Project Update for the Advisory Council
Title and Total Compensation Study

May 10, 2019
TITLE AND TOTAL COMPENSATION PROJECT

ADVISORY COUNCIL UPDATE

MAY 10, 2019
Today’s Agenda

1. Project Status and Next Steps
2. Proposed Post Employee-Manager Meeting Feedback Survey Tool
3. Possible Elements for TTC Appeals Process
4. Your Questions Answered
Project Status and Next Steps
Project Status & Proposed Timeline for Next Steps

2019
- Summer: Title & SJD Review and QA
- Fall: Salary Structure/Employee Mapping
- Winter: Employee-Manager Conversations/Feedback*

2020
- Implementation

Benefits Analysis

Online Posting of DRAFT SJDs and employee feedback
Go-live, notification letters, appeals process
Proposed Feedback Shared Goals

1. Develop mutual understanding of Job Titles and Standard Job Descriptions.
2. Opportunity to provide meaningful feedback.
3. Facilitate productive employee-manager conversations.

Best Practices of Change Management:
- Communicate the change on all levels
- Time it right
- Provide ongoing support and resources
- Be transparent
Proposed Post Employee-Manager Meeting Feedback Survey Tool
**Q1**

Does this job title adequately describe the work you do?

- Agree
- Disagree

Why?

**Q2**

Does this standard job description reflect at least 80% of your job duties?

- Agree
- Disagree

Why?
Possible Elements for TTC Appeals Process
Appeals Process

What can be appealed?

**Assigned job title**, specifically whether the majority of the work you do falls within the scope of the assigned job title and description.
Possible Appeals Process Elements

Core Components

Step 1 Initial Review and Determination
- Employee initiates appeal
- HR initial determination

Step 2 Committee Review and Recommendation (minimum recommendations)
- HR representation/recommend knowledge of titling and compensation
- Joint governance representation/recommend knowledge of job family/group(s) in question

Step 3 Final Review and Determination
- Final institution CHRO/HRD determination

TTC Process

Report out to TTC Project Team for data tracking and quality assurance from employee notification – 90 days

Report appeals and determination to TTC Project Team

TTC Project Team identifies trends and if necessary, notifies CHRO/HRD of any systemwide updates
Your Questions Answered
General Feedback & Discussion

**Feedback**

**Employment Categories**
- Academic Staff
- Faculty
- University Staff

**UW Institutions**

**Guiding Questions**
- Major challenges
- Proposed solutions
- Recent successful project communication (*which can be used as a learning tool for other institutions*)
- Most pressing questions
Project Resources and Contacts

https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/

Email: ttc@uwsa.edu

https://hr.wisc.edu/title-and-total-compensation-study/

Email: ttcstudy@ohr.wisc.edu
Thank You