University of Tennessee Compensation Project

An Overview for UTC Employees
System-wide Collaborators

Compensation Team of Experts:

- Tina Adams – UT Martin
- Damon Davis – UT Health Sciences Center
- Tarah Keeler – UT Knoxville
- Tina Camba – UT Chattanooga
- Freddie Perutelli – UT Chattanooga
- Laura Sloan – UT System Administration
- Donovan Johnson – UT Knoxville

Additional contributing members:

- Patricia Burkes-Jelks – UT Space Institute
- Jennifer Daniels – UT Institute of Agriculture
- Laure Pou – UT Chattanooga
- Demetriss Gilliam – UT Health Sciences Center
- Pam Ledford – UT Space Institute
- Todd Dockery – UT Chattanooga
- Kirsten Schroeder – UT Knoxville
- Deb Welch – UT Institute of Agriculture
- Julie Hunt – UT System Administration
Learning Objectives

• What is the **UT System Compensation Project**?

• Who is impacted by the new compensation program?

• What will change and how does it affect me?

• Where do I go to find more information?
What Is the UT System Compensation Project?

Position Descriptions
- Replaced PDQ (position description questionnaire)
- Describes specific job responsibilities for your position.
- Critical component of evaluating job performance.

Job Families
- Groups of similar types of work that require similar training, skills, knowledge, and experience.
- Focus groups held across state to gain understanding of roles and levels.

Market Ranges
- Replaced Salary Pay Grades, market ranges help maintain equity and competitiveness with relevant job markets.
- Ranges allow for flexibility in managing pay.
Am I Included?

All regular staff on every campus are included in the new compensation program.

• Who is NOT included?
  – Instructional Faculty
  – Temporary employees*
  – Student employees

*will be included at a later date still to be determined
What Is Changing?

- System Job Title (used in IRIS for HR purposes)

Financial Job Family

Roles

Levels

- Assistant
- Professional
- Business Management
- Financial Management
### OLD PAY GRADES

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<tr>
<th>Pay Grade</th>
<th>Minimum Salary</th>
<th>Reference Salary</th>
<th>Maximum Salary</th>
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### NEW MARKET RANGES

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What Is NOT Changing?

Your Working Title

Your Current Pay

Director
Admissions Counselor
Research
Assistant
Construction
Manager
Electrician
Residency Coordinator
Why Are We Changing?

• Competitiveness

• Equity

• Opportunity for Growth
What is my job family allocation?

- Check your allocation now in IRIS Self-Service
  - MAP > Personal Information > Personal Profile > Organizational Assignment > Job
- Ask your supervisor
- Communications to come
Welcome to IRIS Web

IRIS Web provides access to employee self-service and other functions found within the IRIS system. The applications available to you appear as tabs across the area of the screen beside the Home tab.

QUICK LINKS

IRIS Web Help
IRIS Website
Scheduled Maintenance
HR/Payroll Deadlines
University Policies

Contact

Email: IRIS Helpdesk
Employee Services

Map

Benefits and Payment

In this area, you can use services to display your salary statement and other information regarding your payment.

Quick Links
- Online Pay Statement

Working Time

In this area, you can check your leave balances, view your leave history, or print a Time Statement showing all recorded hours for historical periods.

Effort Certification

In this area, you can certify your effort.

Related Links
- IRIS Web Site
- Get Free Adobe Reader
- University Policies
- Code of Conduct
- Compliance Hotline

Most Frequently Used
- View Leave Balances
- Online Pay Statement
- Personal Profile
- W-2 Statement
- Personal Data Form
Personal Profile

Use the links below to access your personal information.

- Personal Profile
- Outside Interest Disclosure

Use this link to display your personal data (for example, address information or bank details). Some information (such as Emergency Contact Address) may be updateable. Use the link below for the Personal Data Form to update information that is not available for update in ESS. The Personal Data Form should be submitted to your local Human Resource Office.

This form is for the University of Tennessee President, Chancellors, and other designated administrators to disclose outside interests as required by the University’s Conflict of Interests Policy.
### Personal Profile

#### Personal Data

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<tr>
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#### Bank Information

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#### Organizational Assignment

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#### Addresses

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Where can I find more information?

- K@TE
  - Search “UT's NEW Job Family Compensation Structure”
- Job Family webpage
  - [https://hr.tennessee.edu/job-families/](https://hr.tennessee.edu/job-families/)
Job Families

Since June 2017, a statewide human resources team has been engaged in a comprehensive compensation project, aiming to improve processes, classifications and pay structures to offer fair and competitive pay.

The updated job families are classifications grouped by similar types of work and required training, skills, knowledge and expertise.

- Academic
- Administrative
- Agriculture and Natural Resources
- Arts and Culture
- Athletics
- Audit and Compliance
- Communications and Marketing
- Data Analytics
- Facilities
- Financial
- Government Relations
- Human Resources
- Information Technology
- Legal
- Library/Museum
FAQ’s

• Q: If you don't agree with your job family assignment, are there options to have this reviewed?

• A: Yes, please discuss your job family assignment with your supervisor. Your supervisor can request additional review with HR’s Total Compensation Team.
FAQ’s

• Q: Will any of this affect upcoming staff performance reviews for 2020?
• A: No, this will not affect upcoming staff performance reviews. Position responsibilities and performance goals will not be impacted by UT compensation structure allocations.
FAQ’s

• Q: How frequently will the Market Ranges be reviewed for the whole campus?

• A: The UT Compensation Team has discussed periodic reviews of the market ranges as deemed necessary.
FAQ’s

• Q: Is the goal to get everyone to the minimum of Quartile 1 for their assigned market range?

• A: The data provided by this initiative will drive strategic planning for future increases as the budget allows. Over time, all employee salaries will be within their assigned range.
FAQ’s

• Q: What is the desired use of market range data for new hires?
• A: Anticipated hiring salaries should target the minimum of market ranges at this time if doing so does not negatively impact internal equity related to existing comparable incumbents. The market ranges are intended to be fully explored in the future.
FAQ’s

• Q: Is level of education considered in the new compensation structure?
• A: Yes, education and experience are components of each level within the job families.
FAQ’s

• Q: Does the new compensation structure most immediately benefit new hires, and would the new structure potentially benefit existing employees in the future?

• A: The new structure is designed for both new and existing employees by providing data to assess competitive salaries in the current market.
UTC Compensation Experts

• Freddie Perutelli, Total Compensation Specialist
  • Freddie-Perutelli@utc.edu
• Tina Camba, Director of Total Compensation
  • Tina-Camba@utc.edu
• Laure Pou, Assistant Vice Chancellor, HR
  • Laure-Pou@utc.edu