

## Fact Sheet

## Employee-Manager Conversation to Discuss Changes to Your Job Title &amp; Job Description

The UW System is updating job titles and job descriptions through the Title and Total Compensation (TTC) Project. Before September 10, you will meet with your manager to review, discuss, and confirm your updated job title and job description. On November 7, 2021, your position will have an updated job title and pay range.

**What is changing**

- Your **Job Title** – It will be more standardized and align with the work currently being done across the University of Wisconsin System.
- Your **Job Description** – It will describe the core function for your position.
- Your **Working Title/Business Title** – If your position uses a business title, it will also be standardized and updated.

**What stays the same**

- You will not lose your job.
- You will not have to re-apply for your job.
- The work you do will not change.
- Your pay will not be cut.
- Any increases in pay are out of scope of the project.

**What will the Employee-Manager Conversation cover?**

- The discussion will focus on making sure your position's updated job title and standard job description reflect the core function of the job based on the current Job Library.
- Your manager will answer questions you may have about your new job title or get additional information from institution Human Resources.

**What won't the Employee-Manager Conversation cover?**

- Pay. These are the next steps in the project. Your manager will not have any additional information about pay ranges at this time.

**What if I disagree with my new job title during the Employee-Manager Conversation?**

- Your manager will provide the rationale for why your new job title was selected as a best fit for your position based on the options in the current Job Library. Your manager will work with you to answer questions and follow up with Human Resources to get more information to try to reach agreement on your position's new job title.

**What if I still disagree with my new job title after the Employee-Manager Conversation?**

- There will be a title appeal process at each institution. Details about the title appeals process will be provided by your institution Human Resources.

**When will I learn more about my pay range?**

- Pay ranges will be posted this fall.

**More Information on UW System TTC Project Website:**  
[wisconsin.edu/ohrwd/title-and-total-compensation-study](https://wisconsin.edu/ohrwd/title-and-total-compensation-study)