



HECCP NEWS

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HECCP PROJECT LAUNCHED



Time flies! It has been over 25 years since we unveiled the University of Maine System's (UMS) current classification program for hourly employees. The program was built on sound job evaluation principles and has held up well over the years—hats off to those involved in the original design. The system is tired though and in need of serious updating. Many employees echoed this sentiment in the employee survey that was conducted this past summer (see back page).

Development of a new Hourly Employee Classification & Compensation Program (HECCP) is underway. We have assembled a high caliber team of inside and outside talent to guide our success (see back page). Though no system is perfect, our hope is that a teamed approach will result in a system that satisfies your expectations and achieves our goal.

Our charge is clear—to develop a classification and compensation system that is fair, sensible, and aligned with the University's mission and compensation philosophy. A system that is rooted in sound theory, builds on best practice and has been proven in similar settings. One that is compatible with the history and culture of UMS, is fiscally responsible and legally defensible.

HECCP is NOT—

- It is NOT a way to cut salaries.
- It is NOT a guarantee of a salary increase.
- It is NOT a way to cut jobs.
- It is NOT a staffing study.
- It is NOT an organizational structure study.
- It is NOT a strategy designed to cut costs.
- It is NOT designed to supplant labor negotiations.

*HECCP IS—*A study to ensure that: the essential duties employees are performing are appropriately described; employees are assigned to the right job group; the job is in the right place in the hierarchy; and the competitive market rates for hourly UMS jobs are identified.

Your Role in HECCP Success!

In December, all hourly employees will be asked to complete a *Position Description Questionnaire (PDQ)*. The PDQ is critical to our success. The desired results of the PDQ—complete and accurate information about work performed by UMS employees—will serve as the foundation for our classification and compensation study. It will supply the critical information for creating up-to-date job descriptions, evaluating jobs and comparing our pay to other organizations in the relevant labor market.

Your participation in this process is key to HECCP's success. Come to an information session in December to learn more about your role!

EMPLOYEE INFORMATION SESSIONS

Mark your calendars! HECCP Employee Information Sessions (EIS) are scheduled to be held in December. All hourly employees, their supervisors and department managers are urged to attend.

Visit the HECCP website to find out when sessions will be held at your campus location. Discuss which session to attend with your supervisor, then contact your HR office to register.

The sessions are approximately 1^{1/4} hours. We will be distributing the PDQ and answering your questions regarding HECCP and the PDQ.



Search "**HECCP Portal**" on the UMS website to find the HECCP site and learn more about the project.



Office of Human Resources
Compensation & Benefits

Project Contacts

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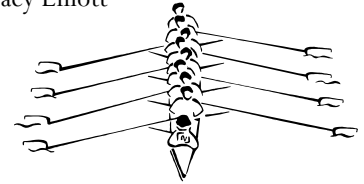
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PROGRAM DESIGN TEAM

Working Group	Joint Labor-Management Team	Steering Committee	Project Support Team
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David Lane	Gail Wartell	Steven Weinberger	April Strowbridge
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Teaming for Success!

HECCP SURVEY RESULTS

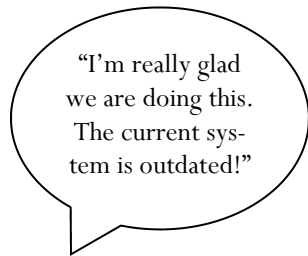


Thank you to all who participated in the employee survey. As you will see from the summary report that is posted on the HECCP website, we received a strong response: 600+ surveys (a 33% response) covering all 5 bargaining units and all campuses. We received an impressive 2,000+ comments that have been summarized for use by our HECCP program design team as they begin their work.

The results are clear – employees are ready for positive change to their classification

and compensation program.

In collaboration with our outside consultant, *Fox Lawson & Associates*, the program design team has made significant progress over the past few months. Visit the HECCP website (<http://www.maine.edu/system/hr/heccp.php>) to learn more, ask questions and share your ideas!



PARTNERING WITH EXPERTS

Fox Lawson & Associates—

- Headquartered in St. Paul, MN
- 25 years of nationwide experience
- Includes extensive experience with colleges, universities, and higher education
- Specialists in compensation and classification



Future Newsletter Topics

- Classification Study . Job Evaluation Study
- Compensation Study