

Remember the PDQ?

You recently received a memo from your campus President bringing you up to date on the Classification and Compensation Program that is in the works for salaried* employees within the University of Maine System. As a follow-up, you will be receiving several *Communiqués* from the System Office to keep you informed on developments in the program.

Some time ago, you were asked to complete a job-related questionnaire called a PDQ, short for Position Description Questionnaire. It asked you to provide information on the duties, responsibilities, skills, knowledge and qualifications of your position. Your PDQ was reviewed by your supervisor and then sent to a team of qualified job analysts who evaluated your position using a Point Factor Instrument (PFI).

In the coming months, you will learn more about the PDQ, the PFI, and other information that will familiarize you with the new program and help you understand its impact on your compensation. This first *Communiqué* will provide basic questions and answers, followed by others that will focus on specific topics, such as job families, salary bands and the point factor system.

Why change?

The new salary program will help our universities in these ways:

- Attract and retain qualified staff
- Assure fair and competitive compensation
- Provide a consistent, responsive, credible method of evaluating jobs
- Ensure the integrity of the salary administration system

UMS is committed to maintaining salary levels that comply with all applicable laws and regulations, are internally equitable, and are externally competitive. The program will be implemented for non-represented salaried employees early in 2005 and for represented employees after negotiations with UMPSA have been completed.

In appreciation...

We truly appreciate the time and reflection that employees and supervisors devoted to provide us with the information needed to develop this program.

**This issue:
Questions
&
Answers**

**Next Communiqué:
Job Families**

* Important Note:

This program applies to salaried employees, with the exception of faculty members and positions at or above the level of Dean.

Frequently Asked Questions

Will the new program apply to all of the positions held by salaried employees, both represented and non-represented?

Yes. The new program will cover all salaried positions (except faculty and positions in the 'management group,' which consists of positions at or above the level of dean or equivalent).

Will both salaried and hourly-paid positions be covered under the new compensation program?

No, this new program will apply only to salaried positions, those we often refer to as 'professional.' Hourly-paid, or 'classified,' positions are covered under a separate program, the UMS Job Classification Program.

Will the new program apply to all of the System's institutions?

Yes. The new program is a state-wide initiative to provide a classification and compensation program for all UMS universities and the System Office.

Will all employees get a pay increase when this program goes into effect?

The program provides a system for evaluating jobs and setting salaries for jobs using better and more consistent criteria. Eligibility for a salary increase resulting from implementation of the salary program will depend on whether the employee completed a PDQ and how an employee's current salary compares to the salary band in which the position is placed. Not all employees who complete PDQ's will receive increases, but those who don't complete PDQ's won't be eligible to get an increase at this time.

Will the evaluation of completed PDQs result in pay decreases or job eliminations?

No. Salaried positions are being reviewed to ensure that they are correctly classified and evaluated. The evaluations will not result in any pay cuts or layoffs and are not performance evaluations.

How and when will employees be notified about the job family assignment and salary band for their position, and whether they'll receive a salary increase?

Employees who completed a PDQ before December 10, 2004 will receive this information early in 2005.

May employees review the point system used to assign positions to salary bands?

Yes, this information will be available on the salary program web site in early 2005.

How will the program be put in effect for employees in the UMPSA bargaining unit?

Changes in a program that affect represented employees' salaries must be negotiated with UMPSA. We have been actively meeting with UMPSA to provide detailed briefings on the program, provide requested information, and negotiate the impact of the program.

Is the process different for non-represented salaried employees?

Yes. The new program and any resulting changes for salaried employees whose positions are not in the UMPSA unit will be implemented in early 2005.

How can employees keep track of information about the new program?

A web site is being developed to provide complete information on job families, salary bands, and other parts of the compensation program. Employees will be notified when the site is on-line.

What else is being done to help keep everyone informed?

There will be newsletters, a web site, and upcoming open information sessions at campuses. Stay tuned.
