

Communique

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Salaried Employee Compensation and Classification Program



SECCP Launched July 1!

SECCP is now in place! That means that all UMS employees' salaries are based on consistent criteria across the University of Maine System universities. And it means that salaries now and in the future are more closely tied to salaries in higher education job markets across the country. This significantly advances our ability to compensate employees fairly and plan for improvements in employee compensation.

More good news...

As of July 1, salaries of employees who completed a PDQ (Position Description Questionnaire) prior to December 10, 2004, have been adjusted to meet either the minimum of their salary band (BTM: bring to minimum) or, in the case of UMPSA represented employees, have been increased above the minimum (BAM: bring above minimum) according to their length of service. All non-represented employees received a 0.66% increase after the BTM was in place.

10% of salaries adjusted...

Ten percent of salaried employees whose positions are covered by SECCP received an increase to bring them to the minimum of their salary band. This is good news because it means that 90% of salaried employees were already in the correct salary range for their position. Still, \$700,000 was distributed to employees across the campuses to bring them to or above the minimum for their salary band (with some held for appeals).

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SECCP FACT: Most represented employees' salaries were already higher than the bring-above-minimum amount for their years of service.

SECCP FACT: SECCP could never have been possible without the collaboration between UMPSA and UMS. Now that SECCP is in place, UMPSA and UMS have a solid framework for future salary improvement planning.

SECCP FACT: Everything you need to know about job families, the PFI (point factor instrument), salary bands, and appeals for non-represented and UMPSA employees can be found at the UMS website: www.maine.edu/personnel.html. A list of all jobs, factor ratings, and job families is available in your campus library.

SECCP FACT: if you are eligible for a pay adjustment, you will see the adjustment in your July paycheck. The amount will reflect retroactive pay from January 1—June 30, 2005.

What to do if you think a mistake has been made in classifying your position:

If, after you reviewed your SECCP classification, you feel that your job factors rating and/or your job family is incorrectly assigned, you may file an appeal. Here is important information about how to file an appeal:

- 1) **All appeals must be filed between July 1 and September 30, 2005.** Appeals can be based on two criteria: disagreement with the job family to which your position was assigned and/or disagreement with the way your position was rated on one or more of the factors.
- 2) Step 1: Request a meeting with your supervisor and submit a written appeal by September 30. The form for an appeal can be found at the UMS website: www.maine.edu/pdf/seccpappealsfm.pdf.
- 3) Step 2: Your supervisor must issue you a written response within 10 working days of your meeting. At this time, he or she will indicate whether or not s/he agrees with your appeal and why. If you are a supervisor, you can find the form for response at www.maine.edu/pdf/seccpstep1res.pdf.
- 4) Step 3: If you still feel that an error has been made, you can file an appeal with your university Human Resources office. You can find that form at www.maine.edu/pdf/seccpstep1.pdf.
- 5) Step 4: If you disagree with the decision of your HR office, you may file an appeal with the UMS HR Office and it will go to the SECCP Implementation Appeals Committee for review. Get the form at: www.maine.edu/pdf/seccpstep2appeal.pdf.



SECCP FAQs

What if I didn't fill out a PDQ prior to December 10, 2004? Your PDQ will be part of a second round of SECCP implementation slated for 2006. If you still haven't done a PDQ, do it now and give it to your supervisor.

What if I am a new employee? Do I have to do a PDQ? From now on, PDQs will be a part of the hiring process. If one does not already exist for your new position, you and your supervisor will fill one out. Call your university's HR Office if you have questions. The PDQ form is available at www.umaine.edu/hr/pdq/PDQFill.pdf

What were the criteria used to determine the job market value? The labor market analysis included higher ed institutions like UMS as well as comparable budget size and enrollment. Selected UMS positions were used as benchmarks and then matched to national salary data.

Was cost of living or geography factored into the salary bands? Flexibility is built into the salary bands to respond to local markets and geographic locations.

My co-worker has the same number of points as I have, yet her salary band is different. Why is that? Some job families have different market values. It's possible that your job family does not have the same value in the labor market as that of someone with whom you work. For example, those who work in Information Technology are among those with a higher market value.

How many salary bands are there and what are they? There are 10 salary bands—you can find them at the website at www.maine.edu/pdf/salarybands.pdf. Each salary band has a minimum, midpoint, and maximum salary for all positions assigned to the band.

What's next? Next on the agenda is to get the new positions under the SECCP and then develop and implement an hourly employee classification and compensation program (HECCP).

For more information on SECCP visit the website at: www.maine.edu/personnel.html