho kev txiav txim, thiab txav mus rau kev txiav txim kauj ruam kawg. Qhov kev txiav txim no tej zaum yuav pom raws li pawg *panel* qhov kev txiav txim los kom ua txawv.

Kev Txiaiv Txim: Tom qab xyuas tag nrho cov ntaub ntawv kev ua raws sib hais, tus CHRO yuav sau ib daim ntawv txog kev txiav txim xa rau koj raws hauv qhov *TTC Automated Title Appeals System*. Qhov kev txiav txim no thwm tias yog qhov kawg thiab siv tau thiab tej zaum yuav hais tsis tau los xyuas tsis tau ntxiv raws tus cai *TTC Job Title Appeals Policy*.