Agenda

1. Current Status
2. Need for Study
3. Project Overview
4. Questions
Current State of Compensation & Classification

- No University Compensation Philosophy
- Limited and inconsistent compensation and classification processes/policies
- Staff position descriptions are inconsistent and/or nonexistent
- Negative perceptions regarding pay equity
- Dated classification structure
Need for Study

• Develop a University Compensation Philosophy
• Construct position documentation and position description repository for all positions
• Create position and pay structure to ensure internal equity
• Benchmark positions and establish market position
• Establish consistent processes and policies where necessary
Project Overview

• Project Team:
  • Kathryn Morris – Provost & VP for Academic Affairs
  • James Gallaher – VP of HR, Diversity, & Wellness
  • Chontae Sylvertooth – Director, Total Rewards
  • Maureen Burt – HR Generalist/Compensation Analyst
  • Andrew Myers – Director, Academic Budget

• IT Partners:
  • Kirk Young – Information Systems Business Analyst
  • Tonya Williams - HR, Information Systems Functional Analyst
  • Eric Schmidt - Director of Information Systems Security/Chief Information Security Officer

• Consulting Firm: Conduent Human Resources Services
Butler Job Data:
• Currently, 297 jobs for 1,416 Butler employees
• All jobs will be part of the study

Project Phases:
• Development of Compensation Philosophy
• Compensation Analysis
• Classification Structure
Project Overview: Steps

1. Project Planning/Kick Off
2. Position Description Development
3. Compensation Benchmark Analysis
4. Staff Structure Development
5. Final Report of Findings
6. Pay Equity Analysis
Step 1: Project Planning/Kick Off

- Agreement on key project elements – Began January 3rd
  - Compensation Philosophy/Strategy
  - Target labor markets and peer institutions
  - Comprehensive classification and compensation system
  - Standardized position descriptions
  - Butler’s market position

- Confirmation of benchmark jobs

- Met with Key Stakeholders – January 18th
Step 2: Job Description Development

- Develop Position Descriptions with the use of HRTMS/JDXpert online system.
  - Dynamic document within position description management system
  - Built-in workflow
  - One central position database/repository
  - Consistent, concise documents that are easy to update
### Step 2: Job Description Development

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<td>Create Job Description Template</td>
<td>Populate Existing Job Data</td>
<td>Meet To Discuss Job Details</td>
<td>Complete/Confirm Job Description Details in JDXpert</td>
<td>Review for consistency</td>
<td>Review &amp;Confirm Information</td>
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- Supervisors of multi-incumbent positions:
  - HR will enter info and create workflow for input, or;
  - HR will identify single manager that owns job data to review and solicit other managers for input.

- Training will be provided for supervisors who use the online system
Step 3: Compensation Benchmark Analysis

- Analysis of relative competitiveness of positions
- Conduent will utilize 75 benchmark positions
- The 75 benchmark positions will serve as anchors for the staff compensation structure
Step 4: Staff Structure and Development

• Develop salary grades and ranges
• Evaluation and placement of positions in compensation structure
Step 5: Final Report and Findings

- Conduent and Project Team:
  - Discuss results
  - Share results with University Leadership
  - Discuss recommendations

- Campus wide forums to share high-level results

- Immediate information available to campus:
  - New compensation and classification structure
  - Position descriptions
Step 6: Pay Equity Analysis

• Analyses of pay level for Staff and Faculty based on gender and ethnicity.
• Examine whether there are disparities in staff and faculty pay associated with incumbent’s gender or ethnicity.
• Compensable factor such as date of hire and faculty rank is considered during this process.
# Project Overview: Timeline

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Employee Involvement & Expectations

• Not all employees will participate in supervisor/employee interviews.
• Not all supervisors will be asked to engage in the job description overview.
• The HRTMS/JDXpert system offers electronic workflow; no paper documents.
  – Supervisors will receive system training
  – HR will help supervisors with employee conversations
• By completing the job description exercise, employees and supervisors are not justifying the need for positions.
Conclusion of Study

• Conduent and Project Team:
  – Discuss results
  – Share results with the University Leadership Team
  – Will discuss recommendations

• The Butler Project Team will schedule campus forums to share high-level results

• Immediate information available to campus includes:
  – New compensation and classification structure
  – Employee position descriptions
Review: Conclusion of Study

• The study will not result in an automatic salary increase

• The results of the study will provide:
  – Accurate and consistent position descriptions
  – Comparison of compensation to accurate market data
  – Better defined paths of career progression and development
Thank you

Questions