Job Family Q&A

Overview of Job Families

Q: What is the purpose of job families?
A: The University is committed to creating clearly defined market-based pay ranges and career ladders. The job family studies will provide greater transparency to employees regarding their pay in comparison to the internal and external marketplace. The new structure will also provide managers a stronger framework for appropriately compensating and developing employees.

Q: How were the structures and levels determined?
A: A number of factors were used to determine the structure and individual mappings, including position descriptions, size and scope of work, advisory team and focus group input from of those doing work in the job family, and individual interviews.

Q: How are the salary ranges determined?
A: Salary ranges were determined by Sibson Consulting in collaboration with the Office of Human Resources compensation department. The salary ranges were determined using reputable salary survey data from multiple sources, including local market data and data specific to the education industry. When local data did not exist, regional data or national data was pulled for comparison. The ranges have been updated each year to keep pace with inflation and will be adjusted periodically to reflect changes in the marketplace.

Q: What about geographic differences between the Twin Cities, Crookston, Morris, Duluth, and Rochester? Were they considered when developing the ranges?
A: Compensation best practice is to provide geographically appropriate salary ranges. We have researched the differences in salaries for each of our system campuses. At this time, we have chosen to utilize one salary range for all of our campuses, with a broad range to accommodate geographic pay differences.

Placement Within Job Families

Q: How was my placement in the new structure determined?
A: Individual positions were reviewed based on position descriptions provided by the employee and the supervisor through an online position description tool. In addition to the position description, other factors such as size of unit, scope of work, problem solving, independent judgment, were taken into consideration when determining where an employee would be placed within the new structure. Position descriptions were reviewed by the OHR Compensation department to determine appropriate classification and results were then shared with HR Leads for their input.

Q: I’m a supervisor, but my job is mapped on an individual contributor track. Why?
A: P&A employees that supervise less than 3 employees (excluding students) are not mapped in the management track. However, the salary ranges for the management track and individual contributor track are the same to allow for units to compensate employees
appropriately. Civil Service employees that supervise others (excluding students) will be mapped into a supervisory job code.

**Q: In the new structure, what is considered a promotion?**

**A:** A promotion in the new structure occurs when an employee moves up to a higher level with their current job family or when they move to a higher level in a different job family. For example, moving from a Professional 1 to a Professional 2 level.

**Q: How will positions/employees be moved into the new classification structure?**

**A:** The central HRMS group will change position management data to reflect the changes.

**Position Description Submission**

**Q: Can I have an extension for submitting my position description?**

**A:** Extensions will not be granted. Position description deadlines are being monitored by your HR office and must be held firm in order to meet the timeline for completing the job family project. Meeting the deadline will ensure your position is reviewed in the context of the entire job family and will ensure you receive your classification results along with your colleagues.

**Q: What if I missed the deadline for submitting my position description?**

**A:** Position descriptions received past the due date will be placed at the lowest level of the job family structure for your functional area. You may submit your position description for classification at any point in time but you will not be able to appeal the classification decision.

**Changes to Employee Groups (Labor-Represented, Civil Service, P&A)**

**Q: Is V-class going away? How will my mapping affect my V-class status?**

**A:** The new classification structures do not include Civil Service classifications with the V-class provision. Positions will be mapped to P&A, Civil Service Exempt (non V-class) and Civil Service Non-Exempt. Employees who are currently in V-Class and mapped to P&A or Civil Service Exempt classes will stay in a no-new-entry V-Class if they choose to stay in Civil Service. Employees who are currently in V-class and mapped to Non-Exempt must move to Non-Exempt, and will therefore be eligible for overtime in cases where required to work over 40 hours in a week. Civil Service rules apply, and all overtime must be approved in advance.

**Q: If my employee group (Labor-Represented, Civil Service, or P&A) is changing, do I have the choice to remain in my current employee group?**

**A:** If your position is moving to a different employee group, see the chart below to know if you will have an option to remain in your current employee group. This election will not be available to you if you have previously made a one-time employee group election. Please keep in mind that your classification (or title) will still change, even though you may have the option to remain in your current employee group. To find out if you have already made a one-time employee group election, you can contact Employee Benefits at 6-3854.
<table>
<thead>
<tr>
<th>Current Employee Group &amp; Exemption Status</th>
<th>New Employee Group &amp; Exemption Status</th>
<th>Does Employee Have a Choice to Stay in Current Employee Group &amp; Exemption Status?</th>
<th>What are the Employee's Choices?</th>
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<tr>
<td>P&amp;A</td>
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<tr>
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<td>Move to CS Exempt (non-V) or Stay in P&amp;A No New Entry</td>
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Q: What does “no new entry” mean?
A: Those that elect to stay in their current employee group will be in a “no new entry” classification. This means that the employee will be able to maintain his/her current employee group until he/she vacates his/her position due to retirement, resignation or any other reason. At the time a position needs to be re-filled, the position will be posted and filled at the appropriate classification. For example, if a position is mapped to P&A, but the employee elects to stay in Civil Service, when that employee vacates their Civil Service role, the position will then be posted and filled as a P&A position.

Q: I received an email notification with my mapping results and I have the option to move employee groups. How do I elect the employee group I want?
A: If you have the option to move employee groups, you will be linked to the Online Acknowledgement Form where you can make your election.

Q: I did not choose my employee group before the deadline. What will happen to my position?
A: If you do not make an election by the deadline, your position will remain in its current employee group, in a no new entry classification.

Q: My position was mapped to a P&A classification in the new structure and I do not have a four-year degree. The classification specification requires a Bachelor’s degree. Do I have to stay with Civil Service?
A: Employees may elect to stay Civil Service or move to P&A. One-time exceptions for the degree requirement will be automatically granted. However, this provision will not apply to future employment decisions that the employee or the University may consider.

Q: If I choose to move to the new P&A classification and am granted an exception to the degree requirement, will the exception carry over to other P&A positions that I might want to apply for in the future?
A: The exception to the degree requirement applies only to the first position you occupy at the time of your initial mapping to the new P&A Classification.

Q: My position was mapped to a new employee grouping (P&A, Civil Service) but I chose to stay my current employee grouping. Which salary structure will be used?
A: You will be placed in the job classification title and salary range stated in your classification results letter regardless of your decision to remain in your current employee group.

Impact to Salary, Contracts, Probation and Working Titles

Q: Will an employee be required to reapply for their jobs?
A: No. The purpose of this project is to map positions to appropriate levels, salary ranges and career paths.

Q: My job has been classified and has a generic title. Can I still use my working title?
A: Working titles are encouraged and can still be used; there will be no change to working titles.

Q: How does this impact my employment contract?
A: If you are currently P&A and are mapped to P&A, there will be no change in your

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contract. Your renewed contract will reflect your new classification. If you are Civil Service and mapped to P&A, and elect to move, you will become a contract employee beginning on the effective date of your classification’s implementation. P&A policy will apply. Work with your HR lead for any specific questions on impact to your employee contract.

**Q. Will an employee need to serve a new probation if given a new job classification?**

**A:** No. There will be no additional probationary period required. However, if an employee is serving a probationary period at the time they are moved to a new classification, the length of the initial probationary period will still apply. For example, an employee with a 1 year probation period is moved to a new classification that has a 6 month probationary period. In this case, that employee will still serve the initial 1 year probationary period.

**Q: Will my pay be affected as a result of moving to the new classification structure?**

**A:** It is anticipated that most employees will transition to their new positions without a change to their pay. The job family project is intended to identify classification structure and pay ranges only, and is not intended to be a pay study or performance management project. However, there may be a few employees that fall outside of the salary ranges.

**Q: What if my current pay falls below the salary range for the new classification?**

**A:** If your salary falls below the new classification range, your salary will be moved to the bottom of the range.

**Q: What if my current pay is above the salary range for the new classification?**

**A:** If your salary is above the new range maximum, you can continue to be paid above the maximum but will receive any form of pay increase as a lump sum payment, rather than added to your base. The range maximums move periodically to match the highest payment generally found in the market for your particular job. Once the maximum exceeds your salary, you can begin having pay increases added to your base salary, with the exception of any increase that would again put your salary over the range maximum.

**Layoff and Seniority**

**Q: How will my Civil Service seniority be impacted by this new system? Will my classification seniority transfer to the new classification if I choose to stay in Civil Service?**

**A:** University and unit seniority will not be impacted by the change to the new system. Most decisions are determined at the unit seniority level. Occasionally, Civil Service classification seniority is utilized in bumping and layoff situations. On the rare occasions where this occurs, the University will count seniority from defunct classifications where applicable.

**Q: I am a Civil Service employee and decide to move to the new designated class in P&A. Will my years of service with the Civil Service classification be transferred to P&A for determination of P&A non-renewal notification period and the calculation of the lump-sum severance payment?**

**A:** Your years of service within your Civil Service classification will not transfer for purposes of determining the non-renewal notification period but will be transferred for purposes of calculating the lump-sum severance payment. Please view the following
link for policy information on the Non-Renewal program:
http://policy.umn.edu/Policies/hr/Departure/NONRENEWALPROGRAM.html

Q: How will employees on the layoff list be impacted?
A: If you are in a current Civil Service classification and your position maps to one of the new Civil Service classifications, your classification seniority in the old classifications will transfer to the most appropriate classification in the new structure.

Q: How will my seniority be affected if I move from Civil Service to a Labor Represented position?
A: Time spent outside of the bargaining unit does not count for hiring off the layoff list, as a tiebreaker in seniority, in overtime distribution, and in being considered for vacant positions. Civil Service time would count toward vacation and sick time accruals. If you have specific questions about seniority, please contact the OHR consultant assigned to your unit.

Benefit Impact

Q: What will happen to my retirement plan if I change employee groups?
A: Employees who are already participating in a retirement plan, and who move between P&A and Civil Service employee groups, are entitled to a one-time, irrevocable election, which will permit them to remain in their current retirement plan. Employees who move to Labor-Represented positions must move to MSRS. To confirm if you’ve already made your one time election, and as individual circumstances significantly impact each person’s decision, a benefits specialist is available to discuss your options with you at 612-624- UOHR, or 612-624-8647, Option 1.

Q: If I enter the Faculty Retirement Plan, what will I be required to contribute?
A: As you will be entering the plan as an eligible academic employee after January 2, 2012, you will contribute 5.5% of covered salary and the University will contribute 10%. For additional information on the Faculty Retirement Plan, please see the Employee Benefits web site at http://www1.umn.edu/ohr/benefits/retiresave/frp/index.html.

Q: How will my vacation plan change if I move from a Civil Service to P&A classification?
A: If vacation eligible Civil Service employees assume a vacation eligible academic position, eighty (80) hours of unused vacation time is transferred as an academic vacation balance. Balances less than 80 hours will be transferred in full. Any vacation time over 80 hours will be paid out centrally from the vacation fringe pool at the Civil Service staff position pay rate. You may also have the options of moving the payout into a deferred retirement account. Please contact a benefits counselor at 4-UOHR to learn more about moving the vacation payout amount into a retirement account.

Q: What happens to my sick leave balance if I move from a Civil Service to P&A classification?
A: Your sick leave balance does not transfer to your new P&A appointment and will not be available for use. Eligible P&A employees receive paid medical leave according to the policy found at http://policy.umn.edu/Policies/hr/Leaves/MEDICALDISABILITY.html.

Q: If I am a P&A employee mapped to a non-exempt Civil Service or Labor Represented category, how will my vacation and sick leave accrual work?

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A: Your P&A vacation balance will be transferred to your Civil Service vacation bank. Your service hours (years of service) in P&A will be counted toward your vacation accrual rate in Civil Service.

Q: Where can I find additional information regarding Civil Service and P&A employment terms and conditions?
A: Civil Service Employee Rules can be accessed through http://www1.umn.edu/ohr/policies/governing/civilrules/.

Administrative Policy for Appointments of Academic Professional and Administrative Employees can be accessed through http://www.policy.umn.edu/Policies/hr/Hiring/APPOINTPA.html.

Additional resources can be found by contacting your unit Human Resources, visiting Employee Benefits website http://www1.umn.edu/ohr/benefits/index.html, and calling 4-UOHR (612-624-8647).
Q: If I am Civil Service and I move to the new P&A classification, do my years of service count toward the Academic Disability Program?
A: Yes, your years of service in an eligible Civil Service position will count toward the Academic Disability Program, if there has been no break in service.

Q: I have selected to move to P&A. How do I select the retirement plan I want?
Once your change from Civil Service to P&A has been entered into PeopleSoft, you will receive a Forfeiture Notice that you will sign indicating your desire to either stay in MSRS or go into the Faculty Retirement Plan. Once you complete your Forfeiture Notice, enrollment in your new retirement plan is automatic.

Appeal Process

Q: What if I believe I was inappropriately mapped?
A: You may appeal your mapping if you feel you were placed into an inappropriate level within the structure. You will need to provide a rationale for why you are appealing and what level you believe would be more reflective of your job duties. Appeal requests must have supervisor and HR Lead approval before they can be submitted to OHR Compensation. OHR Compensation will then work with the formal Appeals Panel to review all appeals.

Q: How long do I have to appeal my mapping?
A: Appeals must be received within three (3) weeks from the receipt of the classification notice letter. Appeals must have the support of the supervisor and/or manager. Appeals request should be given to the unit/collegiate HR lead who will then submit the appeal on the employee’s behalf. All documentation must be submitted electronically to jobfam@umn.edu

Q: What needs to be submitted with my appeal?
A: Employees must complete the Appeal Form which can be found on the job family website. Appeals must also include supervisor and/or unit HR Lead rationale and statement of support, a paragraph or more describing the reason for appeal and desired placement, and an updated position description, if the previously provided position description did not accurately reflect the position.

Q: How will my appeal be evaluated?
A: An appeals panel will be convened consisting of HR professionals and subject matter experts. The appeals panel will review each appeal and make a final decision based on the materials submitted.

Q: How will the appeal decision be communicated to me?
A: The OHR compensation department will issue the final decision letter to employees with copies to the supervisor, unit HR lead and Civil Service Consultative Committee Chair when applicable.

Q: I am dissatisfied with the outcome of my appeal. Can I appeal the appeal?
A: If an employee desires further review of his/her position, he/she must wait six (6) months from the appeal decision before submitting any further reclassification requests.

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Future requests, if any, would be submitted through the normal job classification review process.

**Q: I did not submit an appeal. Can I submit for a job reclassification to have my position reviewed again?**  
**A:** Employees must wait six (6) months to have their position reevaluated if the position has not changed. However, in the case of promotion or significant changes to job duties, positions may be submitted for review. Work with your local HR Lead in these situations.

**Troubleshooting**

**Q: I did not receive a mapping letter. What should I do?**  
**A:** If you submitted a position description, and did not receive a mapping. First, check with your supervisor. If they didn’t receive it either, email jobfam@umn.edu to receive a copy.

**Q: I completed the acknowledgement form, but I do not know if it went through. How can I confirm?**  
**A:** You will receive an email confirmation after you hit submit. Please allow up to 24 hours for the email to generate. If you do not receive a confirmation, please contact jobfam@umn.edu.