



**Human Resources  
169 West Union Street  
Human Resources & Training Center  
Athens OH 45701-2979**

May 3, 2010

Dear Deans, Directors and Department Heads,

With more than three decades since its last upgrade, the administrative pay plan for Ohio University is long overdue for an upgrade that reflects the realities of the 21<sup>st</sup> century workplace.

To this end, University Human Resources (UHR) is developing a new compensation system using institutional “best practices” to support the attraction, development, and retention of staff.

In support of the Vision Ohio strategic priority to recruit and retain excellent faculty and staff, President Mc Davis has approved the development and implementation of a "Career Banding" compensation system for administrative staff to be implemented over the next 12-15 months.

In order to ensure an effective implementation process, Mike Angelini, Interim VP for Finance and Administration, has appointed a representative advisory team to periodically review progress and address issues as they arise. The implementation will proceed planning unit by planning unit based on common job families and specific priorities identified. As a planning unit's process is completed, its management and staff will be provided training to support effective use of the system.

Each major department will form project teams to align and update position descriptions and develop career paths that support the strategic goals of their department.

The goals of this new system which uses “Career Bands” are to:

- Provide greater alignment with the external competitive labor market combined with greater flexibility to enhance recruitment and retention.
- Provide greater emphasis upon skill/competency development and career growth opportunities through career progressions (where possible).
- Provide a streamlined process and forms to support ease of approval, salary changes and administration.
- Support reward and recognition for significant increases in position scope and demonstrated competency.
- Provide education, training and communication to promote transparency, demonstrate system equity, and integrity through a sound decision making process.

Some key features of the new system include:

- A single page streamlined form (Position Competency Profile or "PCP") to replace the PDQ. This form provides information regarding the essential functions of the position, specifics with respect to position scope and accountability, and the skills and competency level requirements of the position.
- Standardized position title conventions that accurately reflect the position and facilitates external market benchmarking and analysis.
- Broad "Career Band" salary ranges that reflect the competitive market for the position and the entire job family progression.
- Career path guidelines and progressions for each job family to clearly identify critical success factors for both vertical and lateral career movement.
- Revised compensation policies and guidelines for flexibility, consistency, and effectiveness.
- "Best practice" reference material to support a "state of the art" system and alignment with relevant peer groups.
- Electronic processes will be utilized where ever possible to promote efficiency, ease of use, and proper record keeping.

The UHR Web site Compensation tab will be updated periodically to identify implementation status of planning units in process, and provide answers to frequently asked questions (FAQ's).

If you have questions, please contact a member of the Compensation staff in UHR:

Jim Jenkins -Director, Compensation 3-1641  
Steve Madden -Assistant Director Compensation 7-1824  
Gerard Dolci- Senior Compensation Analyst - 7-1703

Sincerely,



Linda L. Lonsinger  
CHRO, Ohio University



Jim Jenkins  
Director, Compensation

LLL/jem