University of Maine System
Classification and Compensation Study
UMS Hourly Employees
December 2008

WELCOME!
Agenda

FL&A
HECCP Overview
Position Description Questionnaire (PDQ)
Q&A

Fox Lawson & Associates

- 25 years of nationwide experience
- Includes extensive experience with colleges, universities, and higher education
- Practical and realistic solutions
- Experience in union and non-union environments
- www.foxlawson.com
Why a Compensation Study?

- Establish a competitive labor market position
- Adjust to a rapidly changing work environment as a result of:
  - Technology changes
  - Position changes
- Ensure job descriptions properly describe the work being performed
- Provide a system to achieve greater clarity of career path growth
- Review and revise the job titles (classification) system
- Simplify administration
Guiding Principles

The system will be:
- Fair and equitable
- Easy to understand and use
- Competitive with the relevant market
- Compatible with the history and culture of UMS
- Legally defensible
- Fiscally responsible

A Teamed Approach

- Project Team
  - HR and compensation specialists
- Joint Labor-Management Team
  - Representatives from labor and management across the University
- Steering Committee
  - University HR Directors and Finance
- Project Coordinator
  - Scott Harrison
What This Effort **Is**

The purpose is to ensure that
- the essential duties employees are performing are appropriately described,
- employees are assigned the right job group,
- the job is in the right place in the hierarchy, and
- the competitive market rates for these jobs are identified.

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What This Effort 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
Study Phases

I. Study Initiation and Administration
   Status: Completed August 2008

II. Classification Study

III. Job Evaluation Study

IV. Compensation Study

V. Final Report

Timeline

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*Collective Bargaining as Required
Your Role

The Classification & Compensation Study outcome is based on:

- UMS’s strategic direction
- Report recommendations which are subject to UMS acceptance
- FLA’s experience
- And most importantly,
- Employee input based on PDQ’s and occupational panels and interviews

Position Description Questionnaire

- Please fill-out completely and accurately
- Obtain appropriate sign-offs
- Paper or electronic

Let’s review the questionnaire and then open it up for Q&A.
Questions

Should you have questions or wish to learn more about HECCP...

✓ Visit the HECCP website
  ➢ http://www.maine.edu/system/hr/heccp.php

✓ Contact your supervisor or HR

✓ Contact FLA directly if privacy is a concern
  ➢ flasolutions@foxlawson.com