

Staff Compensation Study

November 2014

Presentation to Western Michigan University

Aon Hewitt, the global talent, retirement and health solutions business of Aon plc
(NYSE: AON).



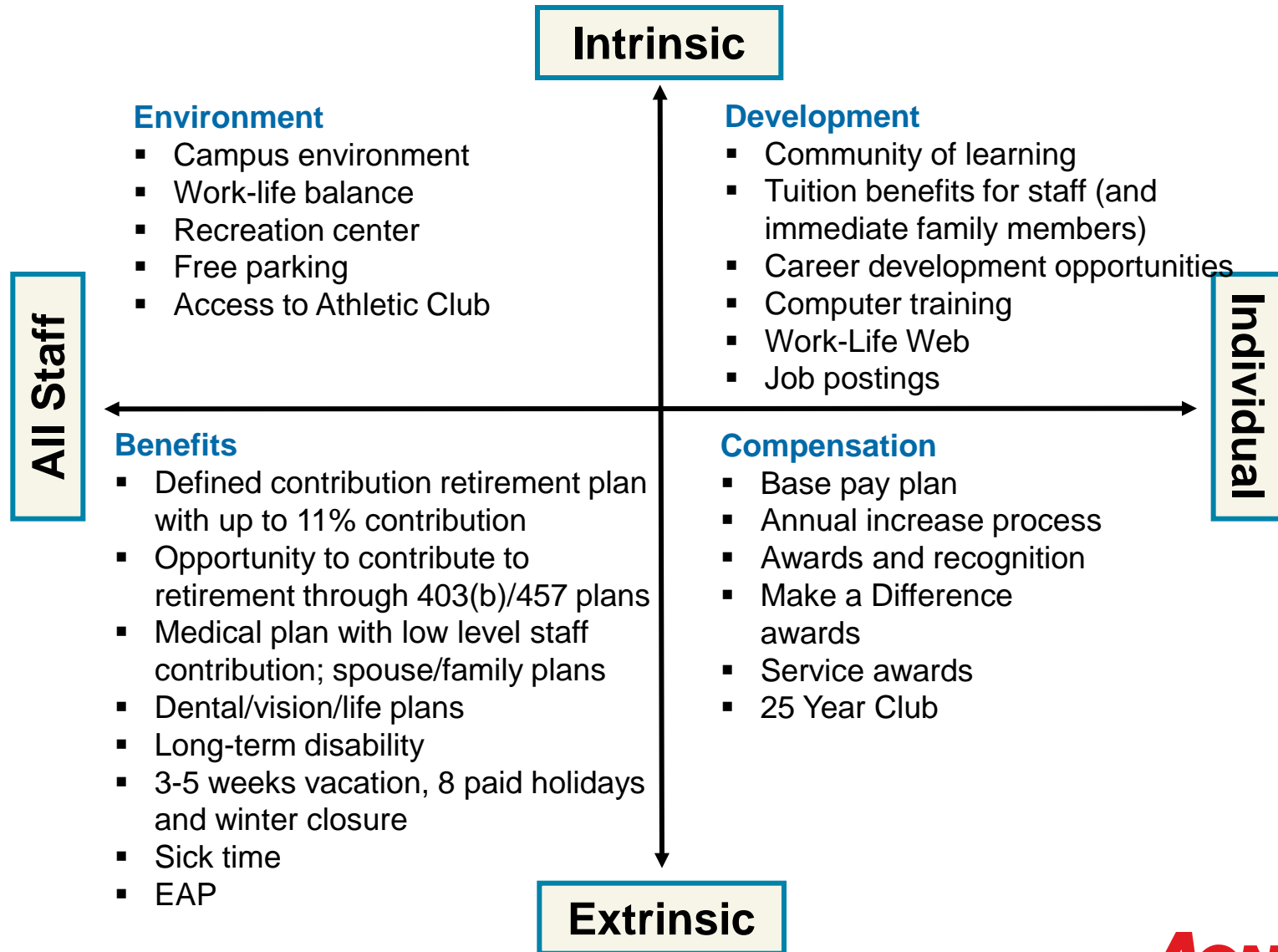
Meeting Topics

- 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



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:

Click to Adjust Row Height to Fit Text

Supervisor/Manager
Review Form

Basic Position and Completer Information



Today's Date (MM/DD/YY):

MM/DD/YY

Employee ID:

Write-in

Employee Name:

Write-in

Position Title:

Write-in

Position Number:

Write-in

Department:

Write-in

Pay Grade:

For HR Use Only

Current Exemption Status:

Write-in

Position Summary

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



This position is responsible for

Write-in

Essential/Primary Duties



Task

% of Time

[illegible]

Review of Staff Compensation Study Project Timing

Project Kickoff – Phase I	June 2013
Phase II	April 2014
Staff Input Work Stream	October/November 2014
<ul style="list-style-type: none">• Job Tool email• Completed Job Tools due	<ul style="list-style-type: none">• Soon• Within two weeks of receipt
Staff Compensation Project Completion/Implementation	Summer 2015

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