
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

Fox Lawson & Associates

- Jim Fox, Ph.D.
Project Director
- Heidi Nelson, CCP & CBP
Sr. Consultant
- Beth Ostrem, MA-HR, CCP
Sr. Consultant
- Mike Verdoorn, MA-HR, CCP
Consultant
- Devin Grdinic, MA-HR, CCP
Consultant



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.



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

Phase/Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Phase I: Study Initiation	█	█	█																			
Phase II: Classification				█	█	█	█	█	█													
Phase III: Job Evaluation										█	█	█	█									
Phase IV: Compensation														█	█	█	█	█	█			
Phase V: Final Report*																					█	█
<i>* Collective Bargaining as Required</i>																						



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

