W

WISCONSIN

UNIVERSITY OF WISCONSIN-MADISON

UNIVERSITY OF WISCONSIN SYSTEM

UW

Project Update
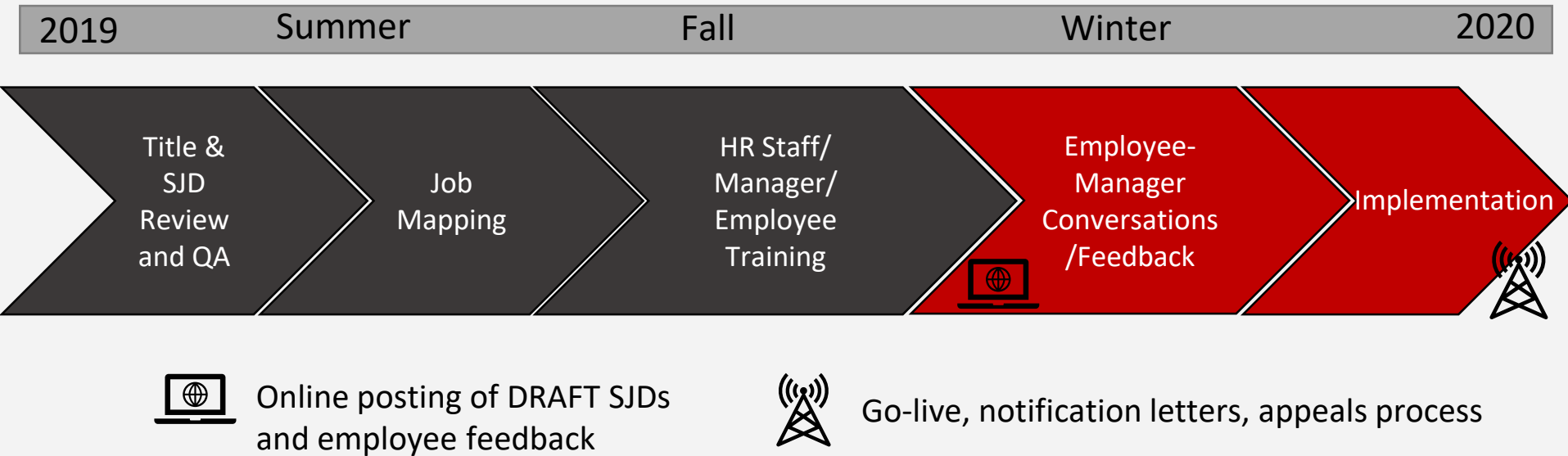# for the Advisory Council

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	Summer	Fall	Winter	2020

Title & SJD Review and QA

Job Mapping

HR Staff/ Manager/ Employee Training

Employee- Manager Conversations /Feedback

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.

Long-term strategy – Will identify modern and competitive compensation and benefits strategies for future enhancements.

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 Human Resources units

How Employees Can Prepare

Familiarize Yourself with TTC
- ✓ Visit the project website - review the Resources page
- ✓ Watch a Town Hall Video

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

Familiarize Yourself with TTC
- ✓ Visit the project website - review and share content from the Resources page
- ✓ Watch a Town Hall Video
- ✓ Take online manager training – 30 minutes

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

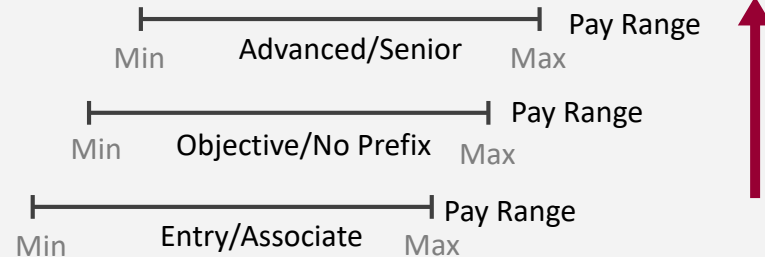Meeting Email Template

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

What progression/promotion might look like today

Min	Advanced/Senior	Max	Pay Range
Min	Objective/No Prefix	Max	Pay Range
Min	Entry/Associate	Max	Pay Range

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

Min ————●————————→ Max   Pay Range

↑ 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

| Min | ● | Max | Pay Range |
| Min | ● | Max | Pay Range |
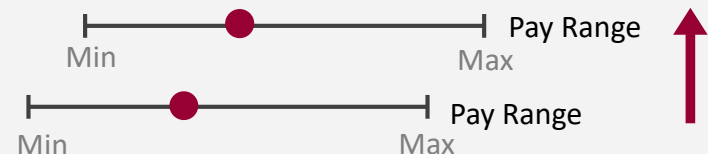
Progression versus Promotion Examples

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

| At Hire/Year 1 | Year 3 | Year 7 | Year 10 |

Research Specialist Pay Range

Min → Max
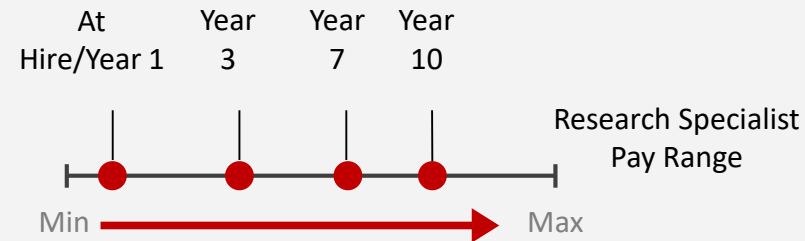
PROMOTION EXAMPLE

- 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

Academic Program Manager Pay Range
Min — Max

Academic Program Specialist Pay Range
Min — Max
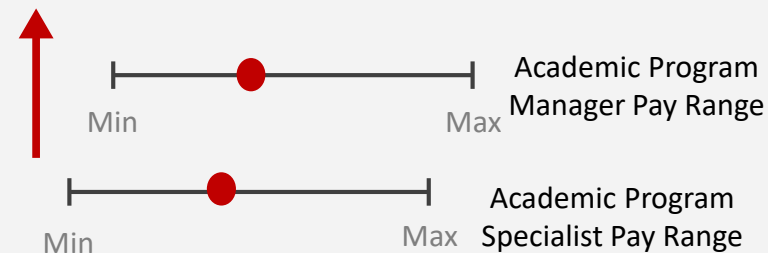
Business Titles

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

Official Titles/Titles of Record	**Business Titles**
Tutor	Clinical Titles
Teaching Specialist	Military Science Titles
Faculty Associate I	Visiting Titles
Faculty Associate II	Adjunct Titles
Faculty Associate III	Adjoint Titles (previously L/I)
Lecturer	Emeritus/Emerita
Teaching Professor*	
Research Professor*	

*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

wisconsin.edu/ohrwd/title-and-total-compensation-study/

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Attract. Retain. Engage.
TITLE AND TOTAL COMPENSATION