

Communique

December 2005
Issue 6

Salaried Employee Compensation and Classification Program

Where We've Been: The Launch



- A milestone for UMS! SECCP was successfully launched on July 1, 2005. This means that now, more than **1,800** positions system-wide are part of the program.
- **10%** of salaried employees received increases on July 1 retroactive to January 1, 2005. The other **90%** of salaried employees' salaries already fell within the new bands.
- Many employees received an increase to bring them above minimum—represented employees were given increases based on years of service; non-represented employees were given across-the-board increases.
- Once appeals are completed, a total of **\$700,000** will have been distributed through the SECCP program.

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Where We Are: The Appeals

- **10%** of employees filed an appeal before the September 30, 2005 deadline.
 - Most changes to ratings or job families were made at the campus level. And most of the appeals were based on one or more of the factor ratings.
 - About **1/5** were appealed because of job family and only **1/10** were a combination of both job factor ratings and job family.
- Of the appeals that resulted in higher salary band assignments, some have led to employees becoming eligible for a bring-to-minimum increase or a larger bring-above-minimum increase.
 - Of the appeals on represented positions that have been heard by the joint UMP/SA/University committee, the committee has reached consensus on all decisions.



Collaboration: *The successful launch of the SECCP and subsequent appeals process would not have been possible without the support and collaboration with UMP/SA. They did a great job of communicating the details of SECCP and the appeals process to employees.*



UMPSA

Where We're Going: What's Next

- As of December 1: The moratorium on position reviews (employee classification requests) has ended. If you think your job duties have changed significantly since your PDQ (position description questionnaire) was submitted, contact your campus Human Resources office to request a position review.
- From now on, PDQs are a way of life. Anytime a new position is created, a vacant position is filled, or there's a change in an existing position, the process will begin with creating a job description and completing a new PDQ. Of course, if there is already a job description and a PDQ for the position, you won't have to create new ones.
- The second wave of SECCP is nearing completion. This means that those of you who submitted PDQs or who were new employees after December 10, 2004 will soon receive a letter outlining job family, factor ratings, and salary band for your position. Implementation must be negotiated between UMPSA and the University for represented positions..
- Once SECCP is well-established, the next step will be to begin developing HECCP—the Hourly Employee Classification and Compensation Program. Like SECCP, HECCP will provide an updated compensation program for hourly employees that is tied to the labor market. Work on HECCP is slated to begin summer, 2006.



SECCP FAQs

Q: Does SECCP create extra bureaucracy that slows down the hiring process and salary adjustments for employees?

A: The short answer is yes, at the moment. But UMS is already looking at ways to streamline some of the hiring and salary adjustment processes. And, the more we work with SECCP, the more proficient we will become. UMS had no consistent compensation program before SECCP, so while the additional steps seem like more processes, the good news is that they are needed to ensure your salaries are based on job responsibilities, that they are internally equitable, and that they are tied to the market.

Q: Why didn't all salaried employees receive salary increases?

A: The goal of the first phase of the SECCP implementation was to get all employees' salaries within the band for their position. Total compensation—salary plus benefits—at UMS is still highly favorable, with employees receiving benefits valued at more than 40% of salary.

Q: After comparing the factor ratings and job family for my—or my employee's—position to others at my campus and around the System, I see inconsistencies. Why is this?

A: Although it's tempting to compare positions, that's not how the compensation program works. Each position is individually rated based on the SECCP factors. Even jobs with identical titles vary in responsibilities and accountability, which can lead to different factor ratings—and even different salary bands.

Note: *UMPSA and University representatives have agreed to meet regularly to discuss the many aspects of SECCP implementation.*