Q & A

The following questions and answers in Part A are those most commonly asked about regarding the Position Profile and those also mentioned in the Position Profile Training video. Part B is a review of the frequently asked questions about the Total Compensation Study.

A. Position Profile Frequently Asked Questions

1. Will job titles change as a result of this work?

   During projects like the one embarked on by Wright State, the majority of titles do change; sometimes as many as 70%. These changes occur because the institution is looking at the way it manages progression, compensation and grouping of like individual positions into jobs.

2. Who should write the position profile?

   All unclassified employees will be writing a new profile. How one does it will differ from employee to employee. We encourage employees to sit down with their supervisor/manager prior to completing the profile to discuss specific sections noted in the PowerPoint materials and/or training video. An alternative way would be to first complete the profile and then have a conversation with one’s supervisor/manager. If your supervisor/manager makes any changes during their review of the profile, they should communicate those changes to you. The following link has the online tools to assist you with the position profile: https://www.wright.edu/human-resources/compensation/total-compensation-study/position-profile-collection-unclassified.

3. Will everyone be writing a new position profile at the same time?

   Unclassified employees will not be writing a new position profile at the same time. The project team will be phasing the work, in order to have time to focus on like jobs and review them at a pace that allows for thoroughness.

4. Who has final say on my position profile?

   Completing the profile is a collaborative discussion between the employee and the supervisor/manager. This discussion will provide an opportunity for the supervisor/manager to share their thoughts around the job duties for the employee and for the employee to express the types of work they do of which the supervisor/manager may not be aware. The ultimate final say is shared between the supervisor/manager and HR.
5. How long will it take to complete profile?

It is anticipated to take between 30 – 45 minutes.

6. What if I lose the tool link?

If you lose the tool link, it is important that you reach out to Hr-position-profile@wright.edu.

Do not borrow the link from another employee or ask your supervisor/manager for the link. The link is unique to you and your current position.

7. Does the tool save my work? How often?

Yes, for the initial position profile entry, the tool will save your work immediately as the information is entered. This will allow you to return at a later time to complete if interrupted during the entry process.

However, during the review phase, saving only occurs once the manager/supervisor moves to the next screen.

8. What if I submit and then need to make a change to my position profile?

Communicate the desired changes to your supervisor/manager. To avoid this situation, please make sure the profile is complete before pressing the submit button since you will not be able to personally return to make edits.

9. Who do I email with questions?

Hr-position-profile@wright.edu

This email will be monitored by different members of the HR Compensation Team and they will respond to your questions.

10. When is my position profile due?

The due date depends on which group you are in. You will receive specific information in an email that includes your specific due date. Ample time was provided in the pilots per the feedback from others.

B. Review of Total Compensation Study Frequently Asked Questions

Over the next fiscal year, the following objectives will be addressed through our Total Compensation Study:
1. **What is the objective for the Total Compensation Study?**

Our objective for this Total Compensation Study is to develop a comprehensive classification and compensation system to attract, retain and motivate qualified employees who will enable the University to maintain a competitive position with national employers, southwest Ohio employers, and/or with peer universities with whom we compete for labor.

2. **What are the key deliverables for this study?**

The study will establish a Total Compensation Philosophy for all Staff Employees including policies and procedures development and/or modifications for the application of compensation. In addition, the study will include creating a new job evaluation system and a new pay structure for the Unclassified Staff.

3. **What does “Total Compensation” mean?**

The complete pay package for employees, including all forms of salary, bonuses, benefits, services and work/life positioning offered to employees.

4. **How do “benefits” fit into “Total Compensation”?**

Although not “cash in hand”, benefits are an essential component of an employee’s Total Compensation. A value can be placed on all benefits, whether health insurance, life insurance, pension, sick leave, vacation time, etc. In addition to obtaining a “market valuation” for our compensation, the study will also include a “market valuation” for our benefit offerings.

5. **What is “work/life positioning”?**

Work/life positioning includes opportunities to support advancement, personal learning, and involvement. Some of the opportunities include: Professional Development, Tuition Remission, on-the-job instruction, mentorships, and special project assignments.

6. **Why is the Classified Staff not included in the new pay structure system and the new job evaluation initiative?**

A new market study and structure shift was completed in 2014 for the Classified staff. With regards to the new job evaluation system, the scope and scale of this project for the Unclassified staff is already large in and of itself. It was
determined that any additional increases to the scope of this project could delay our aggressive timeline for completion and implementation. However, the philosophy and policies that result from this study will be utilized for ALL WSU Staff positions.

7. Did you issue an ITN (Invitation to Negotiate) to secure an external consulting partner?

Yes, we issued an ITN in partnership with the Wright State Purchasing Department. The ITN was issued February 18, 2015 and the process included a question and answer period, screening of interested consultants, on-campus interviews, final negotiations, and selection. After going through this process in March/April 2015, Sibson Consulting was selected as our outside consulting vendor.

8. Did you look for References from prospective vendors?

Yes, the ITN requirements stated the following:

Provide in its bid the names of at least three (3) institutions, as requested herein, of the largest successfully completed projects of this same nature. Preference will be given to those institutions which are colleges and universities.

The references for the top vendor finalists were contacted and their input was taken into consideration.

9. How are we defining our peer group for market comparisons?

This will be done as part of the study and in the development of a compensation philosophy.

10. Will the peer group consist of other universities?

The peer groups will accurately reflect those who we compete with for labor.

11. Will we still have multiple Unclassified Staff pay structures?

The number of pay structures is yet to be determined. However, the study will include establishing a job classification in accordance with Fair Labor Standards Act (FLSA), which provides guidelines as to whether a job is exempt (salary) from overtime or non-exempt (hourly).

12. Will my pay be reduced?

Although realignment of jobs as assigned within a pay structure is a normal occurrence when establishing a new market-driven pay structure, it is not with
the intention that anyone’s pay will be reduced. Along with the recommendations from Sibson Consulting and reviewed by the Total Compensation Advisory Committee, WSU leadership will make a decision on any relevant salary adjustments at the appropriate time.

13. Will all unclassified employees receive a pay increase similar to the classified employees when their new pay structure was introduced July 2014?

Although realignment of jobs as assigned within a pay structure is a normal occurrence when establishing a new market-driven pay structure, it is not with the intention that everyone’s pay will be increased. Along with the recommendations from Sibson Consulting and reviewed by the Total Compensation Advisory Committee, WSU leadership will make a decision on any relevant salary adjustments at the appropriate time.

14. Will any jobs be eliminated as a result of the Study?

No. Job elimination is not a feature of the Total Compensation Study.

15. Will this study address career paths?

One of the goals of this study is to create a better understanding of the progression of roles within Wright State University. This includes defining the developmental and business requirements needed to grow careers of all WSU employees.

16. Will I be able to request to have my job reviewed for reclassification during the Study?

During the course of this Study, classified job audits will continue as usual (Sibson Consulting will not have involvement with this process). Also, we recognize that business operations continue. Since the unclassified position descriptions will be reviewed during the course of the Total Compensation Study, unclassified position review requests after July 1, 2015 will need to get the approval of the Dean/VP of their respective unit/college in order to proceed with the submission. There may come a point during this Study that Human Resources will need to put all unclassified position reviews on hold until implementation is completed. HR Compensation will communicate this time frame should a change be needed.