Project Update for the Advisory Council
Title and Total Compensation Study

November 1, 2019
Today’s Agenda

1. High-Level Project Overview
2. Employee-Manager Conversation
3. Progression versus Promotion
4. Business Titles
5. Instructional Academic Staff
High-Level Project Overview
Timeline

2019

- Title & SJD Review and QA

2019 Summer

- Job Mapping

2019 Fall

- HR Staff/Manager/Employee Training

2019 Winter

- Employee-Manager Conversations/Feedback

2020

Implementation

- Online posting of DRAFT SJDs and employee feedback

- Go-live, notification letters, appeals process
What is Changing

Job titles - For Academic Staff, University Staff, and Limited Appointees, the project updates job titles and standard job descriptions. Working titles, or business titles, will also be updated.

How work is described – Position descriptions will be updated to focus on responsibilities. They will be clear and concise. Descriptions will be based on a standard job description that will match to the job market.

Salary structure – Updated pay ranges will go into effect in 2020. However, base pay will not change. Pay practices will be regularly reviewed to ensure equity and market alignment.

Salary Administration Guidelines – Guidelines for administering salary will be established.

Employee-Manager Conversation

UW-Madison and UW System will differ in meeting specifics
How to Prepare

**Purpose of conversations**: Review title and new job description that go into effect Spring 2020

**Conversation Dates**: May start as early as December 2019, as directed by your institution

**How Employees Can Prepare**

<table>
<thead>
<tr>
<th>How Employees Can Prepare</th>
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<tbody>
<tr>
<td><strong>Familiarize Yourself with TTC</strong></td>
</tr>
<tr>
<td>✓ Visit the project website - review the Resources page</td>
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<tr>
<td>✓ Watch a Town Hall Video</td>
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**October – November**

- ✓ Review your current position description
- ✓ View the new Job Library in November on the project website

**December – March**

- ✓ Manager and employee conversations and engagement
- ✓ Review and confirm your new standard job description

**How Managers Can Prepare**

<table>
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<tr>
<td><strong>Familiarize Yourself with TTC</strong></td>
</tr>
<tr>
<td>✓ Visit the project website - review and share content from the Resources page</td>
</tr>
<tr>
<td>✓ Watch a Town Hall Video</td>
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<tr>
<td>✓ Take online manager training – 30 minutes</td>
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**October – November**

- ✓ Talk with employees about the project
- ✓ Review your employee’s current job description

**December – March**

- ✓ Confirm employee mapping for accuracy
- ✓ Engage employees through manager and employee conversations
Setting Expectations

What will be covered in this meeting

• Review and confirmation of job title and job description
• Conversation on whether the job title and job description accurately reflect the work you do
• Manager and Human Resources answers questions about job titles and job descriptions

What will not be covered in this meeting

• Pay or Salary - the compensation structure is still being finalized and more information will be available in 2020 to address employee questions on updated pay ranges
Resources

- Project Website
- SJD Library
- Employee-Manager Conversation
- Meeting Handout
- Meeting Email Template
- Meeting Explainer Video
Progression versus Promotion
Progression versus 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

**After Spring 2020**

*In the future, progression and promotion are defined separately*

**PROGRESSION**

- Based on **knowledge, skills, experience,** and **performance**
- Your **job title** and **core responsibilities** remain the **same**
- **Pay increases** within the same job
- Reasons for pay increases continue to include factors such as pay plan, market changes, retention and parity

**PROMOTION**

- Advancement to a **new job** with a higher pay range
- Your **job title** and **responsibilities change**
- Based on work performed in standard job description
- Starting pay takes market data and parity into consideration
Progression versus Promotion Examples

PROGRESSION EXAMPLE

• Randall is a Research Specialist
• After two years on the job in year three, Randall receives a pay increase for high performance
• In the seventh year, Randall receives another performance increase
• In year 10, Randall receives an increase to account for market changes in research specialist jobs
• Randall has the same job title, responsibilities, and is in the same position
• As Randall’s knowledge, skills and experience increase, Randall’s high performance is recognized through progression in his pay range

PROMOTION EXAMPLE

• Helen is an Academic Program Specialist and has been in the current position for several years, gaining knowledge and experience
• An Academic Program Manager position opens in the unit
• Helen applies and is selected for the position
• As a result of the promotion, Helen takes the lead to manage two academic programs, and her new responsibilities include managing program budget, implementing new standard operating procedures, and representing the programs on and off campus
• Helen’s new title is Academic Program Manager and moves into a higher pay range
Business Titles
Business Title Guidelines

There must be a demonstrated need for a business title based on the following guidelines

A business title should:
• **Clarify** a position’s role in the organization
• **Describe** the work performed in a role
• **Align** with industry best practice

A business title must:
• Be **approved** by institution Human Resources in consultation with the Chancellor, department/division lead, and employee supervisor
Business Titles Cannot...

- **Duplicate** a title of record or official title
- **Misrepresent** the university or the authority of a position in any way
- **Use** words that are recognized as typically being associated with *executive titles* — president, chancellor, director — or any modified executive titles — vice president, etc. — without institution Human Resources, Chancellor, departmental, and/or division approvals
Instructional Academic Staff

Instructional Academic Staff provide instruction and training to students online or in a classroom, laboratory, and/or clinical setting

<table>
<thead>
<tr>
<th>Official Titles/Titles of Record</th>
<th>Business Titles</th>
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<tbody>
<tr>
<td>Tutor</td>
<td>Clinical Titles</td>
</tr>
<tr>
<td>Teaching Specialist</td>
<td>Military Science Titles</td>
</tr>
<tr>
<td>Faculty Associate I</td>
<td>Visiting Titles</td>
</tr>
<tr>
<td>Faculty Associate II</td>
<td>Adjunct Titles</td>
</tr>
<tr>
<td>Faculty Associate III</td>
<td>Adjoint Titles (previously L/I)</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Emeritus/Emerita</td>
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<tr>
<td>Teaching Professor*</td>
<td></td>
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<tr>
<td>Research Professor*</td>
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*subject to institution-level discussion/decision

The assignment of prefix business titles to reflect status at the institution-level is delegated to the institution’s chancellor, if the modified titles comply with systemwide guidelines.
What we need Joint Governance Advisory Council to continue to do?

• Continue to meet and share with Human Resources, Governance colleagues and answer employee questions

• Champion and support the project

• Access the project websites and stay current

• Bring ideas, solutions and constructive feedback to the project Planning Team
For More Information

wisc.edu/ohrwd/title-and-total-compensation-study/
hr.wisc.edu/title-and-total-compensation-study/

 TTC@uwsa.edu
ttcstudy@ohr.wisc.edu