

University of Wisconsin-La Crosse



Title and Total Compensation
Study Update

September, 2018

Purpose of this meeting

- Why is the study being completed?
- What is the purpose of study?
- What are the main objectives of the study?
- What work has been accomplished to date?
- What are next steps?
- What can I expect in the future?

Background

UW System is working on a complete redesign of its current title and compensation structure.

- Goal is to modernize systems that will enable our institutions to continue to attract and retain the best talent.
- Current structure is 30 years old and has 1800 job titles.
- New structure should accommodate the unique needs of all institutions, including
 - UW-Madison, as a major research institution
 - Comprehensives and UW Colleges
 - UW-Extension
- Review total compensation mix and explore indirect compensation items in order to leverage our size to create a competitive benefits package for UW System employees

Focus Areas


- Develop clear and more competitive job title and compensation structures for academic, university, and limited staff
- Ensure job titles accurately reflect duties and responsibilities
- Provide sustainable methods to maintain market-informed title and compensation structures
- Enhance recruitment and retention

The changes that will occur will result in a structure that has a similar function but is modernized, more efficient, consistent, and effective.

Project Timeline

Project start date- February 2017

Expected project end date- March 2019

I. Design and Study Strategy	II. Assess Positions and Develop New Job Title Structure	III. Create Compensation Structure	V. Implement New Structures
<ul style="list-style-type: none"> Review Data Develop project plan Stakeholder interviews and focus groups Compensation philosophy guiding principles Preliminary communication and change management strategy 	<ul style="list-style-type: none"> Job titling framework Map positions to the titling framework Design master job description template in JDxpert Create/update job descriptions using JDxpert Stakeholder briefings 	<ul style="list-style-type: none"> Analysis of market data Pay range development Salary administration guidelines Stakeholder briefings 	<ul style="list-style-type: none"> Presentation to stakeholders Finalize program based on stakeholder feedback Finalize communication and change strategy Deliver Targeted communications Training for ongoing program administration
IV. Review Benefits / Work-life and Leave Structures			
<ul style="list-style-type: none"> Analysis of work/life and leave benefits Gap analysis and recommend solutions Stakeholder briefings 			

Project Stakeholders

- UW System Executive Sponsors
 - President Ray Cross
 - Vice President of Administration Rob Cramer
- UW System Planning Team
 - UW System HR Executives & UWEC HR Director
- UW System Project Steering Committee
 - HR Directors at each campus
- Advisory Council & Planning Team
- UW Institution Project Teams
- Mercer- Consulting Firm

UWL Project Team

- Amy Whillock, Assistant Director, Employment & Recruitment - **CHAIR**
- Kristin Stanley, Interim Chief Human Resources Officer - Human Resources
- Kathy Accola, Employee Relations Specialist - Human Resources
- Lisa Drazkowski, Financial Program Supervisor - Business Services
- Natalie Eschenbaum, Associate Professor- **Faculty Senate Representative**
- Brandon Harris, Classroom Lab Specialist - Information Technology Services - **University Staff Council Representative**
- Beth Hill, Assistant Director, Payroll & Benefits - Human Resources
- Patricia Markos, Director, Institute for Professional Studies in Education - **Academic Staff Council Representative**
- Kathryn Oleson, Business Manager - Student Affairs
- Dennis Rodenberg, Senior Facilities Engineer - Facilities Planning & Management
- Shauna Salow, Academic Department Associate - College of Science & Health
- Tracey Simpson, Classification/Recruitment Manager - Human Resources
- Erin Thacker, Deputy Director of Athletics - Intercollegiate Athletics
- Becky Vianden, Director - Academic Advising and Career Services

Current Job Framework

Faculty, Academic Staff, Limited

Current Title Groups

- Academic Administrators
- Academic Program Directors
- Faculty
- Instructional Academic Staff
- Research Academic Staff
- Administrative Directors
- Administrative Officers
- Other Academic Staff/Limited
- Program Managers
- Professionals
- Employees-In-Training
- Student Assistants
- Other Special Use Titles

Other distinguishing codes within the framework:

- Function
 - primary activity of position
- Prefix Levels
 - Associate, No Prefix, Senior, Distinguished
- Scope
 - S, M, L based on size of administrative unit

Current Job Framework

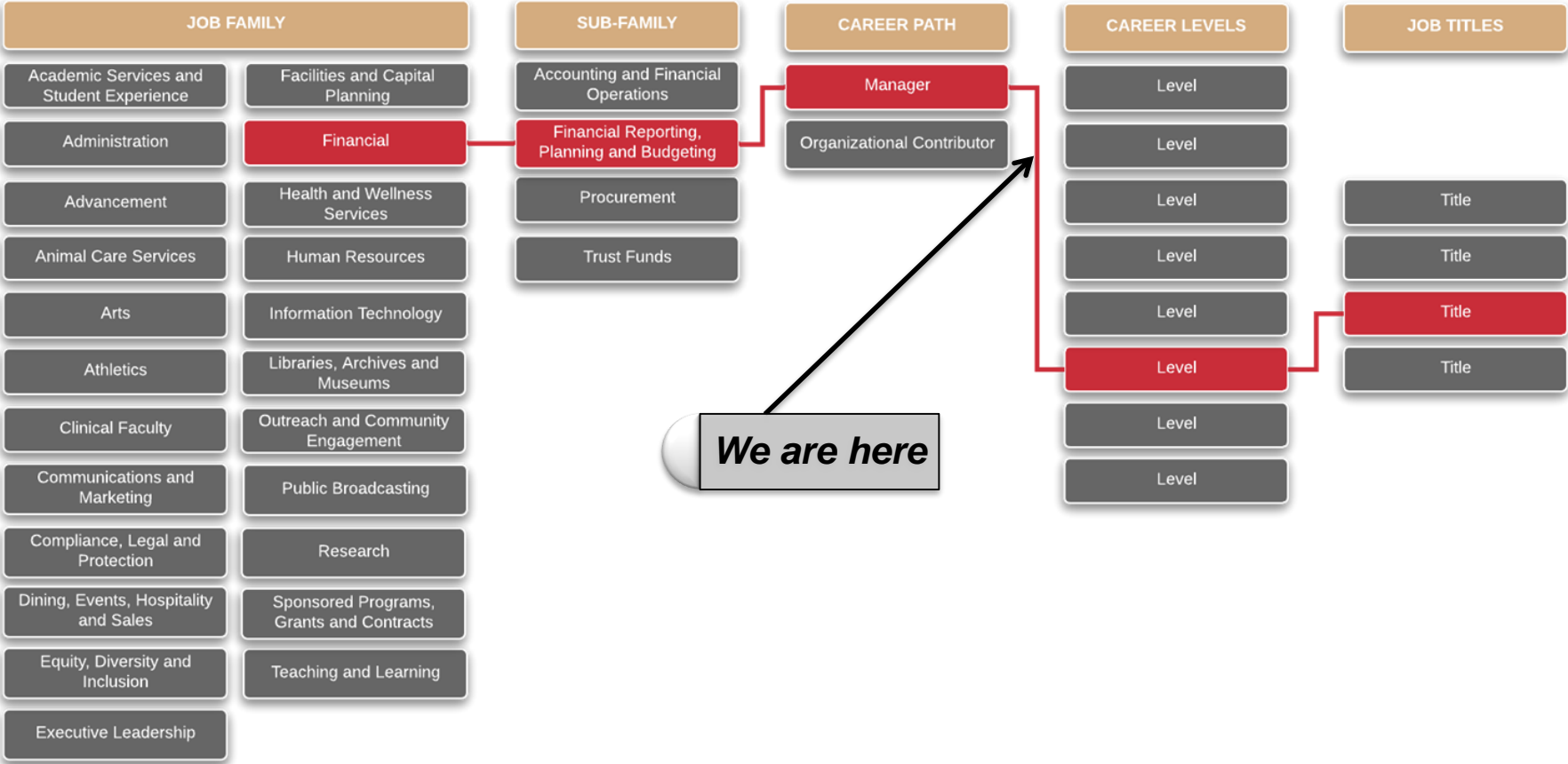
University Staff

Current Title Groups

- Accounting, Finance & Purchasing
- Athletics
- Communications, Arts & Media
- Engineering & Architecture
- Facilities, Trade and Maintenance
- Food Service
- Human Resources
- Library & Museum
- Medical, Health & Laboratory
- Office Administration
- Plant & Animal Sciences
- Progression Series
- Research
- Safety, Protection, & Enforcement
- Student Services
- Technology & Information Services
- Temporary Staff Titles

Future Job Framework

Faculty, Academic Staff, Limited & University Staff



Job Families and Sub-Families

- A **Job Family** is a group of jobs that involve similar work and require similar training, skills, knowledge, and expertise.
- A **Sub-Family** is a smaller group of jobs within a larger job family. Sub-families describe specialized functions.

Job families and sub-families are critical in helping to compare and organize related jobs across all UW institutions.

Job Families and Sub-Families

Academic Services and Student Experience	Facilities and Capital Planning
Administration	Faculty
Advancement	Financial
Animal Care Services	Health and Wellness Services
Arts	Human Resources
Athletics	Information Technology
Clinical Faculty	Libraries, Archives, and Museums
Communications and Marketing	Outreach and Community Engagement
Compliance, Legal, and Protection	Public Broadcasting
Dining, Events, Hospitality Services, and Sales	Research
Equity, Diversity, and Inclusion	Sponsored Programs, Grants, and Contracts
Executive Leadership	Teaching and Learning

Career Path

Organizational Contributor

- May provide administrative and/or technical support for UW activities, processes, and projects
- Responsible for delivering and executing the activities and deliverables required to meet the strategic objectives of the organization
- May demonstrate technical depth in one of more disciplines

Manager

- Has budget responsibility for the unit and/or
- Accountable for people and performance management of the team, and/or
- Responsible for the strategic and/or operational direction of a unit or program

Levels & Level Descriptors

- Each level is defined consistently across job families
- Provides clarity to the increase of responsibility and requirement of the job within each level
 - *Organizational Impact*
 - *Complexity of Work*
 - *Independence and Supervision*
 - *Leadership and Talent Management*
 - *Knowledge and Experience*

Standard Job Descriptions

Standard Job Descriptions include...

Summary	<ul style="list-style-type: none">• A clear, concise statement explaining the major functions of the position• Describes the overall end-result the job produces and why it exists• 1-2 sentences to give an overview of the job's main purpose
Responsibilities	<ul style="list-style-type: none">• Brief statements which summarize work performed that is critical to the job's existence and success• Typically 4-7 responsibilities listed

They do NOT include...

- ✗ Long lists of tasks
- ✗ Every possible responsibility the job title may have

Tasks will be identified and developed in supplementary personnel materials (e.g. performance management expectations, standard operating procedures).

Benefits Preference Survey

About:

This survey is designed to assess employee preferences regarding available benefits. The results will be used to evaluate employee benefit preferences and determine if current programs are meeting employees diverse needs.

Purpose:

To provide faculty and staff the opportunity to communicate their preferences and satisfaction with current benefits and share their desires for future benefit updates.

Details:

- All full-time benefits eligible employees will have the opportunity to participate
- Target survey dates are November 26, 2018 – December 14, 2018
- Results anticipated in February, 2019
- Will be administered electronically with anonymous responses

Your Benefits

Please indicate the degree to which you agree or disagree with the following statements.

	Strongly Disagree				
	Disagree				
	Neither Agree nor Disagree				
	Agree				
	Strongly Agree				
2. XYZ Co's benefits as a whole are as good as, or better than, the benefits offered by other companies in the local marketplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The benefits offerings played a significant role in my decision to work at XYZ Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The overall amount I pay for medical and prescription drug coverage (payroll deductions plus out-of-pocket expenses like deductibles and coinsurance) is reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I would like to reduce the value of some benefits I receive in order to increase the value of other benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The benefits offered by XYZ Co meet my needs (including those of my dependents, if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I can easily find answers to questions I have about my XYZ Co benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. XYZ Co does a good job communicating benefits information to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next Steps

What do I need to do?

What does my supervisor need to do?

- Participate and provide feedback as applicable
- Ask questions to HR and/or the UWL Project Team
- Be open minded
- [UW System Title and Total Compensation Study webpage](#)
- Questions?
 - Contact Amy Whillock, Assistant Director, HR
 - awhillock@uwlax.edu
 - 785-8640