

## **Business Manager Meeting Notes**

August 22, 2006

The August 22, 2006 Business Managers Meeting included information on the Final Candidate Identification Form, the proposed Student Wage Scale Study, and the Main Campus Professional Staff Compensation Study.

Bryan Dadey, Assistant Controller, opened the meeting.

Andrea Gurscik, Senior Human Resources Specialist, HR, discussed the Final Candidate Identification Form. This form needs to be completed and submitted to HR before a verbal offer is extended to a candidate. Send CWA forms to Cherie Drinkwater, Senior Human Resources Specialist, HR, and PSA forms to Andrea. You may fax the forms and then send the original to Cherie or Andrea. Position The position justification committee, comprised of Crystal Dixon, Associate Vice President, HR, Health Sciences Campus; Dr. Lloyd Jacobs, President; Bill Logie, Vice President, Administration; and Jim Sciarini, Associate Vice President, HR, Main Campus; meets once a week. The deadline for submittal to HR is Tuesday. For CWA positions where the senior bidder is not selected, written justification is required. The forms will be bounced back to the departments if information is incomplete and/or required signatures are missing. Please refer to the HR web site to check on the status of ATH's and PA's. Information and related forms on the Position Justification Approval Process are on the HR web site, <http://www.hr.utoledo.edu/employment/default.asp>.

Andrea also mentioned that the routing of ATH's is changing. The Budget and Planning Office and/or Grants Accounting will approve before HR. The forms are already changed on the web site, and the Visio flow charts will be changed soon.

Dr. Ardenia Jones Terry, Associate Vice President, Student Services; and Matt Dills, Director, Compensation and Employment, HR; talked about the proposed Student Wage Scale Study. In summary, they are trying to find out the impact of a proposed graduated wage scale on departmental budgets. Former President Dan Johnson led the initiation of the study after being approached by a former Student Government President. The committee looked at the wages students earn in off-campus jobs such as retail, food service, and UPS. They came up with a 4-tier pay scale with wages roughly between \$6.00/hr and \$10.00/hr. There are a lot of students on campus for whom they have little idea of what they are actually doing. If a wage scale such as this was implemented, what would be the impact on departmental budgets? Dr. John Nutter has prepared a survey to determine what the students are doing. The committee asked for the Business Managers help to kickoff the study this October. The Business Managers will identify the students' supervisors in order to complete the study. The results will then be compiled and tabulated. If deemed desirable to do so, the proposed student wage scale will be implemented for Fall Semester 2007.

Next, Matt Dills did a PowerPoint presentation on the Main Campus Professional Staff Compensation Study. A UT News article was published on Aug. 21 about this study. As part of developing a new compensation model, Professional Staff employees are asked to complete Job Information Questionnaires for their managers to review. Open forums will be held in late August and early September. After the questionnaires are submitted, HR will conduct analysis involving assigning positions into “job families”. Basically, job content, rather than job title, will be looked at. The job families, which will replace the current Hay grade system, will allow HR to base compensation decisions on several factors. Although the analysis may indicate positions in need of equity adjustments, salary increases or reductions will not be automatic. The PowerPoint presentation, as well as the Job Information Questionnaire, career level definitions, timeline, and compensation strategy, can be found on the HR web site,

<http://www.hr.utoledo.edu/compensation/CompensationStructureforPSA.asp>.