HECCP Project Team
Job Aid

Participants

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Project Goal (Sample)

To: Create a classification and compensation system (“UMS Model”)
For: All hourly employees at UMS
By: Teaming together to plan, design, develop, test, and implement the system
So That: We achieve extraordinary results that benefit our stakeholders inclusively.

♦ Employees experience a fair and sensible pay system and greater clarity on job expectations, progressions and career paths
♦ Labor experiences a positive system for their membership
♦ Leadership experiences a system that helps them attract, retain and motivate high performance
♦ UMS experiences a system that reflects its mission and core values and rewards desired behavior and business results

Conditions:

Do’s
♦ Employ a governance structure with the following components: executive sponsor, project sponsor, steering committee, joint labor-management team, project leader, project staff and project team
♦ Align the system with our HR mission and compensation philosophy
♦ Integrate the system where possible and practical with other HR programs and practices
♦ Engage outside counsel with expertise in higher education
♦ Incorporate best practices into a tailored design
♦ Invite all employees to be involved in the design
♦ Involve representatives from labor and management
♦ Communicate continually and fully with all stakeholders using multiple media (e.g., web, email, face-to-face)
♦ Deal ethically with all involved – employees, labor union, and leadership

Don’ts
♦ Do not violate any contractual agreements entered into by the university (e.g., collective bargaining unit)
Success Criteria:

✓ Culturally compatible
✓ Internally equitable
✓ Externally competitive
✓ Easy to administer and maintain
✓ Fiscally responsible
✓ Legally defensible
✓ Easy to understand and communicate

Project Timeline (http://www.maine.edu/pdf/projecttimeline.pdf)

Team Member Responsibilities

♦ Work with and advise consultant throughout project
♦ Define and review project goals and timeline
♦ Discuss policy and procedural issues throughout project to advise project staff and consultant
♦ Provide input to the design of all project deliverables, including PDQ, PFI, market analysis, wage band structure, instrument to assign appropriate classification, classification appeal procedure, policy and procedures, etc.
♦ Review generic classification descriptions and assist in developing a crosswalk from current to new classifications
♦ Assist in development and distribution of communication material

Ground Rules

✓ Start on time, stay on time
✓ Arrive on time and stay until the end. Notify chair in advance if this will not be possible
✓ One at a time, no interruptions
✓ Share the floor
✓ No side-bar conversations
✓ Stay on topic, be constructive
✓ Listen actively instead of “re-loading” for your response
✓ Try to attend all meetings. Members may not send substitutes in their place. If it is necessary to replace a member, the appointment will be made by the Executive Sponsor
✓ Decisions will be made by consensus whenever possible
✓ Project communication via e-mail
✓ Project information posted on HECCP website.

Time Commitment

♦ Regular meetings (Monthly, bi-monthly or quarterly as needed)
♦ Workload will vary throughout project lifecycle (e.g., heavier (e.g., 20-40hrs per month) during Tasks 1 & 2, lighter (e.g., 10-20 hrs per month) during Tasks 3-5)
♦ Polycom option to be made available as often as possible and practical
♦ Meeting preparation material to be distributed 1+ week in advance if possible