

Chancellors Update: Title & Total Compensation - November/December 2019

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TITLE AND TOTAL COMPENSATION PROJECT

Chancellors,

This is the monthly briefing on the systemwide Title and Total Compensation (TTC) Project. Chief Business Officers, Provosts, Senior Student Affairs Officers, Chief Human Resources Officers/Human Resources Directors, and Systemwide Joint Governance Representatives are copied on this email.

Key Updates

Employee-Manager Conversations. These meetings will begin rolling out in winter 2020 as standard job descriptions move through the feedback and quality review process. At this time, employees can confirm that the new job description captures their work. Institution Human Resources units will be coordinating and/or sending out communication regarding the specifics of these meetings at your institution.

Standard Job Description Library. The online standard job description library is live on both the [UW System](#) and [UW-Madison](#) project websites! This library shows the new draft titles and standard job descriptions for Academic Staff, University Staff, and Limited Appointees. The library will continue to be updated based on employee feedback from the employee-manager conversations. It does not match job titles to individual employees, but is a resource to help prepare employees for the upcoming conversations and changes.

Virtual Town Hall Meetings. Over 700 UW System employees engaged with the Virtual Town Halls hosted by UW System in September, October, and November. You can watch the video [replays](#) and the live Q&A sessions.

Forums. More than 2,000 employees attended the UW-Madison all-campus November forums. Sessions included multilingual and multi-shift options. 480 employees participated in an online session, including out-of-state employees. After completing the all-campus forums, total project outreach has impacted more than 24,800 employees (this includes new and returning employees).

Advisory Council Update. On Friday, December 13th the project team gave a status update to the systemwide Joint Governance Advisory Council. At this meeting, members were updated about the timeline extension to allow for a more in-depth quality assurance review to ensure titles will be more consistent across UW System institutions. Managers and supervisors will also have more time to complete training and engage in conversations with employees. The project team also confirmed with members that the previously agreed upon core elements of a title appeal process, mainly that there will be governance representation on a panel review committee, were incorporated into a system-level policy.

Learning Resources. The [UW System](#) and [UW-Madison](#) project websites have learning resources including videos that will quickly explain key concepts of this project, as well as Learning Series factsheets that go into more detail about employee-manager conversations, title/pay progression, and business titles.

The below explainer video on career paths shows the ways in which an employee can expect to progress their careers at the UW System.

TTC Kudos

UW-Madison launched online manager training and created materials for Human Resources (HR) to hold optional in-person manager training. As part of the launch, HR received templates to help communicate the training to managers and leaders. The [Resource Library](#) on the UW-Madison project website features manager-specific content including communication materials for employees. A new HR toolkit helps HR staff easily access project content such as salary administration guidelines, training resources and business title guidelines.

The **UW-Milwaukee** project team updates all employees with regular Title and Total Compensation Project newsletter emails. The most recent update addressed frequently asked questions and directed employees to learning resources about the project. UW-Milwaukee hosted two forums, November 21st for University Staff and December 3rd for Academic Staff.

At **UW-Oshkosh**, the project team invited campus directors to review and provide input on the job mapping process. All managers with direct reports were sent an email to re-engage this group of employees in the project and prepare them for upcoming meetings with employees and project implementation.

UW-Platteville hosted an all-campus forum November 5th to engage employees in conversation about the timelines for upcoming employee-manager conversations and new salary administration guidelines.

The project team at **UW-Stevens Point** gave in-person project updates to Academic Staff, University Staff, and Faculty governance groups. They continue to engage their campus leadership in the mapping process as well as the trainings to

prepare employees and managers for upcoming conversations.

The **UW-Stout** project team updated the Chief Business Officer (CBO) and the leadership team on the current project activities.

In the Queue

UW System Employee-Manager Conversations.
May begin as early as mid-December 2019 and will continue through Spring 2020.

UW-Madison Employee-Manager Engagement.
Select Job Groups will start to hold conversations for employees mapped to similar titles. Human Resources will lead these discussions. UW-Madison will hold supplemental in-person manager training for managers who desire optional hands-on training. Sessions are available from December to February.

Thoughts and Questions

We value your feedback. Tell us what's helpful, what's not, and what you'd like to see in future editions of the Title and Total Compensation update. Please email TTC@uwsa.edu to share how this communication can better meet your needs.

UW System TTC

UW-Madison TTC

UW System HR



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