From:	MARK W WALTERS <mark.walters@wisc.edu>
Sent:	Friday, January 26, 2018 1:53 PM
To:	sharedgovchairs@lists.wisc.edu
Cc:	Mary Luther; Wayne Guthrie; DIANE S BLASKOWSKI
Subject:	Celebrating a Milestone: UW–Madison's Proposed Job Framework

Dear Governance Colleagues,

Thank you for your leadership engaging employees in your school, college or division about the Title and Total Compensation Study. As a result of the efforts and input of numerous employees, we achieved a major milestone: a proposed job framework that includes job families, sub-families, and career path levels and level descriptions.

Over 1,200 employees provided input on the job families at September/October forums rating them with 96% satisfaction. Over 2,500 employees provided input on the sub-families at November listening sessions rating them with 95% satisfaction. Twenty Job Family Functional Teams combined their best thinking with a diligent review of employee input. Our work at UW–Madison was then combined with the efforts of UW System to create the job framework now available for your review at the Title and Total Compensation Study website.

As a result of employee input at forums and listening sessions, we can move forward confidently to the campus vetting process that will include formal review by governance, human resource professionals and additional stakeholder groups. The vetting process will conclude in February, when the finalized job framework will be considered for approval by the Title and Total Compensation Executive Sponsors: Chancellor Blank, Provost and Vice Chancellor Mangelsdorf, and Vice Chancellor Heller.

We will share this exciting Title and Total Compensation Study update through the following communications:

- Articles in *Inside UW-Madison* (1/30/18) and *Working at UW-Madison* (1/31/18)
- An all employee email (2/7/18)

Below is a sample email/letter that deans and directors are being encouraged to send out to faculty and staff. It introduces the proposed job framework, celebrates this milestone and provides next steps.

Thank you for your leadership. Please let us know if we can further assist you with communicating about the Study with employees. If you have any questions, please contact Mary Luther (890-4567 / mary.luther@wisc.edu) or myself (262-3666 / mark.walters@wisc.edu) in the Office of Human Resources.

Thanks,

MWW

****

Sample Employee Email

Subject: Celebrating a Milestone: UW–Madison's Proposed Job Framework

Dear Colleagues,

Your input at Title and Total Compensation Study forums and listening sessions shaped the job families and sub-families and allowed us to reach a major milestone: a proposed job framework that includes job families, sub-families, and career path levels.

The job framework is the foundation of the new titling and pay structures that will provide you with clear career paths for professional and financial growth at our university.

Over 1,200 employees provided input on job families at September/October forums, and 2,500 employees provided input on sub-families at November listening sessions. Thank you for your participation. Twenty Job Family Functional Teams combined their best thinking with a diligent review of your input on job families and sub-families. Our work at UW–Madison was then combined with the efforts of UW System to create the job framework now available for your review at the Title and Total Compensation Study website.

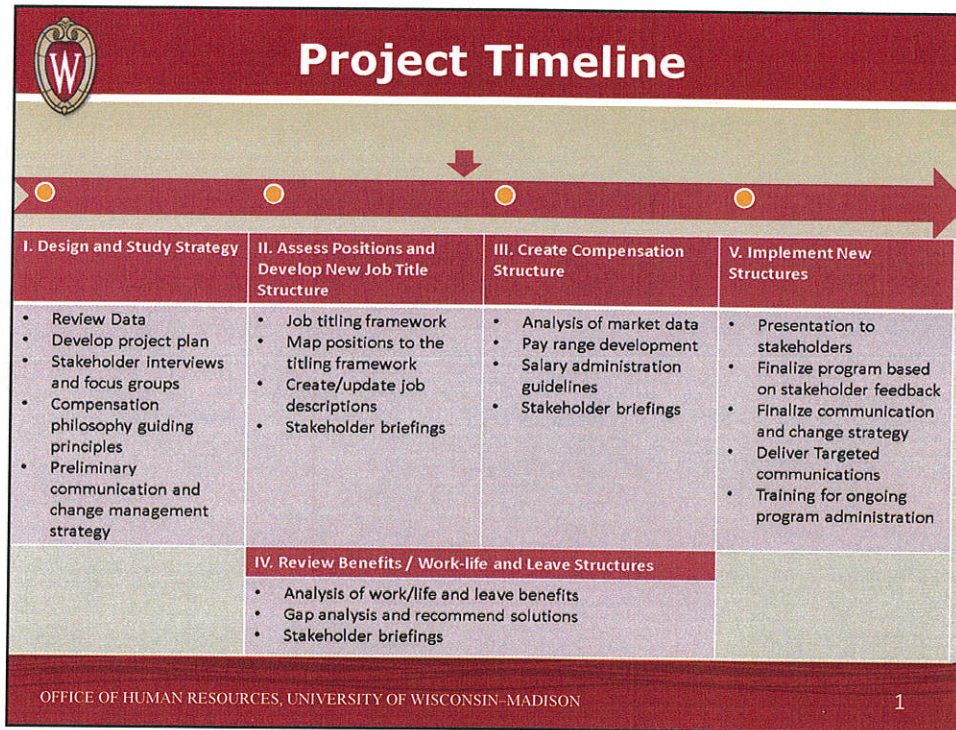**View combined [Job Framework](#) for UW–Madison and UW System**

In April, you will begin work with managers to complete the development and review of job descriptions that will result in the placement of your position in the job framework.

If you have questions going forward, be sure to read answers to the [frequently asked questions](#) that came out of forums and listening sessions. You may also address your questions to your manager or division HR representative.

Thank you for your input in helping to shape the proposed job framework. I hope you will continue to participate over the next year.

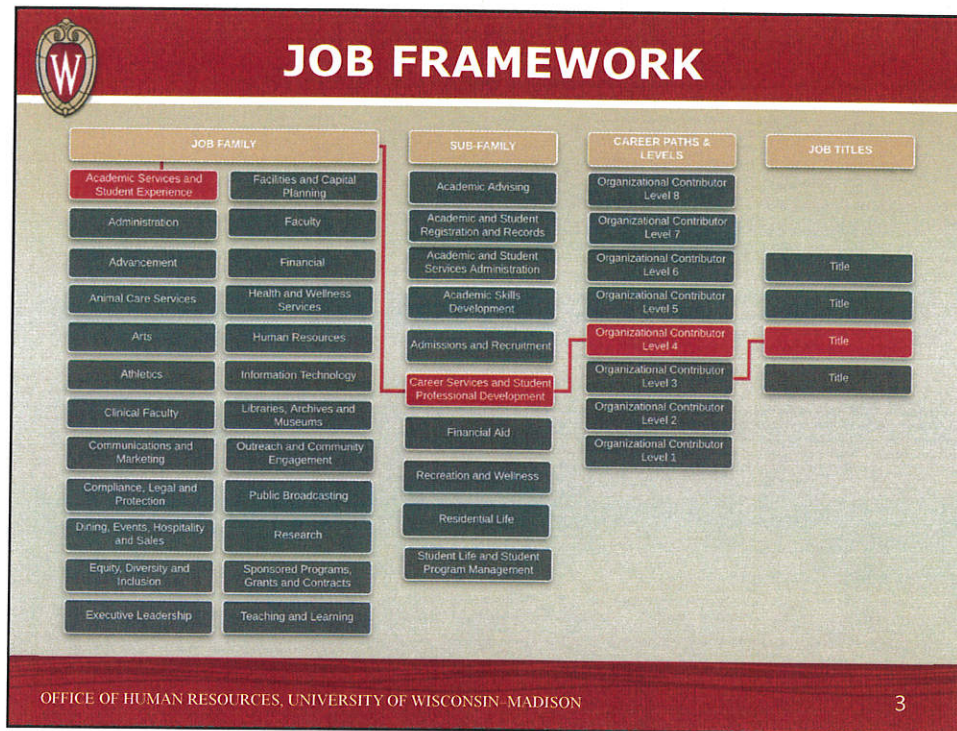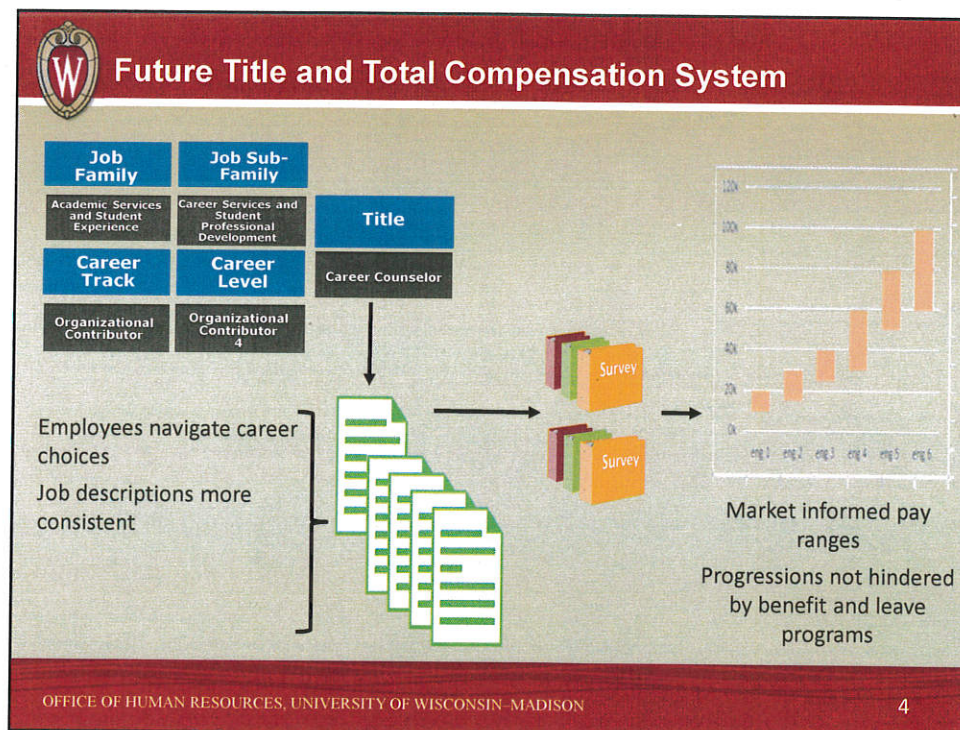Sincerely,

Dean or Director Signature

Project Timeline

I. Design and Study Strategy	II. Assess Positions and Develop New Job Title Structure	III. Create Compensation Structure	V. Implement New Structures
• Review Data • Develop project plan • Stakeholder interviews and focus groups • Compensation philosophy guiding principles • Preliminary communication and change management strategy	• Job titling framework • Map positions to the titling framework • Create/update job descriptions • Stakeholder briefings	• Analysis of market data • Pay range development • Salary administration guidelines • Stakeholder briefings	• Presentation to stakeholders • Finalize program based on stakeholder feedback • Finalize communication and change strategy • Deliver Targeted communications • Training for ongoing program administration

IV. Review Benefits / Work-life and Leave Structures

- Analysis of work/life and leave benefits
- Gap analysis and recommend solutions
- Stakeholder briefings

First Milestone

First Milestone – Job Framework

JOB FRAMEWORK

OFFICE OF HUMAN RESOURCES, UNIVERSITY OF WISCONSIN–MADISON

Future Title and Total Compensation System

Employees navigate career choices

Job descriptions more consistent

Market informed pay ranges

Progressions not hindered by benefit and leave programs

OFFICE OF HUMAN RESOURCES, UNIVERSITY OF WISCONSIN–MADISON

Feedback and Insights

How do you want to be involved in the next steps?

OFFICE OF HUMAN RESOURCES, UNIVERSITY OF WISCONSIN–MADISON

5