

Salary Structure

Title and Total Compensation

Agenda

1. Salary Structure Education
2. What Employees Need to Know
3. Appeals Overview

SALARY STRUCTURE EDUCATION

Why UW System updated the Salary Structure



Quality Workforce: UW System is committed to attracting, retaining, and rewarding a highly qualified and diverse workforce.



Market Comparison: UW System can create a market-informed salary structure to help keep and grow our outstanding workforce.



Compensation Framework: Market-informed salary structure will provide flexibility to compensate employees for their experience and performance.

Creating a Salary Structure

Peer Universities



Peer Businesses



Finding Reliable Market Data



Online salary sources can be unreliable due to self-reporting, incomplete participation, & outdated salary data



Multiple Salary Survey Sources

Glassdoor.com

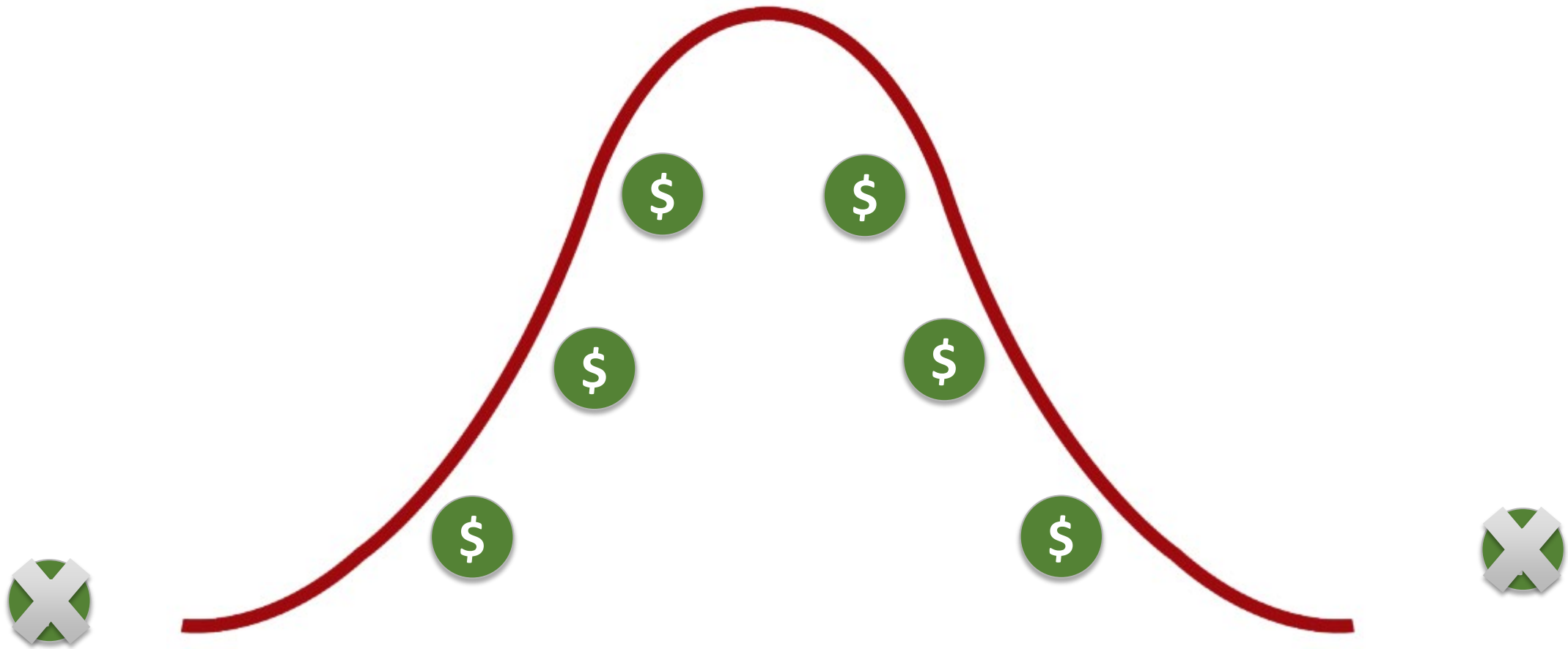
Salary.com

Salaryexpert.com

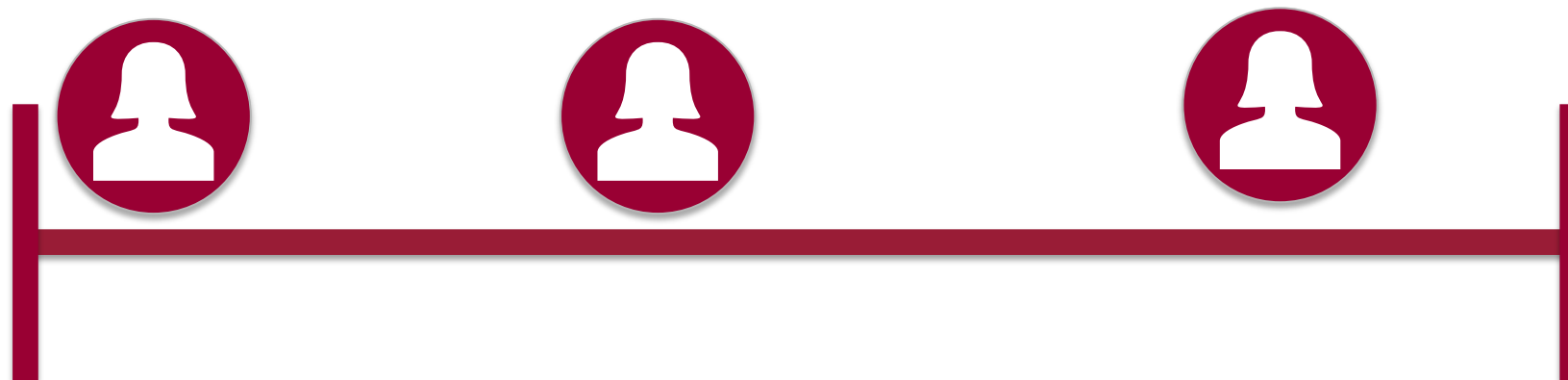
WillisTowersWatson



Pay Range Distribution



UW System Pay Range



Minimum

Maximum

UW System Salary Structure

Peer data supported the development of 3 salary schedules for Madison (MSN), Milwaukee (MIL), and System Administration – Comprehensives(CMP)

1 Salary Grades

- Salary grades 15-35 include most employees in Academic Staff, University Staff, and Limited Appointment jobs.
- Executives, Faculty, Lecturers, Crafts workers, University Staff Temporary Employees, and Students are assigned salary grades outside the core 15-35 ranges based on current systemwide pay practices.

2 Minimum Pay for grades 15-35

- \$13.50/hr or \$28,100/annual

3 Leadership Ranges (Grades 28 – 35)

The salary grade maximum ranges are the same in all 3 salary schedules for salary grades for salary grades 15-27

CMP

Salary Grade	Minimum	Maximum
35	\$107,900	\$247,300
34	\$102,000	\$233,700
33	\$96,400	\$220,900
32	\$91,100	\$208,800
31	\$86,100	\$197,300
30	\$81,400	\$186,600
29	\$77,000	\$176,300
28	\$72,700	\$166,700
27	\$68,800	\$157,600
26	\$62,500	\$143,300
25	\$56,800	\$130,300
24	\$51,700	\$118,400
23	\$47,000	\$107,600
22	\$43,500	\$99,700
21	\$40,200	\$92,300
20	\$37,300	\$85,400
19	\$34,600	\$79,000
18	\$32,000	\$73,200
17	\$30,000	\$67,700
16	\$28,100	\$62,700
15	\$28,100	\$58,000

Market Pricing Example

Marketing Specialist

Job Summary

Contributes to strategy development and implements marketing projects in support of institutional or unit marketing goals.

Job Responsibilities

- Develops, implements, and maintains strategic marketing plans based on research and established strategies
- Develops, implements, and disseminates marketing materials through various communication mediums utilizing appropriate technologies and techniques
- Collects, analyzes, prepares, summarizes, and disseminates data and trends relevant to ongoing or future marketing

Possible Market Matches

Public Information Specialist

Writes brochures and articles for publication. Prepares and disseminates information to the internal college and university community as well as to local and state media. Promotes and publicizes institutional activities and programs. Requires a bachelor's degree or equivalent plus 2-3 years' experience. Excludes sports information positions.

Communications/Marketing Professional – Editor

Edits the production of a variety of printed material or electronic media. Prepare, rewrite and edit copy to improve readability to detect and correct errors in spelling, punctuation, and syntax. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements. Verify facts, dates, and statistics, using standard reference sources. May assign and/or supervise the work of others.

Communications/Marketing Specialist

Responsible for developing, designing, and carrying out marketing strategies. Provides creative direction through production and directorial efforts involving all collateral that supports enrollment, advancement, and marketing initiatives. Responsible for integrating the college community into a cohesive brand through media and technologies.

Market Pricing

- Marketing Specialist is benchmarked to **Communications/ Marketing Specialist** in market survey
- Since median salary of Communications/Marketing Specialist from market data is \$56,200, Marketing Specialist (the job we are trying to match in our library) **target midpoint** is set at **\$56,200**

Market Pricing – Salary Grade Assignment

After finding appropriate midpoints for all jobs, assign them to salary grades based on the closest matches in our salary structure.

Marketing Specialist

The closest midpoint to \$56,200 in the salary structure is Grade 19, with a midpoint of **\$56,800**.

Thus, Marketing Specialist is assigned to **Grade 19**.

What is the (B) and (C) in some job titles?

- The title and salary structure continues the idea of creating additional job titles for some jobs found systemwide or university-wide based on a small, medium, and large designation. We call this scaling.
- Scaling is not title progression.
- Scaling is a type of further refining the market pricing for a job.

- For example, there is a

HRS Title	TTC Title
ASSOC DIR, ATHL/L	Athletics Assoc Dir
ASSOC DIR, ATHL/M	Athletics Assoc Dir (B)
ASSOC DIR, ATHL/S	Athletics Assoc Dir (C)

Salary Structure Maintenance

A salary structure is typically assessed every 2-3 years

- The structure is adjusted according to the compensation program objectives and the university's ability to make the adjustment

External market data is used for comparison

- “The Market” – it depends - how/with whom are we competing for talent in labor market
 - Industry/Institutional peers with whom we compete for labor (*i.e.* relevant labor market), which can have a geographic consideration as well as a private/public consideration.

Range adjustment

- Ranges may be adjusted if there is evidence that the university structure has fallen out of alignment with the external market and/or compensation program objectives
 - Range adjustment may or may not impact employee pay

WHAT EMPLOYEES NEED TO KNOW

What Employees Need to Know



Salary Range Visibility: Salary information will be easier to access through the job library



Individual Salary Issues: Project will not directly address your individual compensation issues



Future Compensation: Create framework for UW System leadership to identify compensation issues, recommend, plan, and fund salary and benefits adjustments in the future



University of Wisconsin System Human Resources
660 West Washington Avenue, Suite 201
Madison, WI 53703
October 26, 2021

Dear NAMES.FIRST_NAME

Thank you for your continued service to the University of Wisconsin System. As a result of the Title and Total Compensation (TTC) Project, the following will become effective on November 7, 2021:

For Employee Record: «JOB.EMPL_RCD» on «EMPLOYMENT STATUS» status.

- Your standard job title (classification) is «JOBCODE.DESC».
- Your employment category remains «JOB.EMPL_CLASS».
- Your business title is «POSITION_DATA.DESC». Your business title is used in communications, directories, etc.
- Your job's exemption status, in accordance with the U.S. Department of Labor and the Fair Labor Standards Act (FLSA) will be «JOBCODE.FLSA_STATUS». If you have questions about your FLSA status contact your [human resources office](#).
- Your job title is assigned to salary grade «SAL_GRADE». You may view the university's new salary structure at [wisconsin.edu/ohrwd/title-and-total-compensation-study/salary-structure](#).
 - Salary Range Min: «SAL_GRADE_TBL.MIN_RT_ANNUAL»
 - Salary Range Max: «SAL_GRADE_TBL.MAX_RT_ANNUAL»

We appreciate all that you do and look forward to helping you achieve your career goals at the University of Wisconsin System.

Best regards,
University of Wisconsin System Human Resources

Title Appeals

Before you appeal, you must seek to resolve your request with your supervisor and local HR department. You cannot appeal your salary, a job's assigned salary range, or language in the job description. Please contact your [human resources office](#) to discuss the title appeal process for your institution.

To review the Title and Standard Job Description Library, visit the [UW System Job Library](#).

Salary Structure Information

UW System will provide opportunities for you to learn more about the new salary structure.

Get more information on the [Title and Total Compensation Project](#) web page.

cc: **Human Resources**

Employee Notification Letter

- Proposed Subject line: **TTC Job Title Change Confirmation**
- Date of receipt: Early November- targeting **week of November 8**
- Sent from: UWSS-HR email address
- Your salary grade will be listed in the notification letter.
- It will contain the website address to the UW System project webpage that will post the salary ranges **November 1**

[wisconsin.edu/ohrwd/title-and-total-compensation-study/salary-structure](#)



Job Library

Job Library

Title and Total Compensation Project >

Title and Standard Job Description Library

Job Framework – At-A-Glance >

Total Compensation – At-A-Glance >

Frequently Asked Questions (FAQs)

Find Your UW Institution

Project Structure >

Resources

Job Family

Information Technology

Job Subfamily

Application and Web Development

Job Title

Software Engineer/Developer IV

Clear All Filters

Edit

Search

Search titles and summaries...

Title Details

Job Title	Software Engineer/Developer IV
Job Code	IT005
Salary Grade	24
Family Name	Information Technology
Sub Family Name	Application and Web Development

Job Overview

Job Summary

Leads and directs the design, development, testing, debugging, and troubleshooting of software and applications. Conducts system analysis, contributes to strategy development, and provides training and technical guidance to lower level staff to support information technology business operations. May supervise staff.

Feedback

[email us](#) with your questions or suggestions

What if my pay is below the minimum

- Employees who are paid below the minimum of their job's salary range may be eligible for a raise to minimum based on their university's policies, at the discretion of the chancellor.
- The raise would be effective November 7, 2021.



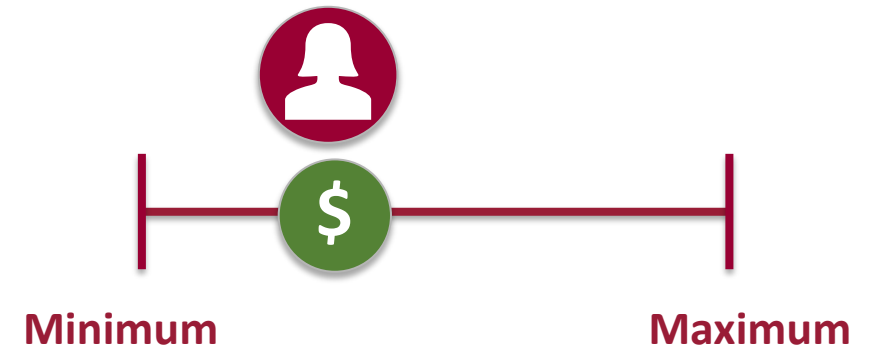
What if my pay at the top of the range

- Employees who are paid at or above the maximum of their job's salary range will be eligible for lump sum payments.
- They will generally not be eligible for base-building salary increases until the top of the pay range increases above their current salary, as is current practice.



What if my pay is below the middle of my range

- If your pay is within the new salary range, it will remain the same.
- Your salary placement within the salary range is based on factors like the rate at which you were hired, experience, skills, quality of work, compensation management practices, and available funds.



How do I get a raise

Pay Plan

When legislature and Board of Regents approve funding for a systemwide increase to respond to the rising cost of living

Performance

Due to notable sustained performance that meets and exceeds established standards of a job

Market

Recognizes significant market changes in a job-specific industry

Parity

Maintains salary relationships for the same titles or closely related job titles, taking into consideration distinguishing factors such as performance, skills, and experience

Equity

Addresses salary differences relative to protected statuses (e.g., gender, race, age)

Retention/Bonus

Awarded to retain a valuable employee (e.g., specialized skill set, exemplary performer, hard to fill, etc.)

Salary Structure Town Halls

UW System is hosting a **Salary Structure Town Hall Meeting** on **November 9** and **November 18** for employees to learn more about the salary structure.

The Town Hall meeting will cover:

- How UW System's salary structure was built;
- How jobs fit into the salary structure;
- How the salary structure will be maintained; and
- Answer commonly asked questions about employee pay.

Salary Structure Town Hall Meetings

Title and Total Compensation Project >

Title and Standard Job Description Library

Job Framework - At-A-Glance >

Total Compensation - At-A-Glance >

Frequently Asked Questions (FAQs)

Find Your UW Institution

Project Structure >

Resources

Join Us in November

Join UW System for one of the Salary Structure Virtual Town Hall Meetings to learn more about the updated salary structure. The Town Hall meeting will cover:

- How UW System's salary structure was built
- How jobs fit in the salary structure
- How the salary structure will be maintained
- Answer commonly asked questions about employee pay

All the Town Hall Meetings will be held using WebEx. Click on the date to access the Town Hall Meeting at the listed time. Both Town Hall meetings will be recorded for additional viewing opportunities.

Tuesday, Nov. 9
3:00-4:00 p.m.

[Join the Town Hall Meeting](#)

Audio conference information: 1-415-655-0003
Event number (access code): 2623 536 0367

Thursday, Nov. 18
12:30-1:00 p.m.

[Join the Town Hall Meeting](#)

Audio conference information: 1-415-655-0003
Event number (access code): 2621 018 5756

Accessibility Services

Please contact Tom Thieding (tthieding@uwsa.edu) at UW System if you require accessibility services ONE WEEK PRIOR to the Town Hall Meeting you want to attend.

APPEALS OVERVIEW

Title Appeals – the below is university-specific



Title Appeal Filing Period Begins **November 22, 2021**



Title Appeal Request Form will be available
<https://www.wisconsin.edu/uwsa/hr/>

Email to **uwshr@uwsa.edu** with subject line: TTC Title Appeal – NAME



Title Appeal Filing Period Closes December 31, 2021

UW System Administration title appeal filing period will begin Monday, November 22, 2021 and close Friday, December 31, 2021 at 11:59pm. Employees must complete this Title Appeal Filing Request Form and email it to uwshr@uwsa.edu with the subject line: TTC Title Appeal – NAME to file an appeal.

Employee to Complete

Purpose: Use this form to request a review of your position's title of record as part of the Title and Total Compensation Project *Note: creation of a new title is not within the scope of a title appeal

Employee Name: _____ Employee ID (if known): _____

Employee Department/Business Unit: _____

Current Job Title (Job Code/Title pre-TTC title): _____

New Title (Job Code/Title as a result of the TTC project): _____

Employee-Proposed TTC Job Title (Job Code/Title): _____ found in the [Job Library](#)

Title Appeal Reasoning/Justification (attach additional pages as needed):

Please attach documentation that presents clear and convincing evidence that a different title and standard job description is a better fit for the position; documents can include original job posting, hiring letter/offer letter, position description, performance reviews, standard job description (current assigned and proposed), organizational chart, and any other relevant documentation.

Employee signature/date: _____/_____

Supervisor signature/date*: _____/_____

**Signature acknowledges title appeal filing request; it does not signify agreement*

Human Resources to Complete: Initial Review and Determination

Human Resources Approves Employee Proposed Title: Yes _____ No _____

If no, Human Resources Recommended Job Title: _____

Decision Reasoning/Justification: _____

Human Resources Representative signature/date: _____/_____

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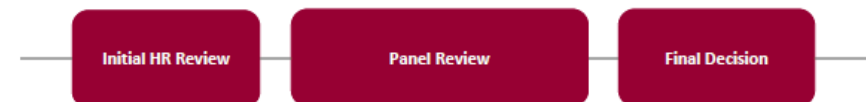
Instructions

Purpose of a Title Appeal

The TTC title appeal process is a one-time process that allows an employee to request a review of their position's title of record as part of the project implementation.

What can be appealed?	A position's title of record	
What cannot be appealed?	<ul style="list-style-type: none"> • An employee's pay • A job's assigned pay range • Language of a standard job description 	<ul style="list-style-type: none"> • Titles assigned to standard job descriptions • An employee's exempt/non-exempt status as it relates to the Fair Labor Standards Act (FLSA)

Title Appeal Steps



When to File

UW System Administration title appeal filing period will begin Monday, November 22, 2021 and close Friday, December 31, 2021 at 11:59pm.

How to File

Employees must complete this Title Appeal Filing Request Form and email it to uwshr@uwsa.edu with the subject line: TTC Title Appeal – NAME. If you are having difficulty emailing the form or obtaining your supervisor's signature, please contact the UWSHR office at 608-263-4375.

More Information

Employees may work with their [HR Strategic Partner](#) to gather and provide the necessary documentation.

Documentation

- ☐ correspondence related to informal resolution process
- ☐ position description (If no formal PD, employee works with supervisor to validate what the employee does)
- ☐ standard job description (current assigned and proposed)
- ☐ original job posting
- ☐ hiring letter/offer letter
- ☐ performance reviews
- ☐ organizational chart
- ☐ any other relevant documentation

UWSHR; 10/13/2021

2 of 2

Can I appeal my job's salary grade

- No, each job in the library is matched with one salary grade and salary range that is evaluated and assigned by compensation professionals based on market data using best practice market pricing methods.
- The only thing that can be appealed is if there is a better fit job in the job library.

Important Upcoming Dates To Communicate to Employees:

2021

- November 1 – TTC project website and job library updated with salary information
- November 7 – TTC title and salary grade effective in HRS
- Week of November 8 – TTC Title Change confirmation sent to employees
- November – Title appeal filing period opens – dates institution specific
- December – Title appeal filing period closes – dates institution specific

2022

- January/February-June 30 – Title appeal resolution period

QUESTIONS & DISCUSSION

Key Message: Our job is not done November 7th, we will keep working to get it right. This means the title and salary structure may undergo more adjustments as we work towards resolution. Reach out with questions or concerns ttc@uwsa.edu.