
From: 'Cheryl Adams Kadera' via ls-dept-admins <ls-dept-admins@g-groups.wisc.edu>
Sent: Tuesday, February 9, 2021 4:46 PM
To: 'Dean Eric Wilcots' via ls-dept-admins
Cc: 'Shirin M Malekpour' via ls-chairs-all
Subject: Preparation for Title & Total Compensation (TTC) supervisor/employee conversations
Attachments: Title and SJD Library-Word-PDF-1.31.21 (1).pdf

TO: Department Administrators

FROM: Cheryl Adams Kadera, HR Director

CC: Department Chairs/Directors

RE: Preparation for Title & Total Compensation (TTC) supervisor/employee conversations

Campus has recently informed the HR community of a planned TTC project implementation date of July 1, 2021, and we expect they will communicate this widely in the near future. Thus, we need departments to start re-engaging in these activities. We realize this is a huge undertaking for department HR and supervisory staff and we greatly appreciate all your help with this important endeavor.

As you may recall, the standard job descriptions (SJDs) are loaded into JEMS and we are now at the final stages of preparing for the supervisor/employee conversations. Please take a look at the SJDs in JEMS (under "list my JDs" button) for the employees in your department/unit so you are familiar with where they are mapped.

We have also attached the most recent copy of the standard job description (SJD) library. **Due to significant changes in the SJD library, please take a fresh look at the SJD selected for employees in your unit, even for those submitted and department approved in JEMS before we left campus.**

To help ensure we are using titles consistently across the division and campus, we are creating job aids for some of the job groups with large numbers of employees and/or title options. These job aids provide details on differentiating similar titles or trends we have found during the mapping exercise. **The job aid for Academic Services is available on the Gateway and we ask you to focus on mapping these employees first.** We are also working on a job aid related to mapping for the IT job group so please hold off on mapping these employees until we provide further details (expected by end of February).

Next steps:

1. Review the [Powerpoint training](#) that was held in February 2020 which walks through specific steps in JEMS in order to prepare for the conversations.
2. After you review the Powerpoint training, engage with supervisors/employees in your unit using the method you determined for the conversations starting with the Academic Services group. Once you have confirmation that the conversation has happened and there is agreement between employee, supervisor and department HR regarding the SJD selected, please print out the SJD and have the employee sign the document to confirm the conversation and review process is complete for that employee. At this time, you should also "Department Approve" the transaction in JEMS. **Signed SJDs will be kept at the department level and do not need to be sent to L&S HR.**

- Key reminders: Instructional titles (Lecturer, Faculty Associate, Instructional Administrator MUST teach a course(s) for credit. In the JEMS comments tab, please enter the course they are teaching, e.g. History 101 or English 251
 - SJDs requiring supervision must meet criteria of 2.0 FTE (see [Manager Responsibilities](#))
3. If you are selecting a different SJD for the employee, please complete the attached [template](#) and send back to your HR manager (Alisha, Sue, Daun) with the necessary details and a copy of the employee's most current PVL or job description you are referencing which supports the change in title. Once you have approval from our office to use the alternate SJD, you can provide the SJD to the supervisor/employee and department approve the transaction in JEMS.

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4. If the supervisor and/or department TTC contact have met with the employee and cannot come to agreement on the proposed SJD, please reach out to your HR manager to discuss options. We are relying heavily on the TTC contact in each unit to manage these conversations as much as possible but L&S Human Resources will be available to assist you during this process.
5. **All conversations need to be complete and SJDs in “department approved” status by April 30.** Please take into account any potential SJD title changes and allow enough time for us to review/approve the revised SJD mapping before you can department approve the transaction. There is a tight turnaround time to complete the conversations and make any necessary changes so please make this a priority for March/April and submit SJDs as the conversations occur.

All SJDs need to be approved by L&S Human Resources during May. Letters will be sent to employees in June detailing the new title and related salary range.

The template for selecting another SJD and other TTC resources are available on the Gateway at:
<https://kb.wisc.edu/lis/page.php?id=98237>

Feel free to reach out to me or your HR manager with questions or reference the TTC website for further details on the project:
<https://hr.wisc.edu/title-and-total-compensation-study/>

Many thanks for all your help in bringing this project to completion!

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