

TO: Deans, Directors and Department Heads and
Professional Staff Employees

FROM: Daniel Rives, Associate Vice President

SUBJECT: Compensation System Initiative (CSI) – Professional Staff Jobs

DATE: April 18, 2005

Early last year, correspondence was distributed indicating that the University would be reviewing its compensation system for Professional Staff jobs¹, including the methodology for evaluating jobs and classifying positions and the criteria for determining base salary. The original correspondence anticipated completion of this project by the beginning of 2005.

The U.S. Department of Labor interrupted this project by issuing revised FLSA regulations, resulting in the redirection of resources to complete compulsory compliance activities. This required the University to temporarily suspend CSI project activities. The following is to provide an update regarding the CSI project:

CSI project objective: to install a fair and rational compensation system for Professional Staff jobs across the University, with objective criteria for management decisions regarding employee pay. (This project is not intended to address individual employee salary equity.)

Revised project completion date: **the end of 2005/beginning of 2006**; allowing for more measured steps in completing the remaining project deliverables, such as collecting position information and conferring with RCs/departments. Highlights of project milestones include:

- Collect updated position data from departments (data not already collected with the FLSA compliance project) – April through June 2005
- Review position data and classify into jobs – July through October 2005
- Update market data and establish salary structure – September 2005
- Evaluate jobs and assign to salary structure – October and November 2005
- Communicate compensation system – December 2005 and January 2006

Deliverables already completed:

- General compensation philosophy
- Labor market benchmarks
- Internal job evaluation model

A more complete project timeline and specific project deliverables are available at the following web site: www.indiana.edu/~uhrs/csi.html. This web site also includes prior

¹ A “job” is a distinguishable kind and level of work, including a description of such work, interrelationships with other jobs, minimum qualifications, and unusual working conditions.

department and employee communications, project FAQs, committee presentations and some working/background documents.

As mentioned last year, the University has retained the services of Mercer Human Resources Consulting, a nationally recognized leader in the development of pay systems, with a consulting team that specializes in higher education institutions, to assist with this project. This project is also assisted by a steering committee of representatives from across the University's campuses and operating units, including:

Allmayer, Debby – UITS & Research	Martin, Bob – IUPUI Administration
Chandler, Diane – IUE HR	Mathews, Judith – IUPUI Staff Council
Drew, Kip – University Legal Council	McNeely, Kathleen – FMS
Fercho, Jerre – IUK HR	Ondrik, Dan – IUB Professional Council
Fermoyle, Carolyn – IUSB Staff Council	Plater, Bill – IUPUI Academic Affairs
Gaither, Duane – Medical School	Poffenberger, Ellen – IUPUI HR
Gastony, Susan – UHRS	Rasmussen, Linda – UHRS
Hanson, Rick – IUPUI Liberal Arts	Ryan, Suzanne – UHRS
Hartley, Carolyn – IUN HR	Steinmetz, Joe – IUB COAS
Hundley, John – IUSB HR	Stewart-Brinston, Kimberly – IUPUI SES
Hunt, Linda – University Administration	Stroman, Gerry – IUK Affirmative Action
Jacobs, Bruce – IUB Auxiliaries	Taksar, Steve – IUS Administration
Keucher, Steve – University Budget	Theobald, Neil – IUB Fiscal Affairs
Knost, Julie – University Affirmative Action	Wren, Emily – IUPUI Facility Services
Lee, Ann – IUS HR	Yost, Bill – IUK Administration
Lindeman, Art – FMS	

The University believes that a fair and rational compensation system is particularly important for management decisions related to the recruitment and retention of a high quality workforce. The “right” pay system is consequently integral and necessary in accomplishing the University's basic academic and research missions.

The website for this project, www.indiana.edu/~uhrs/csi.html, will be updated on a regular basis to provide full disclosure of project deliverables and background information.

Let a steering committee member or a campus Human Resources office know if there are any immediate questions.