


Slide 1

Title and Total Compensation Project

Overview of the Employee-Manager Conversation – For Employees




Welcome to the Title and Total Compensation (TTC) Project Overview of the Employee-Manager Conversation. This session is targeted for employees.

Slide 2

What's Changing

- Job Title*
- Job Description
- Working Title – Business Title
- Your Fair Labor Standards Act (FLSA) Status (Rare)



In many cases several items will be changing for you.

In almost all situations, your job title of record is changing. Job title of record is the official title within UW System. In rare situations, job titles will not change. A few examples are custodian,

coach, and vice chancellor. If your title is not changing AND the title is considered excluded from the job description update aspect of the project, your manager will not be having an employee-manager mapping conversation with you. However, they are encouraged to check-in with you to see if you have any general questions about the project. To see if your title is excluded from the list, you may ask your supervisor OR visit the UW System TTC Job Description Library. There is a document on the page which lists the excluded roles.

Another change is that instead of a detailed position description which outlines the detailed tasks or responsibilities of your role in multiple pages, the new formal description of your role will be the Job Description. A one-page document which will describe the core function of your position. We are currently referring to Job Descriptions and Standard Job Descriptions or SJDs because they are consistent within all of the comprehensive UW institutions.

A third change is that we are moving away from the term, Working Title for positions which need an alternative daily title to describe their role. The new term is Business Title, and the use of Business Titles will be rare and need to be formally reviewed and approved by institutional HR.

Last, for some individuals, your Fair Labor Standards Act status, exempt or non-exempt, may change. Currently we have a small percentage of employees classified as non-exempt or hourly, but the work and role is actually exempt level work. Due to limitations in the current UWS titling system, we cannot change certain individuals to the correct FLSA status without forcing a change to their employment category. Therefore, through TTC, we have the opportunity to update individuals to the correct FLSA status without needing to change the employment category.

There are many things which are staying the same.

What's Staying the Same

- Your job security
- The work you do
- Your pay
- Benefits, including leave – for now



Your job security will not be impacted by TTC. You will not lose your job nor will you need to reapply for your role. In rare situations, if there are changes to your role which are occurring outside of the TTC project, it could impact your job security. In those situations, your manager should already be speaking with you about possible changes, again which are outside of the TTC project.

The work you do will not change due to the TTC project. Based on review by UWS HR, UWSP HR, and coordination with your supervisor, you have been mapped to the best fit SJD. Again, changes to your role may occur during this year, however, if it does change it would be because of factors outside of TTC.

Your pay will not decrease or increase due to the title change. Any pay increases are considered outside of this project. The project's name is Title and Total Compensation, thus, pay review is a next step in the process. When the employee-manager conversation occurs, you will not have information about pay range.

Last, currently benefits, including leave will remain the same. As a reminder, UWS in consultation with the outside firm who partnered with us on this project, conducted a benefits preferences and market analysis. The goal is for UWS to take that information, in coordination with the finalized compensation information, to the state legislature to support benefits, leave, and compensation changes which better support our employees.

How to Prepare for the Employee-Manager Conversation

- May Update Videos
- May Update Handouts
- Review Your SJD
 - Focus on duties
 - FLSA status: Exempt or Non-exempt



Watching this video is one step to prepare for the employee-manager conversation. To ensure you are fully pre-prepared, watch the Title and Total Compensation Summary released with the UWSP May update, if you have not done so already.

Also, familiarize or refamiliarize yourself with the resources provided to you as an employee within the May update. These include, but are not limited to, handouts and/or videos for the Business Title Guidelines, the high-level changes to pay progression and promotion, and the appeal process.

You are expected to receive your SJD along with a notice to have the employee-manager conversation at least 3 business days (or 72 hours) prior to the meeting. Once you receive meeting notice/invitation with your SJD, review your SJD, prepare the questions you have about the SJD, and prepare to learn how and why the decision was made to map you to the title.

Most importantly during your review, focus on the duties of the SJD – Do you do all of the duties, if not what % of the duties match your role. Most people will find that they do much more than what is encompassed in the essential duties. For some, it simply means many details are summarized or fall under one or more of the duties listed on the SJD. For others, it may mean additional duties which could or do fall within another SJD. Ensure you speak with your manager about the duties match.

Part of focusing on duties is also a suggestion to disregard the minimum recommended education level. Yes, YOUR education level matters and is important to you, your supervisor, and the institution. In some cases, you may not meet the minimum education level and it is beyond the degree level you have. That is okay, again, your job is secure. On the other hand, if the

education level doesn't match your level, it may be below what you have. This is also okay. The recommended minimum education level is based on the market research completed for the position. This recommendation is used when a position is posted. It is the recommended level to support UW institutions be as competitive within job postings as possible to support our applicant pool sizes.

Another item within focusing on the duties is to NOT focus on the title. We understand that you may hold a lot of value for your title, and it is important. I want to reassure you that you are valuable to the institution and that the SJDs are aligned with market titling, which includes titling within higher education. The SJD mapping is based on the duties expected of the role, not the title which is listed. As a reminder, progression and promotion will be completely different now. Positions which are labelled as I, II, or III are NOT promotion or progression series. The SJDs are unique and the level of work, responsibility, authority, and/or education levels are different. Additionally, as a reminder, mapping within UWSP and UWS included a review of structure. Thus, a holistic look was used to ensure people are mapped in alignment based on duties AND the organizational and titling structures within an institution and UWS. Thus, focusing on the duties is critical to support your review and the conversation.

Last, review the FLSA status listed on the SJD. Is it the same or different than what your current status is now. If it is different, prepare to have that be a topic of discussion and to learn if your FLSA status is actually changing and why.

Preparing for the conversation will support you to have the most effective conversation with your manager about this change.

During the Conversation

- Ask questions
- Focus on duties
- FLSA status – if different
- Possible Business Title
- Interactive dialogue



Definitely ask questions. Your supervisor had a direct involvement with determining your SJD mapping. They should be able to explain in detail how and why the mapping was determined.

During the conversation, again keep the discuss focused on duties, not the job title or other aspects of the SJD.

As discussed previously, if your FLSA status is changing, it will be a topic of the conversation. You will learn why its changing.

In rare situations a Business Title may be needed. For many of those situations a Business Title has already been submitted by your manager. If a Business Title is already approved, your manager can confirm during the conversation. If the topic does not come up, certainly bring the concept up. An example of a Business Title which has already been assigned is for the Lecturers. There is only one SJD for Lecturers. Based on review, UWSP, as with most UW's determined that its imperative for Lecturers to have a Business Title of Associate Lecturer, Lecturer, or Senior Lecturer.

Last, this is an interactive dialogue. You are part of the final mapping phase. Your feedback and perspective matter. Based on the conversation, your questions, and your feedback, your manager may have follow-up items to do.

At the end of the conversation or even after, there a few actions still needed.

After the Conversation

1. Confirm **level** of agreement
2. If applicable, informal appeal
 - a. Email HR at hr@uwsp.edu with the requested SJD and title
 - b. HR will set up a meeting
3. Go-live Nov 7, 2021
 - a. Receive letter from UWS
 - i. If applicable, formal appeal

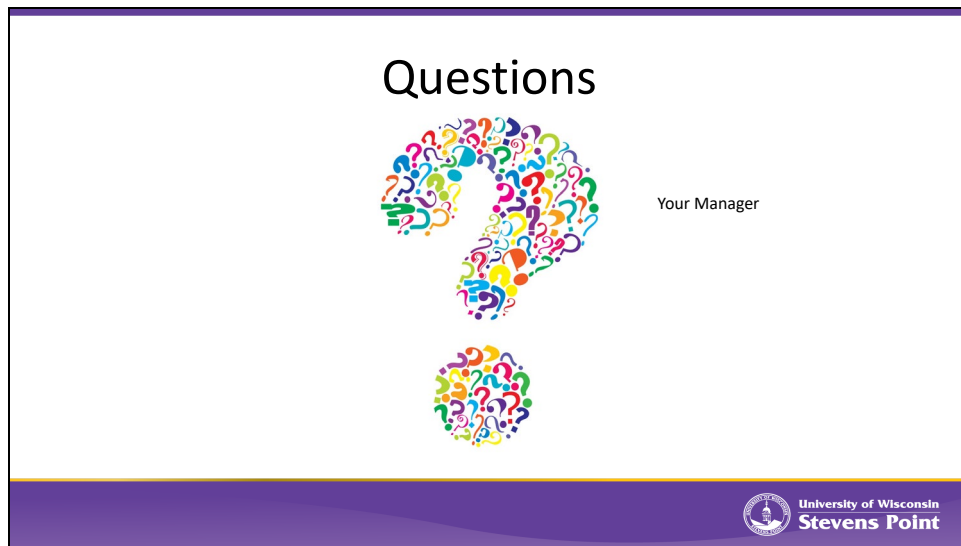


Prior to or during the conversation you may determine you completely agree with the SJD you are mapped to. If that is the case, confirm that for your manager as soon as possible. In this case, your supervisor will send you the follow-up conversation email to wrap up this phase.

On the other hand, during the conversation and/or after follow-up your supervisor had, you may determine that another SJD is a better fit based on your role. In this situation, email Human Resources at hr@uwsp.edu. HR will set up a meeting with you and your supervisor to discuss. If a change is approved, HR will update your mapping and your supervisor will provide you the follow-up conversation email with the updated SJD and a recap of the change to wrap up this phase. If a change is not approved, your mapping will remain as is for this phase and your supervisor will send you the follow-up confirmation based on what has occurred.

On November 7th we go-live with the new titling structure. Around the time of go-live, may be before or soon after, you will receive a formal letter with your new title and accompanying details.

If, after receiving your letter, you still think there is a better SJD fit for your role, you may formally appeal. The reason for formal appeal is due to the role and/or duties fit. Other details such as the suggested minimum education level, exception status, and associated pay range are not reasons for appeal. Review the UWS TTC Appeals document and the UWSP SJD Appeals document (which as of the date of this recording is still in draft form) to understand the full process.



If you have questions specific to this topic, the employee-manager conversation, your SJD mapping, etc., speak with your manager. As a reminder, if you have not done so already, remember to review or re-review the TTC resources available on the UWSP TTC Project Updates page and the UWS TTC page.

Thank you for watching this video.