

Hello Everyone,

Staff Council is aware that there are several questions regarding the Staff Compensation and Classification Study that the university is embarking upon. This message is to provide you with information that will provide clarity to some of the “mis-information” that is circulating around the campus.

For many years, staff have expressed their concern about the disparities in staff salaries at the University of North Texas (UNT) and the University is now taking steps to address your concerns. I have met with Human Resources (HR) and members of the Senior Administration in an effort to obtain information regarding the process and the possible effects to you, our constituents.

UNT Human Resources has undertaken the development and implementation of a Staff Classification and Compensation Study (SCCS). President Gretchen M. Bataille and the University’s executive staff approved the project because “it is imperative that the university has a competitive compensation program and a meaningful total compensation package so that we can successfully attract and retain the caliber of staff that is needed to help fulfill UNT’s mission and vision.”

UNT is partnering with Management Advisory Group, Inc. (MAG). MAG is a full-service management consulting firm with expertise in human resources projects, compensation (pay plans), employee performance management, and job description development.

Why do we need a Staff Classification and Compensation Study (SCCS)?

Human Resources has identified a need to review and update our existing compensation (pay) practices. The study will include: studying the current market position of the University; creating a documented compensation philosophy; revising job descriptions, salary administration guidelines, and procedures; and enhancing University education on the compensation program.

Creating, implementing, and maintaining a best practices approach for our staff classification program is the cornerstone for recruiting, retaining and motivating UNT’s employees. A primary objective of this study is to create a salary administration system that centralizes compensation administrative functions within Human Resources while maintaining individual departments’ flexibility.

What are the major objectives for conducting the study?

- Develop a formalized compensation strategy and philosophy to support the University’s strategic objectives
- Collect and analyze comparable pay information from various resources
- Assess the internal equity of UNT’s current staff salary structure.
- Redesign the staff performance evaluation program (planning guide)

- Develop a best practices approach for the UNT staff compensation program

What will be the results of the study?

A classification and compensation structure for staff positions that includes:

- A new compensation philosophy and policy
- New pay structures to support UNT System and UNT goals and maintain competitive salaries
- Use of market prevalent job titles
- Use of current market pay surveys to determine salaries
- New job evaluation process to classify current and new jobs appropriately
- New job descriptions
- A new performance evaluation process

Who is involved in the study?

- Staff employees at UNT System and UNT will be asked to provide input and will be part of the new system when the study is completed.
- Management Advisory Group Inc. (MAG) will conduct the study. MAG is a consulting group with experience in compensation and classifications projects. You can read more about MAG at <http://maginc.org>
- An Advisory Committee will give guidance to the project. Members of the Advisory Committee are:
 - Donna Keener, Asst. VP Human Resources, Committee Chair
 - Donna Asher, Asst. VP Academic Affairs
 - Richard Escalante, Vice Chancellor Administrative Services
 - Andrew Harris, VP Finance and Administration
 - Bonita Hairston, Chief of Staff
 - Charlie Jackson, Executive Director Facilities
 - Maurice Leatherbury, Assoc. VP Computing/Chief Technical Officer
- Project Team members for Human Resources are:
 - Nelda Evarts, Associate Director
 - Carol Free, HR Manager
 - Melinda Lilly, Human Resources Representative
 - Dana Dean, Administrative Assistant

As staff, will we be asked for our participation in the study?

- Yes. Employees will be asked to complete job analysis questionnaires to appropriately classify jobs.

As staff, will my salary increase or decrease as a result of the study?

- Salaries are not expected to decrease as a result of the study. Any increases to salary will be determined once the review is completed.

As staff, will my job title change?

- It is possible that job titles will change as a result of the study. All staff job classifications/descriptions will be reviewed.

How will staff hear about the progress of the study?

- Up-to-date information will be provided on the HR website. Project updates will also be provided through other sources such as the HR Newsletter or InHouse.

It should be noted that Dr. Bataille has put aside approximately \$450,000 for FY 2007-2008 and approximately \$450,000 for FY 2008-2009 to address anticipated salary adjustments as a result of the study. This is a very detailed and intensive project that requires time and attention. The Staff Council supports UNT's mission and vision, and efforts to enhance the University community and we ask for your patience through this process. The Staff Council will stay in constant communication with HR and Senior Administration and will continue to keep you, our constituents, apprised of the status of this study.

Thank you for your support.

Anissa Breaux-Schropp, Chair, Staff Council (2007-2008)

Scott Windham, Vice Chair, Staff Council (2007-2008)