Meeting Topics

- Objective of Staff Compensation Study
- Taking a Total Rewards Perspective
- Overview of the Staff Compensation Study
  - Phase I
  - Phase II
  - Staff Input Work Stream
- Job Tool
- Review of Project Timing
- Phase I Project Team
- Phase II Project Team
Objective of Staff Compensation Study

Updated, Competitive Staff Compensation System with Processes to Support Ongoing Administration and Maintenance
Taking a Total Rewards Perspective WMU

**Environment**
- Campus environment
- Work-life balance
- Recreation center
- Free parking
- Access to Athletic Club

**Benefits**
- Defined contribution retirement plan with up to 11% contribution
- Opportunity to contribute to retirement through 403(b)/457 plans
- Medical plan with low level staff contribution; spouse/family plans
- Dental/vision/life plans
- Long-term disability
- 3-5 weeks vacation, 8 paid holidays and winter closure
- Sick time
- EAP

**Compensation**
- Base pay plan
- Annual increase process
- Awards and recognition
- Make a Difference awards
- Service awards
- 25 Year Club

**Development**
- Community of learning
- Tuition benefits for staff (and immediate family members)
- Career development opportunities
- Computer development training
- Work-Life Web
- Job postings

**Extrinsic**

**Intrinsic**

**All Staff**

**Individual**
Staff Compensation Study

- Aon was engaged by Western Michigan University (WMU) in May 2013 to conduct a Staff Compensation Study
- Aon proposed the study be conducted in two steps or phases
  - Phase I has been completed
  - Phase II is currently in process
  - An additional work stream has been added
- The study was kicked off in June 2013 and is now almost 60% completed
- Typical timing: 18 to 24 months
Staff Compensation Study

- A cross-campus Project Team was designated to assist Aon
  - Aon and HR are being assisted by the project team
  - One group served during Phase I
  - Additional team members were added for Phase II
  - The team is represented by WMU staff from academic and administrative departments

- Executives, Deans, Assistant Deans, Assistant Vice Presidents and Vice Provosts, Directors, Managers, and Staff from across the campus have provided input into the project – and will continue to do so

Today we are here to ask you to provide input into the project
Phase I Project Overview - Completed

**Timing:** May 2013 to February 2014

- Project Planning
- Leadership Interviews
- Compensation Philosophy (Market Definition)
- Identification of Benchmark Jobs, Matching to Market
- Market Analysis
- Financial and Structure Analysis
- Presentation of Phase I Findings, Recommendations

**Phase I Findings and Recommendations:**
- The salary structure is no longer aligned with market and should be replaced
- Proceed with Phase II
Phase II Project Overview - Ongoing

**Timing**: April 2014 to June 2015

- **Continue with Benchmark Analysis**
- **New Salary Structure Development**
- **Analysis of Admin Support & Marketing Roles**
  - Determine Salary Ranges for all Positions
- **Detailed Financial Analysis**
- **Administrative Guidelines**
- **Final Presentation of Findings and Recommendations**
- **Implementation**
Additional Work Stream – Staff Input

- This is where you can provide input to the Staff Compensation Study
- Aon was engaged by WMU in October 2014 to conduct an additional work stream associated with the Staff Compensation Project
  - Gather staff input regarding the work you perform today
  - Initially place staff into appropriate levels of work
- WMU Leadership will have the final decision for placement of staff
- Aon has developed an automated Job Tool for gathering individual staff job content
The Job Tool

- **What is a Job Tool?**
  - Similar to a position questionnaire, but automated for ease of use
  - Allows staff to describe what you do, how you do it, and the background needed to do it
  - Will require review and approval by your manager

- **How will completed Job Tools be used?**
  - By Aon Hewitt to understand the roles of staff at WMU and to initially place staff into appropriate levels of work
  - By WMU HR to update job descriptions (future state)

- **When staff do not complete the Job Tool**
  - Aon Hewitt will rely on existing job descriptions and input from managers and leaders
Using the Aon Job Tool

- The Job Tool to be distributed via email from HR within the next few weeks
- Elements of the Job Tool
  - Identifying information
  - Overview of your role
  - Specific duties and responsibilities
  - Supervisory responsibility
  - Education, experience, and skills required
- Staff are asked to complete the Job Tool and return to HR within two weeks of receiving the email
  - Your manager must review and approve your completed Job Tool
  - Completing a Job Tool is a voluntary activity, but highly encouraged
# Job Tool – A View

## Job Content Tool:

### Basic Position and Completer Information

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<th>Field</th>
<th>Input Type</th>
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<tbody>
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<td>Today’s Date (MM/DD/YYYY):</td>
<td>Write-in</td>
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<tr>
<td>Employee ID:</td>
<td>Write-in</td>
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<tr>
<td>Employee Name:</td>
<td>Write-in</td>
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<tr>
<td>Position Title:</td>
<td>Write-in</td>
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<td>Position Number:</td>
<td>Write-in</td>
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<td>Department:</td>
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</tr>
<tr>
<td>Pay Grade:</td>
<td>For HR Use Only</td>
</tr>
<tr>
<td>Current Exemption Status:</td>
<td>Write-in</td>
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</tbody>
</table>

### Position Summary

General statement reflecting the overall purpose of the position. Typically two to three sentences.

This position is responsible for

### Essential/Primary Duties

Please record in increments of 5% or greater. Remember, it may be helpful to think about this in terms of the cycles that exist in your position. See instructions for examples.

<table>
<thead>
<tr>
<th>Task</th>
<th>% of Time</th>
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## Review of Staff Compensation Study Project Timing

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Project Kickoff – Phase I</td>
<td>June 2013</td>
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<tr>
<td>Phase II</td>
<td>April 2014</td>
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<tr>
<td>Staff Input Work Stream</td>
<td>October/November 2014</td>
</tr>
<tr>
<td>• Job Tool email</td>
<td>Soon</td>
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<tr>
<td>• Completed Job Tools due</td>
<td>Within two weeks of receipt</td>
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<tr>
<td>Staff Compensation Project Completion/Implementation</td>
<td>Summer 2015</td>
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</tbody>
</table>
Staff Compensation Study Phase I Project Team Members

- Warren Hills, WMU Project Manager, Human Resources
- Amy Brimmer, Human Resources
- Krista Cekola, Human Resources
- Nancy Cretsinger, Office of the Provost
- Emily Gross, Human Resources
- Michelle Johnson, College of Education and Human Development
- Robert Kakuk, Human Resources
- Colleen Lewis, University Budgets and Financial Planning
- Jeffrey Long, Facilities Management
- Suzie Nagel, Division of Student Affairs
- Cathleen Smith, Office of the Provost
- Alonzo Wilson, Office of Information Technology
Staff Compensation Study Phase II Project Team Members

- Warren Hills, WMU Project Manager, Human Resources
- Robert Armbrister, Development and Alumni Relations
- Amy Brimmer, Human Resources
- Krista Cekola, Human Resources
- James Gilchrist, Office of the Provost
- Michele Johnson, College of Education and Human Development
- Robert Kakuk, Human Resources
- Jeffrey Long, Accounting Services
- Leon McGee, Human Resources
- Janice Quakenbush, Student Affairs Business Operations
- Cathleen Smith, Office of the Provost
- Tom Wolf, Office of Information Technology