

Frequently Asked Questions (updated 5/27/04)

What if my employees don't feel comfortable completing the questionnaire themselves?

It is very important that these job questionnaires are completed and returned by the set deadline of May 28, 2004. The Broadbanding Team is conducting training sessions to assist you in this process and we are available to answer any questions you might have. Please see the training schedule at the following link <http://nautical.uwf.edu/comm/desk/calendar.cfm>

Can the Job Questionnaire be filled out in paper form?

Yes, you may print the questionnaire and complete it by hand.

What about filling in the input boxes on the Job Questionnaire. It seems to continue scrolling.

What you are seeing on the screen is what will print out, so do not continue to fill in the box if it scrolls.

Does it only require the direct supervisor's signature?

The business process in your area would determine the level of signature authorization required.

If funding is not available, are you still able to recommend an employee for a raise?

The supervisor can recommend that an employee is eligible for a raise. However, pay raises are dependent upon funding.

How do you calculate percentage for something you may do for 100% of your time for only two weeks each semester?

When calculating the percentage of time spent performing an essential function, you should look at your job as a whole.

What about comp time and overtime? How will that be handled? Can we do away with the overtime request form?

The determination of which employees would be completing the overtime request form is defined by the criteria established by Federal Law in the Fair Labor Standards Act.

What about Faculty certifications?

Questions about certifications should be directed to Payroll.

What is this about a change in pay periods?

The University plans to consolidate the current different pay periods for OPS and line item employees into one pay period beginning Sunday and ending on Saturday.

With the Market Equity Study, are the same people/positions reviewed? Could the same people who received raises receive another market equity raise? What about the employees who had not been here long enough to be included in the previous study?

The Market Equity Study is an ongoing process and is part of Dr. Cavanaugh's strategic plan for the university.

Is it possible that two people with the same title would be in different bands?

Two people can conceivably be in different Job Families with the same title, however, not in a different pay band.

Has anyone completed the Job Questionnaire? How long will it take to complete?

To date we have received several completed Job Questionnaires. The length of time to complete it really depends on the position and the time and effort that the employee wanted to put into it.

What if you submit the Job Questionnaire and realize that you forgot to include some of your duties on it?

We have developed an Addendum for you to use to include any updates that apply to your position.

Do we need to be working on the Job Questionnaire now?

Yes, the Job Questionnaire is due on May 28, 2004.

Who will make the decision of which band you fit in and what your title will be? Who in Human Resources will make these decisions?

The classification section within Human Resources will continue to be responsible for classification decisions.

What is the significance of the words "pay band, job family, and position class?"

Pay Band is an occupational grouping based on job related characteristics using the standard occupational classification system of U.S. Department of Labor.

Job Family refers to groups that have similar functionality, equivalent responsibility, and are in the same pay band.

Position Class is title reflective of specific job duties requiring similar knowledge, skills, and abilities

How will pay for performance work?

This will be based on an employee's annual performance evaluation and the supervisor's recommendation and is subject to the availability of funds.

Are the funds for pay for performance and the funds for Market Equity the same?

No, they are two separate initiatives.

What if a supervisor picks favorites and the pay for performance is not equitable?

Criteria will be set to facilitate the pay for performance process.

What about supervisors that do not fill out performance evaluations?

An Ad-Hoc Committee will be formed to develop criteria to provide supervisors with guidelines for the performance evaluation process.

When will we begin using the revised performance evaluations?

We will begin using the revised performance evaluations October of 2004.

Will someone who has ten years of experience and someone who has five years of experience doing the same job be paid the same?

Salary determinations may vary according to the minimum qualifications for the position and the knowledge, skills, and abilities of an individual employee.

What if you get caught in the trap of doing more work than your supervisor wants to admit to?

Employees are encouraged to work closely with their supervisors to ensure that all duties and responsibilities are captured on the job questionnaire, including workload demands.

Will these "proposed policies" be in place July 1?

The policies are proposed for implementation on July 1, 2004.

What do you mean by marginal functions on the Job Questionnaire?

Two main criteria apply:

The duty is not one of the reasons for the job's existence.

The job would still exist if the duty were not performed.

Can I have a copy of my current Position Description?

Yes, you may obtain a copy of your current position description by calling our office at 474-2694.

Where can I list my on-campus committee participation on the Job Questionnaire?

You may list these committees on page nine and the third input box of the Adobe version of the questionnaire.

Is professional development addressed on the Job Questionnaire?

You may list your professional development under the knowledge, skills, and ability section of the questionnaire and is an area that will also be addressed in the performance evaluation process.

What happens when the Job Questionnaire are submitted?

The classification section within Human Resources will review the questionnaire for placement within the proposed pay band, job family and position title.

What is the crosswalk document?

This document outlines the substantive changes in the Employment Policies by indicating the current and proposed policies by category. This document of proposed policy changes may be found on the Broadbanding website at

<http://uwf.edu/ohr/pdf/files/Employment%20Policies%20Crosswalk%20042804.pdf>

Will the job titles here at the University be ours or statewide?

Position titles will be developed specifically to meet the unique requirements of UWF.

What about advertising for positions? We have an advantage now because that is pretty standard across Universities.

The University's on-line recruitment system allows us flexibility to describe job functions and requirements that should address any concerns about changing job titles that sometimes are not completely reflective of job duties. We also have the ability to further explain job duties by utilizing working titles.

When hiring for new positions, how will that change?

We will have to make changes to the on-line recruitment system to accommodate the new position titles and numbers. We have identified this as a task to be performed.

What if you feel you may fit more than one band?

With broadbanding, there is flexibility in pay, funding permitting, so the placement of a position in a specific pay band does not have the same impact on salaries, as does our current system. The wide pay bands utilized in broadbanding allow employees to progress through the pay range while remaining in their current positions.

What if you put yourself into a band whose maximum pay is less than what you currently make?

The pay ranges have been developed to extend beyond the existing salaries of current employees to ensure that the situation you describe does not occur. Employees may also move from one pay band to another in recognition of significant changes in duties and responsibilities.

Will there be sessions informing supervisors about the system and procedures?

Human Resources is holding public forums and meeting directly with any department requesting such a meeting. Training in this area will be conducted regularly.

What about disciplinary actions? Are there changes to these?

Please visit the University's Policy Review web location and review the Standards of Conduct policy, which includes all of the proposed changes.

<http://uwf.edu/ohr/pdf/files/Disciplinary%20Action%20Table.pdf>

What does "University Work Force" (UWF) refer to?

All current USPS and A&P employees not covered by a collective bargaining agreement.

Are other Universities doing this?

Yes, our research discovered that many universities throughout the country have implemented broadbanding over the past several years.

Do Sunshine laws still apply to us?

Yes.

When a highly compensated employee leaves, will you be filling a "new" position or replacing the employee that is leaving?

Supervisors and managers or hiring officials will determine the needs of departments or units.

Within each band, is there a breakdown of classifications?

Yes, there are job families that will be further developed after review of the submitted job questionnaires. Discussions with the campus community are on going to determine appropriate job families and position titles.

There are big changes ahead for our department. What happens when we complete the Job Questionnaire and these changes occur July 1, 2004?

You will be able to update your Job Questionnaire with an addendum.

It may be difficult for employees to complete the Job Questionnaire to get the full benefit of it. Might it be helpful to have some "standard language" for similar jobs within a department?

Your department may want to get together to create some task statements that are common for several jobs; however, we recommend that job questionnaires include each employee's specific and unique job assignments and responsibilities.

Will annual leave rollover to sick leave as in the past years?

Yes, annual leave in excess of the allowable maximum does rollover to sick leave on December 31 each year. The proposed maximum is 352 hours for all University Work Force employees.

There is an option for establishing a new position on the Job Questionnaire; does a line have to be assigned to do this?

Yes. Creation of new positions continues to be a function of the Budget Office as determined by divisional needs.

On the Job Questionnaire, on page 9, what does the "My Education" field refer to?

You have the opportunity to let us know what level of education you have. You will also be able to inform us of the years of experience related to your job that you have. However, neither of these fields is required.

What if an employee has not completed their Job Questionnaire by the deadline? How do I motivate my employees to complete this?

As a supervisor, be sure to stress how important completion of the Job Questionnaire is to each employee. Remind employees of the following statement from our FAQs: You are the best person to provide information about your individual job duties. Therefore, it is crucial that you complete the questionnaire with input from your supervisor so that accurate decisions about your position are made.

Set an internal deadline for your employees prior to Human Resource's May 28, 2004, deadline, so that the Job Questionnaire can be thoroughly reviewed and all required signatures can be obtained.

Already in the Sick Leave Pool, do I have to contribute another 8 hours?

No, there is no change for current members of the Sick Leave Pool with the proposed policy changes. Only new members, as of July 1, 2004, would have to donate 16 hours to join the Sick Leave Pool.

When I donate hours to the Sick Leave Pool, can I designate how the hours are used?

One new proposed benefit of the Sick Leave Pool is the ability to donate specific hours to the Sick Leave Pool for use by a specific member of the Pool. Currently, the Sick Leave Pool Committee is looking at specifics on how hours will work within the Pool. One proposal is that donations are made to the Sick Leave Pool with 50% of the hours going to the Pool and 50% of the hours going to a specific member of the Pool.

Are faculty included in this project?

Faculty members included in a collective bargaining agreement are excluded from the provisions of the proposed Employment Policies.

Is there a pool of money set aside to pay for performance?

Dr. Cavanaugh and the Cabinet will address funding issues.

Did you plan for this in the budget?

Dr. Cavanaugh and the Cabinet will address funding issues.

How does this affect the raise we get each year?

Across the board salary increases are determined by the legislature.

Because we are not state employees anymore, does this affect our benefits in the Florida State Retirement System?

Although UWF employees were no longer state employees effective January 7, 2003, specific laws were passed that kept state university system employees in the Florida Retirement System and covered under the Department of Management Services for State Health Insurance and under the Risk Management Trust Fund for Workers' Compensation

How are the differences in leave going to be calculated for part time employees?

Leave hour accruals, including proposed increases, will be prorated for all part time University Work Force (*UWF*) employees (former USPS and A&P employees). OPS employees do not accrue leave.

What are the education benefits and how are they affected?

Proposed policies combine Educational Leave with Pay (formerly USPS), Professional Development Leave with Pay (formerly A&P), and Grant-in-Aid Leave with Pay. Formerly, USPS employees were limited to academic programs or vocational/technical study programs. University Work Force (*UWF*) employees will now be offered combined programs

to include career development, professional renewal, academic coursework or other experience of professional value.

Can the proposed action be taken apart piece by piece by the Board of Trustees?

These are proposed policies that are in the Policy Review system, for a 60-day review/comment period. The Board of Trustees is meeting in June, at which time they will receive the policies and all comments entered into the system. We believe that we have developed a plan that should be looked at in its entirety as a whole package. The Board typically asks Dr. Cavanaugh what the University community thinks regarding policy changes. You should enter your comments, positive or negative, into the policy review system in Nautical so that your voice will be heard.

Cost of living raise- do we get it?

Across the board salary increases are determined by the legislature.

A & P contracts- what is happening with this?

The University is no longer issuing annual contract renewals to existing employees. Contracts are issued for new hires and in situations where there are substantial changes to the conditions of employment.

What impact does this have on OPS employees?

OPS employees are not included in this proposed Broadbanding Classification and Pay System. Changes to the OPS pay plan system, with a broadbanding concept was made several years ago. OPS employees currently do not accrue leave and are therefore not impacted by any proposed leave accrual changes. However, proposed changes in additional Employment Policies will provide guidelines for OPS employees including, but not limited to, Employee Code of Ethics; Standards of Conduct; Recruitment, Selection, and Appointment; General Provisions, Separations from Employment, and Hours of Work. Other proposed changes include an exemption from posting/advertisement requirements for OPS vacancies, and the use of previous OPS applicants pools for up to six months (currently 4 months).

Do USPS and A&P employees still have to fill out time sheets?

Exempt University Workforce employees will continue to report only hours of leave used. Non-exempt University Workforce employees must report hours worked as well as leave used in accordance with the provisions of the Fair Labor Standards Act.

Were only local markets evaluated in the market equity study?

Positions were compared to both national and local markets, depending upon the availability of comparable position titles.

How many times per year can someone receive money for special projects or pay for performance?

Eligibility for Pay for Performance will be on an annual basis based on the fiscal year and driven by the Annual Evaluation process. Eligibility for and frequency of bonuses for special projects is based on manager/division discretion, budget limitations, and project appropriations.

How is recruitment affected?

Please refer to the proposed employment policies changes crosswalk excerpt below:

Staff Recruitment	Pay Plan	Posted	Use of Previous Applicant Pools	Pay Plan	Posted	Use of Previous Applicant Pools
	USPS/A&P	Weekly	4 months	<i>UWF</i>	Daily	6 months
	Faculty/ES	Weekly	4 months	Faculty	Daily	6 months
	OPS	Weekly	4 months	OPS	Daily	6 months
(Posting of positions on the PeopleAdmin System and discontinued Hiring Impact Reports.)						

Will we have more flexibility in hiring practices?

Yes, Broadbanding and our proposed policies focus on flexibility in compensation and pay practices including broad pay bands with flexible pay as well as bonuses and pay for performance.

How does HR intend to address the issues in a two person office where we are not granted OPS or additional staff?

At the April 22 Town Hall Meeting, Dr. White stated the Vice Presidents and the Cabinet will be reviewing this issue.

Why do these changes have to be made at the expense of our job security? Please address the issue of the change that we will now be “at will” employees vulnerable to termination, transfer, or demotion “at any time”.

The proposed changes to the personnel system are far more equitable than the existing system in providing adequate notice to employees. Currently USPS employees can be dismissed within six weeks after being placed on probation for unsatisfactory performance. A&P employees are subject to non-reappointment with a notice period of 120 days to 12 months based on length of service. The proposed policy provides current University Work Force (*UWF*) employees with 120 days notice in the first two years of employment, six months notice with three or more years of service, and 12 months notice with two years of service as of 1/1/00. New University Work Force (*UWF*) employees, hired 7/1/04 or after, will receive up to 90 days notice based on length of service. In addition, USPS employees are currently required to serve a new six month probationary period each time they change positions and can be dismissed at any time during those six months. Proposed policy changes will only require that a new University Work Force (*UWF*) employee, hired 7/1/04 or after, serve a one time position orientation year.

What was the reasoning behind changing the sliding scale of annual leave (based on years of experience) to a flat rate and the flat sick leave rate to a sliding scale?

Our attempt was to provide an equitable system for all University Work Force (*UWF*) employees. The current annual leave accruals provide a sliding scale for USPS employees of 4-6 hours per biweekly pay period based on length of service. A&P receive 6.77 hours per biweekly pay period regardless of length of service. The proposed policy will allow for an

equitable system by allowing all University Work Force (*UWF*) employees to receive 7 hours of annual leave per biweekly pay period. The current sick leave accruals provide an equitable system for all USPS and A&P employees. Therefore, in order to enhance this system, the proposed policy changes will provide an increased benefit to all University Work Force (*UWF*) employees by providing a sliding scale for sick leave accrual of 4-7 hours per biweekly pay period based on years of service.

It seems that some of the inequities in the past have been created by the different policies from one division to the next. HR has had policies in the past interpreted differently or changed at the VP level. How can we avoid continued inequities between divisions?

The University of West Florida supports the equal treatment of all employees. Supervisors are encouraged to develop departmental policies using the University's established Employment Policies as a guide.

People who are now earning 6 hours per pay period will get an additional 26.1 hours per year. Take away the 8 hours personal holiday and that person will be getting an additional 18 hours per year. The person who is now earning 4 hours per year, however, will get the 78 hours minus the personal holiday, or 70 extra hours a year. How is this fair? It seems more fair to keep the increment system.

The proposed changes provide equitable benefit and value to all University Work Force (*UWF*) employees. Regardless of an individual's current leave accrual, all employees will benefit from an increase in leave accrual hours. University Work Force (*UWF*) employees will receive 182.7 hours a year in annual leave, increased sick leave accruals, and seven paid holidays per year as well as the Winter Holiday which includes all regularly scheduled work days from Dec 24-Jan 1. In addition, Administrative Leave has been expanded to include time off for volunteer service and voting. In addition, proposed policies provide for an increase in annual leave accrual/pay maximums for all University Work Force (*UWF*) employees to 352 hours (currently 240 for USPS employees). Overall, these increased benefits combine to provide an enhanced personnel system to our employees that far exceeds the current standards for most public and private sector employers.

With the seven (7) categories in the pay band, are all the office support classified as Office/Program Support? Does this mean Office Manager, Secretary, Senior Secretary, etc. are all in the same pay grade? If so, what would the incentive be to try to be promoted?

You do not have to be promoted to move within a pay band. Pay is based on individual employee's knowledge, skills, and abilities and performance.

Will evaluation forms be changed?

Yes, there are five ratings (Below, Needs Improvement, Meets Performance, Above Performance, Superior Performance) instead of the three used previously. There is also a General Performance Standards Worksheet, which will be used to elaborate on specific areas of employee performance.

What is the timeline regarding performance evaluation raises?

The proposed personnel policies indicate that performance evaluations will be conducted in October. The timeline for raises will be addressed by the President and Cabinet.

How do I know if I am exempt?

The criteria for determining exempt and non-exempt designations are defined by Federal Law in the Fair Labor Standards Act.

What is the Broadbanding Project, and what is the purpose of the project?

The project, which will take place over the next months, is a classification, compensation, and performance management initiative aimed at helping UWF employees understand their job responsibilities and performance expectations more clearly. Broadbanding is a flexible method of grouping jobs into bands and determining pay that is responsive to UWF's needs by recognizing individual employee knowledge, skills, and abilities, supporting career development, facilitating pay for performance, and standardizing position criteria.

Why are we doing this?

The current classification and compensation system used by the University was developed by the State of Florida and contains many classes that are not relevant to the operations of a University. The Broadbanding project will allow the University the discretion to create positions suited to the University, to combine positions with similar characteristics into broader "job families," and to develop position classes that more accurately define job duties and responsibilities. The current hierarchical system focuses on position classes resulting in reclassification actions, which do not take into consideration individual employee skill, knowledge, and ability that deserve compensation unique to a specific employee. The broader compensation bands offered in broadbanding will facilitate pay for performance to recognize individuals based on their own merits and contributions to the mission of the University, rather than linking compensation to a general class of employees.

Why are we doing this now?

The timing of the action is a result of the University's devolution from the State University System, the comprehensive review of all existing Employment policies that has been ongoing since that time, and the implementation of the SCT Banner system, which required the University to reexamine its business processes.

As the University continues to evolve, it is necessary to ensure that our processes support the goals of the University. When we reviewed our current classification, compensation, and performance evaluation processes, we recognized a need to examine this system further to ensure that it properly aligned with our University's objectives.

In addition, there is currently a growing talent shortage in the U.S. labor market. It is important to ensure that our pay ranges are competitive, and that UWF maintains its ability to attract and retain needed talent.

How will the Broadbanding Project affect me?

Employees will be requested to submit new job questionnaires to accurately reflect their job duties and responsibilities. This process will facilitate supervisor and employee communication and agreement on assigned tasks. Employees and supervisors will be provided with training sessions to assist with this process.

The results of the review of the completed job questionnaires will determine the pay band, job family, and position class for University Work Force employees.

Will I get a pay raise?

This project will not necessarily result in raises for employees. As the project reaches completion in 2005, we will have better structures, information, and tools to help managers make pay decisions. Pay raises will be dependent on the following:

- Whether there is funding for pay increases,
- The job you do, and
- How you perform your assigned duties and responsibilities.

Are pay increases affected by the budget?

Yes. Each director should know how much money is available for pay increases prior to recommending an employee for a pay increase. Pay increase recommendations are ultimately left with the department head.

Will my pay decrease?

There is no intention of reducing an employee's pay as a result of this project.

What is a job questionnaire?

A job questionnaire is a series of questions about the work you do. Employees with computer access to the Internet will have the opportunity to complete the questionnaire online. Others will be sent a paper questionnaire to complete.

After you complete your questionnaire, you will give it to your manager for review. Your manager will then send it to Human Resources with any additional needed comments.

What is the purpose of the questionnaire?

The questionnaire is designed to gather accurate information about jobs. It asks for information on job responsibilities, education, experience, and skills required for your job. It also seeks information regarding certain other aspects of your job to help us understand your job's complexity, responsibility for decision-making, working conditions, etc. It is not an assessment of your qualifications or performance, but of the job itself.

Why do I have to complete the questionnaire?

You are the best person to provide information about your individual job duties. Therefore, it is crucial that you complete the questionnaire with input from your supervisor so that accurate decisions about your position are made.

When will the job questionnaire be available?

The job questionnaire is currently on HR's website for review. You will be notified via email when the job questionnaire is available for online completion or a hard copy will be mailed to you.

What is the process for the job questionnaire?

Employees will have time to carefully complete the questionnaire online; save as you complete sections; and go back and review prior to submitting to your supervisor. Employees will print the questionnaire off and review it with the supervisor. Any differences in position responsibilities should be resolved at this level. The supervisor will submit the questionnaire to the department head for signature. The questionnaires will be submitted to HR by the established deadline. HR has ultimate responsibility for placing employees in the appropriate family and pay band.

What is the anticipated timeframe for implementation?

July 1, 2004.

What is meant by classification?

A job classification is a generalized set of duties and responsibilities. While no two people do exactly the same thing in their positions, two people in the same classification generally do the same type of work. For example, one Lab Technician might spend more time conducting tests and less time building prototypes, whereas another Lab Technician might spend more time on prototypes and less on testing. However, for purposes of employment decisions (compensation, for example), they are doing the same type of work, so all Lab Technicians would be in the same pay band. However, this does not mean all Lab Technicians would earn the same pay because their work performance and experience levels may be different. It does mean that this position would be placed in a pay band such as the Specialized and Paraprofessional group that would have a minimum and maximum pay range assigned to it.

What do Pay Bands mean?

Broadbanding is a method of grouping jobs and determining pay that makes compensation more flexible and more responsive to the needs of the University. Specifically, this compensation system will allow us to collapse our 34 pay ranges and 440 classifications into seven pay bands with a minimum and maximum pay range for each pay band. Instead of emphasizing titles, pay grades, and position descriptions, broadbanding will utilize a system that provides employees and managers an opportunity to accurately represent job duties and responsibilities and to provide incentives for employees to increase their job-related value by developing new skills and contributing to improving services offered by the University.

What is meant by performance evaluation?

Performance evaluation is the process of communication between an employee and his/her supervisor that includes the following topics:

- What work is expected?
- How should the work be done?
- What results are expected?
- How will performance be evaluated?

As an educational institution, UWF is committed to providing an environment where people may perform their jobs effectively. Performance evaluation is the process of creating that environment by equipping supervisors with the tools and knowledge they need to communicate with their employees about the above topics.

Will my title change?

As a result of the Broadbanding Project, the number of position titles may be reduced, and you may have a new position title as a result. Position titles will more clearly define what you do and will provide a working title that is more applicable to your position.

Will I be involved in this initiative?

Yes. To ensure success, we are asking every University Work Force employee to participate in the Broadbanding Project. We will ask you to tell us about the work you do by completing a job questionnaire. In addition, employees will be asked to attend meetings and training sessions to help clarify the information we receive on the questionnaires.

What kind of training will be offered?

Human Resources will be providing training to campus departments and offering brown bag lunch sessions on a weekly basis. In addition, training sessions will be offered as part of the Certificate in Administrative Services (CAS) certification program.

Does the program include all UWF employees?

Yes, with the exception of employees covered under the AFSCME Operational Services Bargaining Unit and law enforcement personnel covered under the PBA.

Will we still have to do updates of Job Questionnaires?

Yes. We will be using a Job Questionnaire. If your role and responsibilities change or your supervisor changes, you will be able to revise the Job Questionnaire.

Will both exempt and non-exempt employees be included in the same job family?

Yes. Job families are defined as groups of jobs with similar functionality and equivalent responsibility but requiring different knowledge, skill, and ability levels. This means that some pay bands will include both exempt and non-exempt employees.

How will the current yearly contracts of A&P and the “permanent” status of USPS be handled/merged?

A&P and USPS employees will now be known as University Work Force (*UWF*) employees. Beginning July 1, 2004, all new hires will serve a twelve-month orientation period. The University discontinued issuing annual contracts to employees last year. The terminology of “permanent status” will no longer be used. Previously, USPS employees were subject to lay off at any time, termination for cause was immediate, and dismissal for unsatisfactory performance occurred with 6 weeks notice. A&P employees were subject to non-reappointment of contracts and/or termination for cause. The new proposed policies provide current employees who have 2 years of service as of 1/1/00 with 12 months written notice of separation; employees with up to 2 years would receive 120 calendar days notice; employees with 3 or more years’ service receive 6 months written notice.

Will certain pay grades be hourly and others salary?

There will still be exempt and non-exempt employees as required by the federal Fair Labor Standards Act. Non-exempt employees will still complete a time sheet indicating the total hours worked in a pay period and will still be eligible to receive overtime pay. Exempt employees report hours of leave taken each pay period.

Will A&P earn 6.77 hours of annual leave and USPS less depending on their years of service at the University? In the proposed Employment Policies, it is recommended that all University Work Force (*UWF*) employees receive 7 hours of annual leave each biweekly pay period. That equates to 182.7 hours of annual leave each year or an increase of 78.3 hours per year for someone who was accruing 4 hours per pay period. USPS employees currently receive 4 hours of annual leave during their first five years of employment. The 7 hours will also provide A&P employees with a slight increase in annual leave accrual.

The Personal Holiday is only for USPS, will that be eliminated?

There will no longer be a personal holiday provided, but as indicated above, it is proposed that all employees receive higher annual leave accruals. The Winter Holiday will continue. Employees receive up to five additional holidays each year from the period December 24 through January 1.

Why are Office Managers not considered Professional?

They are. The University considers all employees to be professionals. The term “professionals” within the pay band is simply a way of defining positions requiring specialized certification or licensure and is defined by the standard occupational classification system of U.S. Department of Labor.

What will be the cost of parking decals? Will we all have the same cost and will there be only one color instead of the green and yellow?

There will be no change in parking decals this year. The parking committee annually reviews parking decal policies and will include in their review the new system.

As an Office Manager the duties within my position description are very similar to the duties of a job not included in the Office/Program Support Pay Band. Will there be exceptions to classification based on this type of information?

Broadbanding provides solutions to your specific question. The Job Questionnaire will help to define the need for job classes of university employees who are performing duties and responsibilities not identified by the current classification and pay system. Additionally, even if your job may not warrant a different title, you will be able to progress within the band.

In the past “volume of work” has not been a consideration for reclassifications or pay increases. Will this change under Broadbanding?

Broadbanding provides management flexibility to allow employees to remain in their current position classes and still receive a pay increase based on specific employee skills and abilities, performances, career development, and volume of work.

What if I cannot attend the Town Hall meeting?

The Town Hall meeting will be available through a web cast.

Where do I go if I have questions about Classification and Compensation Project?

For answers to questions you may have, you can submit a question to the Broadbanding Project Team, review other questions and answers on Human Resources website, or call our office at 474-2694.

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