

# Frequently Asked Questions

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## FAQ Answers

### GENERAL QUESTIONS ABOUT THE STUDY

#### WHAT IS THE PURPOSE OF THE JOB CLASSIFICATION SYSTEM PROJECT?

The Department of Human Resources is reviewing and revising the existing UCPEA job classification system. The job classification system must be updated for responsiveness to the changing needs of the University and the complex work environment in which we function. This project will also provide us with a classification framework that is consistent, clearly defined, and more efficient and effective not only for managing our workforce, but for providing a better understanding of advancement opportunity for staff.

#### WHAT ARE THE BENEFITS OF THE JOB CLASSIFICATION SYSTEM?

The Job Classification System allows the University to better describe jobs and identify the core competencies necessary for the position. This Classification System clearly defines career progressions and shows employees what is required to advance from entry level positions to those at higher levels.

#### WHY IS THIS INITIATIVE HAPPENING RIGHT NOW?

Moving forward with the review and revision of the current classification system is a result of the new contractual provisions under Art. 31 of the UCPEA contract, which speaks to the system being in place for the summer of 2018.

#### WHAT ARE THE OUTCOMES OF THE JOB CLASSIFICATION SYSTEM PROJECT?

This system is a new way to manage our professional positions from a classification standpoint through updated job families, job series, and job descriptions.

#### WILL MY POSITION CHANGE AS A RESULT OF THIS NEW SYSTEM?

No, there will be no change in duties as a result of this classification system update.

#### WILL MY SALARY CHANGE AS A RESULT OF THIS NEW SYSTEM?

No, there will be no negative impact to your base annual pay.

### QUESTIONS ABOUT THE JOB INVENTORY WORKSHEET (JIW)

#### WHAT IS A JOB INVENTORY WORKSHEET AND WHY AM I BEING ASKED TO COMPLETE ONE?

The Job Inventory Worksheet (JIW) is a tool to collect information about your job. It will be used to clarify the classification structure to better reflect current roles and responsibilities. It is important that information provided in the JIW comes directly from the workforce, as we believe employees are a key resource for explaining the work at the University.

#### HOW CAN I GET A COPY OF THE JIW?

You can download the JIW here. It can also be found online at [www.hr.uconn.edu/ucpea-classification](http://www.hr.uconn.edu/ucpea-classification). If you are having difficulty with the download, please contact [workforce@uconn.edu](mailto:workforce@uconn.edu) for the document.

#### WHO IS PARTICIPATING IN THE JIW PROCESS?

The JIW process covers all staff in the UCPEA bargaining unit.

#### HOW LONG DOES IT TAKE TO COMPLETE THE JIW?

The completion time varies, but we expect that you should be able to complete it within one hour.

### **WHAT ARE THE DEADLINES FOR THE JIW?**

Employees should email their completed JIW in Microsoft Word format as soon as possible, but no later than **Wednesday, December 20, 2017**.

Supervisors should send their employees' completed JIWs to a Management Exempt employee for review no later than **Friday, January 19, 2018**. The Management Exempt employee should submit the completed JIW to Human Resources at [workforce@uconn.edu](mailto:workforce@uconn.edu) no later than **Friday, February 9, 2018**.

### **I RECENTLY FILLED OUT A RECLASSIFICATION REQUEST FORM. CAN I SUBMIT THAT INSTEAD OF THE JIW?**

No, because this JIW is different from the reclassification form, we ask that you complete the JIW. You can use your recent reclassification form as a reference, but please do not include it with your JIW.

### **I AM CURRENTLY SERVING IN AN INTERIM OR TEMPORARY ROLE. DO I COMPLETE THE JIW FOR MY "REGULAR" JOB, MY INTERIM/TEMPORARY JOB, OR BOTH?**

If you are working in an interim position, please contact Workforce Solutions to discuss the appropriate position to present.

### **CAN I COMPLETE THE JIW WITH MY CO-WORKERS?**

Yes, if you work with others who do the same job as you can choose to complete the questionnaire together or individually. However, employees completing a JIW together must be in the same work unit and reporting structure.

If you choose to complete the JIW as a group. Please Save As: **YourUCPJobTitle.Multiple.JIW.doc** and include the first and last names of all employees in the Your Name section on the first page of the form.

### **WHAT HAPPENS IF MY SUPERVISOR DOES NOT AGREE WITH MY ANSWERS?**

Your supervisor does not have to agree with your answers. He or she may see something that you have overlooked and add it in the comments section. Supervisors have been asked to share and discuss their comments with you.

### **CAN I SEE MY SUPERVISOR'S COMMENTS TO MY JIW RESPONSE?**

We encourage supervisors to share their comments with their employees. Employees should contact their supervisors should they wish to see copies of the final worksheet.

### **COULD MY JIW RESPONSE AFFECT MY JOB TITLE AND PAY GRADE?**

The process is designed to ensure that your position is appropriately mapped into the new classification system. UCPEA "payroll" titles will likely change in the new classification system and pay grades may also be reconfigured. However, your annual pay rate will not be reduced.

### **COULD MY JOB DUTIES/RESPONSIBILITIES CHANGE BECAUSE OF THIS STUDY?**

The goal of this study is to ensure that the job classifications and specifications accurately reflect the work at the University. While the classification title of your job may change, it will not alter your work duties, assignments or location.

### **DOES THE JIW NEED TO BE COMPLETED FOR A POSITION THAT WAS RECENTLY VACATED?**

The Worksheet does not need to be completed for a vacated position. If there is a special payroll employee temporarily filling the position, he or she does not need to complete a JIW.

### **DOES THE JIW NEED TO BE COMPLETED FOR A POSITION WITH AN OPEN SEARCH?**

The Worksheet does not need to be completed for positions with open searches. While the future incumbent will be classified in the new system, HR will address the placement of the position in the implementation phase.

**DOES THE JIW NEED TO BE COMPLETED FOR A NEWLY HIRED POSITION?**

In the case of a new hire, we recommend the new employee fill out as much of the JIW as they can and work with their supervisor to complete the rest. We leave this to the comfort level of the employee.

**DOES THE JIW NEED TO BE COMPLETED FOR AN EMPLOYEE ON ADMINISTRATIVE LEAVE?**

No, the JIW does not need to be completed for employees on administrative leave.

**IS IT MANDATORY TO COMPLETE THE JIW?**

It is not mandatory to complete the JIW. However, the worksheet is our means of uniformly collecting all the job information about the UCPEA positions at the University. The information collected by the JIW is important when working to develop a comprehensive understanding of our work. We strongly encourage staff to complete the worksheet and participate in the development of the new job classification system.