

**What do I
really need to
know about
SECCP,
and
how will
it affect
me?**

The University of Maine System wants to attract and retain qualified salaried staff (that's you). We want your compensation to be fair and we want to be sure that it is competitive in relation to the marketplace. And we want a system that reflects the very best practices in higher education compensation. So we've worked hard—and for several years—to put together the Salaried Employees Classification and Compensation Program—the SECCP. The SECCP is a system that offers you the very best practice—and unites the mission, needs, and values of your campus and the University of Maine System.

In just a few weeks, the new salary program will go into effect. We're eager to be sure you understand what we did, how we did it, and what to expect early in July. That's why we're writing these Communiqués. That's why we have a website for you to visit with your questions: www.maine.edu/personnel.html. And that's why we'll soon be offering informational sessions about the details of the program on all the UMS campuses. We really want you to understand the program and how it works.

What we did and how we did it: A basic review...

STEP 1. Just over two years ago, you filled out a PDQ (Position Description Questionnaire). The PDQ told us about the types of skills, responsibilities, and competencies needed for your position as well as percentages of time you spend doing certain tasks.

STEP 2. Your supervisor checked over the PDQ and sent it on to your campus Human Resources office for review, then on to the UMS office. We then worked with a team of consultants to analyze the positions using a scale called a Point Factor Instrument (PFI). The PFI assigns a point value to your position by rating it on six key factors: *knowledge, scope of work, impact, contact, work environment, and authority*. (FMI on PFI, check out SECCP Communiqué #3.)

STEP 3. Next, all the salaried positions were tucked into groups called job families. There are 19 job families all together. If you work in child care, then you're in the Child Care family. If you work in Information Technology, then you're in the IT family. If you work in Research, then you're in the Research family—hey, it's a pattern! (For a description of the families, check out Communiqué #3.)

STEP 4. Then we researched how UMS salaries compare to similar jobs in the national higher education labor market so that we can make sure our salaries are competitive.

STEP 5. Finally, your job (and everybody else's) was assigned to the salary band that best fit your position. A salary band is a range of salaries. A position's point value and job family determine the salary band.

STEP 6. Coming soon! During the last week of June, you and supervisor (if you filled out a PDQ prior to December 10, 2004) will be receiving a letter that will outline the factor ratings, job family, and salary band for your position. [Preview: We discovered that the majority of salaries already fall into the right salary band—for those that didn't, there will be a salary adjustment—but remember, there are really relatively few adjustments...]

In this issue:



Looking back...

...looking forward.



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Special Notes

- ONLY those of you who filled out a PDQ prior to December 10, 2004, fall under the July SECCP launch. If you filled out the PDQ after December 10, you fall into the second round of analysis and you`ll get the results of how your position was evaluated at a later time.
- If, for some reason, you think there might have been a mistake made in your classification, you can appeal—but only if you discover that one or more of the factor ratings are incorrect, or if you think your position was assigned to the wrong job family. If you want to appeal, the first thing you should do is visit the website for information that will help you understand how jobs were evaluated, then talk with your supervisor. You`ll get more information about the appeals process in your letter.
- Check out the coming campus forums for more information on the SECCP. These will be scheduled in the coming weeks.

Information just for Supervisors...a communication plan

It is really important for supervisors to understand the "what" and the "how" of the SECCP. Once the program is launched, your employees may well have questions about how their job was evaluated or want to talk with you about filing an appeal. How will you know what to say?

You`ll want to...

✓ Attend an upcoming informational session at your campus. Watch for an invitation from your HR office. This session will help you define your role in the implementation of the SECCP.

✓ Review your employee`s PDQ and job description. That way you`ll be familiar with the position and the scope of the work.

✓ Visit the UMS website. There you`ll find back copies of the Communiqués as well as sample PDQs and other information relevant to the SECCP. Go to: www.maine.edu/personnel/html.

✓ Contact your HR office if you have any questions

