Information about HECCP

The University of Maine System is pleased to have completed development of the Hourly Employee Classification and Compensation Program (HECCP), which was approved by the Board of Trustees on March 19, 2012 and is being implemented for non-represented hourly employees retroactive to July 3, 2011.

HECCP is a job classification and compensation system for hourly-paid employees of the University of Maine System that reflects the University’s Compensation Philosophy and what other employers pay for similar jobs. HECCP uses the Decision Band Method to objectively evaluate the level of decision-making of each job classification and then assigns each classification to a wage grade. Implementation of HECCP will move all employees to the wage grade applicable to their HECCP classification. The wage schedule is based on market study data for HECCP.

Many employees participated in the development of HECCP by completing questionnaires about their work and by participating in focus group discussions. If you were one of these employees, thank you.

HECCP was accomplished in 5 phases

Phase 1: Project Initiation and Administration. Reviewed current system; surveyed hourly employees; developed project goal, plan and timeline.
Phase 2: Classification Study. Performed job analysis (using the Position Description Questionnaire (PDQ)) and created up-to-date position descriptions.
Phase 3: Job Evaluation. Applied job evaluation methodology to all positions to ensure internal equity based on level of responsibility and decision making requirements of job.
Phase 4: Market Pay Study. Surveyed relevant public and private employers to assess external competitiveness with respect to our total compensation.
Phase 5: Final Report. Developed policies and procedures.