



HECCP Steering Committee

Job Aid

DRAFT 7/18/08

Participants

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Project Support Team

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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: A classification and compensation system that draws on best practice principles and is:

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

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

Team Member Responsibilities

- ◆ Advise Executive Sponsor, project team and consultant on major issue of program development, bargaining and implementation
- ◆ Review goals and project plan
- ◆ Review PDQ, PFI, market analysis, communication materials, generic classification descriptions, policies and procedures
- ◆ Advocate for the project at university level, keeping president and senior staff informed of progress
- ◆ Provide staff for distribution and collection of data instruments, distribution of communication materials, conducting information meetings

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 (To be incorporated into current, monthly ERL meetings as possible and practical)
- ◆ Meeting preparation material to be distributed 1+ week in advance if possible