

Lab Manager CoP

Director of Total Rewards

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UNIVERSITY OF WISCONSIN-MADISON

Agenda

- Salary Structure
 - Historical context
 - Process for updates/maintenance
- Title and Standard Job Description (SJD) Library and Job Groups
 - Research subgroups
- HR Salary Administration Guidelines
 - Pay upon appointment
 - Promotion vs progression
 - Supervision
- Updates – grant funded positions
- Questions





TITLE AND TOTAL COMPENSATION PROJECT

University of Wisconsin-Madison

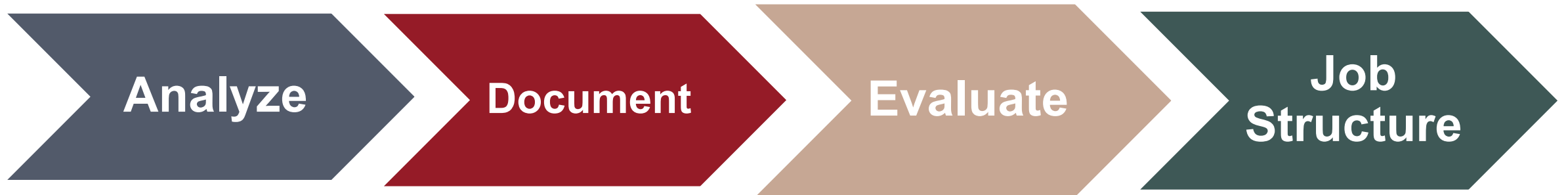
WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Salary Structure



Salary Structure Process

Industry Standard Best Practice



Building the Salary Structure

Consultant Considerations

**\$15 per hour
minimum**

**Leading
Market
Practices**

Competitive

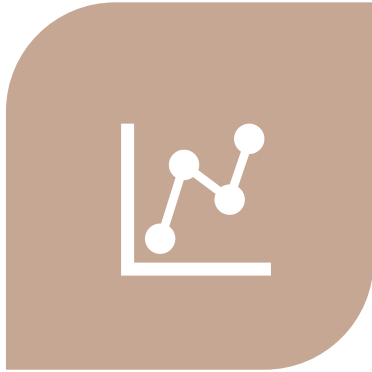
**Consistency in
Salary Grades**

**Attracts
Rewards
Retains**

**21 unique
salary grades**



Salary Data



Data is grouped to
not reveal individuals
or specific
organizations



Compliant with
antitrust laws



Regular review



Market Data

- Multiple titles may have different market averages but be placed in the same salary grade
- Determining when a position is out of scope for salary grade assignment
 - Title general to multiple disciplines
 - Market data shows pay differences
 - Typically found in academic instructional or research related titles



Match to University's Salary Structure

**Marketing
Specialist**

SJD

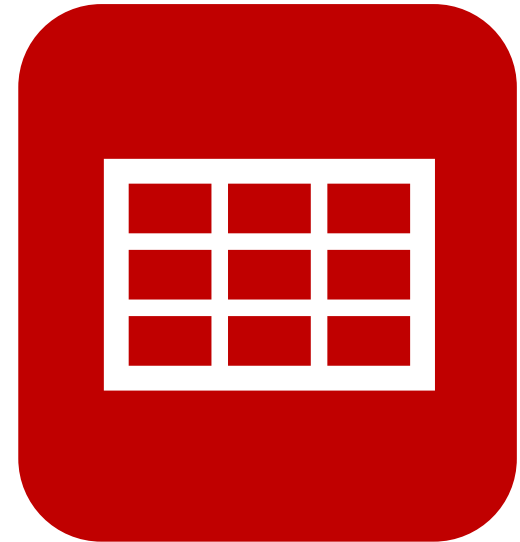
\$59,250

Salary Grade	Minimum	Midpoint	Maximum
23	\$58,000	\$82,800	\$107,600
22	\$53,700	\$76,700	\$99,700
21	\$49,700	\$71,000	\$92,300
20	\$46,000	\$65,700	\$85,400
19	\$42,600	\$60,800	\$79,000
18	\$39,400	\$56,300	\$73,200
17	\$36,500	\$52,100	\$67,700
16	\$33,700	\$48,200	\$62,700
15	\$31,200	\$44,600	\$58,000



Maintain the Structure

- Salary survey data only available yearly
- New or modifications to the structure
- Salary ranges will remain current with the market
- Review every 2 years to address market shifts



Higher Education Salary Survey

College and University Professional Association-HR

- Official Salary Peers
- Association of American Universities (AAU)
- Big Ten Academic Alliance (BTAA)
- Data Anonymity (anti-trust laws)



Willis Towers Watson

General Industry

- 840 organizations
- More than 2.8 million reported employees
- Includes all industries except health care (e.g., HR, finance, IT,)
- Public and private organizations

Market surveys:

- \$1-3 billion
- \$3-6 billion revenue organizations

Health Care

- 279 organizations
- More than 1.7 million reported employees
- Public and private organizations

Market surveys:

- \$1.5-3 billion
- \$3-5 billion revenue organizations



Title and SJD Library and Job Groups



Research Subgroups

- ***Client-Based Research Services:*** Uses specialized expertise to manage or provide produce development and solutions for clients in their research and experimental programs and projects. Design, develop, analyze, optimize, collect, troubleshoot, repair, interpret, engineer, manufacture, fabricate, perform quality control and analysis, test, provide guidance, give expert consultation, or train based on the specific needs of client programs or projects.
- ***Research:*** Manage or conduct academic or community research. Identify, design, perform, and manage research experiments, investigations, scholarly studies, and evaluations. Develop data and information collection instruments, protocols, and procedures. Collect, analyze, and manage data and information. Prepare, publish, and present research results. Write or contribute to grant applications and reports. Identify and engage in research collaborations. Monitor and adhere to research compliance.



Client Based Vs. Research Titles

- What is more important – similar duties or purpose of duties (i.e., for fee or for research)?
- **Option:** Combine sub-job group
- Impact
 - No market impact
 - May require additional review of Client-Based Researcher (I-III), Researcher (I-III) and Scientist (I-III)



HR Salary Administration Guidelines

Pay upon appointment

Progression

Promotion



Compensable Factors

Factors that can influence employee's pay

Performance
Specialized skills

License

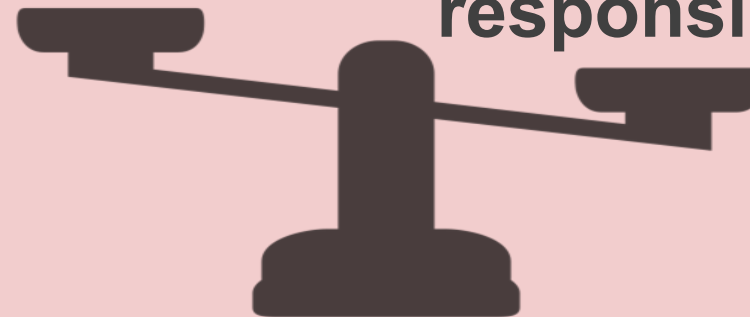
Relevant experience

Certification

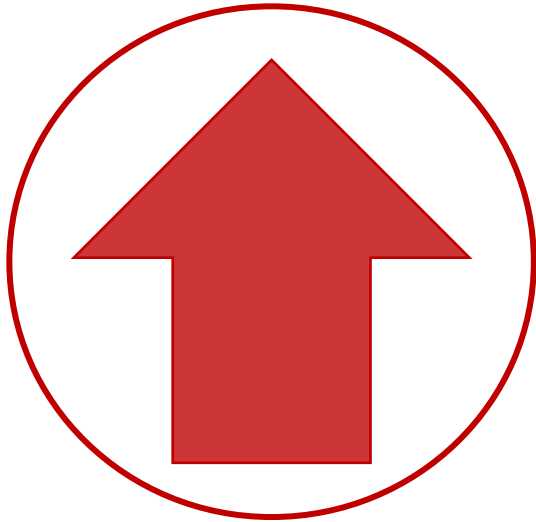
Working conditions

Relevant education

Management responsibilities

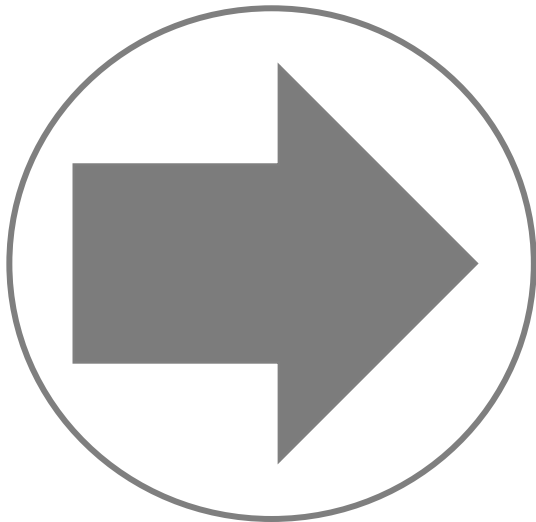


Promotion vs. Progression



Promotion

- **Vertical advancement to a new job**
- Duties based on work performed
- Market influenced
- Internal salary alignment (parity)
- Not based on time in seat or seniority



Progression

- **Horizontal advancement within the same job**
- Performance driven within the same title
- Market influenced
- Internal salary alignment (parity)
- Not based on time in seat





Ways to Promote (Promotion)

Employees can move into a new title with a higher salary grade through:

- **Recruitment** – Apply and take on a new job
- **A change in responsibilities with a title change** – A change in responsibilities and title may be requested by a school/college/division when:
 - A filled position has changes in responsibilities due to organizational business needs, and
 - A different standard job description is more appropriate

Supervision

- Requires at least 2 full-time equivalent (FTE)
 - Working over 40 hours
 - Applies to employees only

Examples:

- 1 full-time and 2 half-time employees
- 4 half-time employees

For more information visit:

hr.wisc.edu/docs/manager-and-lead-worker-responsibilities-sjds.pdf



Updates

- Grant funded positions
 - Campus-wide issue
 - How to ensure pay is market informed
 - Adhering to granting agency guidelines
- OHR collaborations
 - Research and Sponsored Programs
 - Madison Budget Office



Employee Concerns

Contact Your Local HR Professional:

- For questions about how you were assigned to your title
- If your title doesn't reflect your current duties but another title doesn't exist

Local HR professionals:

- Have the most information about your situation
- Make decisions regarding pay
- Follow processes to ensure collaboration with the central Office of Human Resources





TITLE AND TOTAL COMPENSATION PROJECT

University of Wisconsin-Madison

Questions/Comments

Visit: go.wisc.edu/ttcproject

Email: ttcstudy@ohr.wisc.edu





TITLE AND TOTAL COMPENSATION PROJECT

University of Wisconsin-Madison

Appendix

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CUPA Peer Groups



Official Salary Peers

- Indiana University (Bloomington, IN)
- Michigan State University (East Lansing, MI)
- Purdue University Main Campus (West Lafayette, IN)
- The Ohio State University (Columbus, OH)
- University of California-Berkeley (Berkeley, CA)
- University of California-Los Angeles (Los Angeles, CA)
- University of Illinois at Urbana-Champaign (Champaign, IL)
- University of Michigan-Ann Arbor (Ann Arbor, MI)
- University of Minnesota-Twin Cities (Minneapolis, MN)
- University of Texas at Austin (Austin, TX)
- University of Washington (Seattle, WA)
- University of Wisconsin-Madison (Madison, WI)

Big Ten Academic Alliance

- Indiana University (Bloomington, IN)
- Michigan State University (East Lansing, MI)
- Northwestern University (Evanston, IL)
- Pennsylvania State University (University Park, PA)
- Purdue University Main Campus (West Lafayette, IN)
- Rutgers the State University of New Jersey New Brunswick Campus (New Brunswick, NJ)
- The Ohio State University (Columbus, OH)
- University of Illinois at Urbana-Champaign (Champaign, IL)
- University of Iowa (Iowa City, IA)
- University of Maryland College Park (College Park, MD)
- University of Michigan-Ann Arbor (Ann Arbor, MI)
- University of Minnesota-Twin Cities (Minneapolis, MN)
- University of Nebraska - Lincoln (Lincoln, NE)
- University of Wisconsin-Madison (Madison, WI)

CUPA Peer Groups- Association of American Universities



- Boston University (Boston, MA)
- Brandeis University (Waltham, MA)
- Brown University (Providence, RI)
- California Institute of Technology (Pasadena, CA)
- Carnegie Mellon University (Pittsburgh, PA)
- Case Western Reserve University (Cleveland, OH)
- Columbia University in the City of New York (New York, NY)
- Cornell University (Ithaca, NY)
- Dartmouth College (Hanover, NH)
- Duke University (Durham, NC)
- Emory University (Atlanta, GA)
- Georgia Institute of Technology (Atlanta, GA)
- Harvard University (Cambridge, MA)
- Indiana University (Bloomington, IN)
- Iowa State University (Ames, IA)
- Johns Hopkins University (Baltimore, MD)
- Massachusetts Institute of Technology (Cambridge, MA)
- Michigan State University (East Lansing, MI)
- New York University (New York, NY)
- Northwestern University (Evanston, IL)
- Pennsylvania State University (University Park, PA)
- Princeton University (Princeton, NJ)
- Purdue University Main Campus (West Lafayette, IN)
- Rice University (Houston, TX)
- Rutgers the State University of New Jersey New Brunswick Campus (New Brunswick, NJ)

- Stanford University (Palo Alto, CA)
- Stony Brook University (Stony Brook, NY)
- Texas A & M University (College Station, TX)
- The Ohio State University (Columbus, OH)
- The University of Arizona (Tucson, AZ)
- The University of Utah (Salt Lake City, UT)
- Tulane University (New Orleans, LA)
- University at Buffalo, State University of New York (Buffalo, NY)
- University of California-Berkeley (Berkeley, CA)
- University of California-Davis (Davis, CA)
- University of California-Irvine (Irvine, CA)
- University of California-Los Angeles (Los Angeles, CA)
- University of California-San Diego (La Jolla, CA)
- University of California-Santa Barbara (Santa Barbara, CA)
- University of California-Santa Cruz (Santa Cruz, CA)
- University of Chicago (Chicago, IL)
- University of Colorado Boulder (Boulder, CO)
- University of Florida (Gainesville, FL)
- University of Illinois at Urbana-Champaign (Champaign, IL)
- University of Iowa (Iowa City, IA)
- University of Kansas Main Campus (Lawrence, KS)
- University of Maryland College Park (College Park, MD)
- University of Michigan-Ann Arbor (Ann Arbor, MI)
- University of Minnesota-Twin Cities (Minneapolis, MN)
- University of Missouri - Columbia (Columbia, MO)

- University of North Carolina at Chapel Hill (Chapel Hill, NC)
- University of Oregon (Eugene, OR)
- University of Pennsylvania (Philadelphia, PA)
- University of Pittsburgh (Pittsburgh, PA)
- University of Rochester (Rochester, NY)
- University of Southern California (Los Angeles, CA)
- University of Texas at Austin (Austin, TX)
- University of Virginia (Charlottesville, VA)
- University of Washington (Seattle, WA)
- University of Wisconsin-Madison (Madison, WI)
- Vanderbilt University (Nashville, TN)
- Washington University in St. Louis (Saint Louis, MO)
- Yale University (New Haven, CT)