

# UWO TTC Study Project Team Meeting – September 5, 2017

## Meeting Minutes

- Overview of the TTC Study
  - Complete redesign of current classification system
  - Last full scope study was done over 30 years ago!
  - NOT a salary equity study or reduction in workforce
  - Goal: develop new systems to continue to attract and retain the best talent
  - Current structure is not tailored to higher education institutions
  - Study includes: New job titles/Compensation structure, market compensation data for Academic, Limited, University Staff, and student assistants, employee benefits/work-life program structures & employee leave programs for Faculty and all Staff
  - Mercer is the selected vendor/consultant
- UWO TTC Study Project Team Responsibilities
  - Share what is learned from TTC Meetings with their constituent groups
  - Provide feedback, comments, questions & concerns (outside of meetings, send to Jenna Roovers [rooversj@uwosh.edu](mailto:rooversj@uwosh.edu))
  - Feedback on Job families/sub-families (due to Jenna Oct. 15)
- Project Phases/Timeline
  - Currently in Phase II: Assess Positions & Develop New Job Title Structure
  - Phase II includes: creating job titling framework, mapping positions to the titling framework, creating/updating job descriptions, and stakeholder briefings
  - Phase II is set to go through April 2018
  - Project Timeline is not set in stone – will most likely change overtime like any project
- Job Framework
  - Job Families are groups of jobs involving work of the same nature and similar skill set, and are distinct from departments. Examples: Human Resources, IT, Finance, Advancement
  - Sub-Families are more specific sub-sets within job families. Examples: Benefits (within Human Resources) and Alumni Relations (within Advancement)
  - Within each sub-family, there are titles. Within each title there are career streams that contain career levels
  - Career streams and levels allow opportunity for growth and advancement in an employee's career
  - 2 Career streams proposed: Organizational Contributor and Manger
  - Career levels have not yet been decided
  - All UW Institutions, with the exception of UW Madison, need to have one common structure