



**University Staff Assembly Minutes
January 29, 2020, 1:00 – 2:30 p.m.
Phoenix Room C, University Union**

1. Welcome & Call to Order:

Kim Mezger (USC Chair) called the assembly to order at 1:00 pm.

2. Provost, Mike Alexander:

Provost Alexander discussed UWGB current enrollment situation (our enrollment is going up); UWGB's mission change and what that means for the institution (we are now an access institution); overall UWGB is doing well. Provost Alexander also thanked University Staff for all we do.

3. Who Are We?

Kim went over the University Staff Committee (USC) charge and the importance of our committee. We all bring different knowledge and information to the table and the USC is a great way to tap that knowledge.

4. Human Resources Update:

See attached for Julie Flenz's report.

5. Committee Reports:

Kim introduced the USC members and the University Staff that serve on all eligible committees; Holly Keener went through each of the elected and appointed committees that University Staff are eligible to take part in. Reminder, the Interest Survey will be distributed to all University Staff around February 1st.

6. Q&A

7. Closing Remarks

8. Adjournment:

Assembly adjourned at 2:00 pm.

University Staff Assembly – HR Update (Winter 2020)

- **Title and Total Compensation Project:**

- The project implementation timeline has been extended to allow for the review of Standard Job Description library feedback and to ensure the best job title and standard job description matches possible. The project is now expected to finish in Summer, 2020.
- Employees can now search for UW System job titles through the [Standard Job Description Library](#). The library includes the draft job titles and job descriptions for University Staff, Academic Staff, and Limited Appointees. The library is meant as a reference tool for employees and managers to use during conversations this spring.
 - The job titles and standard job descriptions will remain in draft form until after employee-manager conversations.
- Employees will have an opportunity to discuss their updated job title and job description with their manager between February, 2020 and April, 2020. Employees will receive their updated job title information at least 72 hours prior to the conversation. Employee feedback and questions are appropriate, valid, and expected during the Employee-Manager conversations.
 - *Reminder:* While job titles and job descriptions may change, employees will not lose their jobs, employees will not need to reapply for their jobs, and the work done by employees will not change.
- **After** the employee-manager conversations and the title structure is finalized, the compensation structure can be finalized, which means that all job titles will have an updated salary range. Introducing compensation before or during the title discussion may introduce unintentional bias for higher or lower titles.
 - Managers will have no more info than employees on compensation. Managers will look at titles and job descriptions based on same amount of information as the employee
 - *Reminder:* Employee pay will not be cut. Employee pay will also not be increased as a part of this project. Any increases in pay are out of scope of this project and would need to be funded and planned over time by leadership
- In-scope employees will receive a formal notification letter with their new title in late spring, 2020 (after employee-manager conversations). It is anticipated that the new titles will be effective July 1, 2020.
- The UW System has published many [resources](#) on their website, including explainer videos, an eLearning module, town hall meeting replays, and a manager resource guide.
- Work is still being done to determine and document all of the methods for pay adjustments and career development that will be available in the future.

- For the latest updates, please review the HR Connect, monthly blog posts, USC meeting notes, and UW System's website at <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- **Pay Plan Distribution:**
 - Governor Evers and the Joint Committee of Employment Relations (JCOER) approved the Board of Regent proposed 2019-2021 pay plan for UW System employees. The pay plan provides a base rate increase to all eligible employees of 2% in FY20 and 2% in FY21.
 - In accordance with the UW-Green Bay Compensation & Pay Plan Policy, eligibility for pay plan includes employees having more than six-months of service in an ongoing position as of the effective date of the pay plan, having an acceptable level of performance as documented during the employee's last review period, and being compliant with all required trainings. Notifications were sent on January 6th to all ongoing employees communicating the details of pay plan application.