

Winthrop University

BOARD OF TRUSTEES MEETING

**Classification and Pay Project Update
Public Session**

October 25, 2019






Introduction

- Winthrop University (“Winthrop”) requested assistance from Sibson Consulting (“Sibson”) with developing a compensation program for faculty and staff that is aligned with the external market, internally equitable, and fiscally sound
- The initiative will be completed using information gathered from Winthrop stakeholders, Sibson’s extensive knowledge of and work with higher education institutions, and market best practices
- The purpose of today’s meeting is to provide a project update, including:
 - Project Outcomes and Deliverables
 - Project Work Steps and Progress to Date
 - Next Steps

Project Outcomes and Deliverables

- **Compensation philosophy** that articulates the University's strategy and guiding principles for how pay will be determined, managed, and communicated, including a definition of comparison markets
- **Market assessment** of faculty and staff jobs using the defined comparison markets
- **Classification recommendations** specific to the University, working within the State classification system
- **Salary structure development**, including appropriateness of job assignments, number of grades, and market alignment based on the compensation philosophy and market data
- **Salary administration policies and guidelines** for administering, managing, and maintaining the salary structure
- **Multi-year implementation strategy**, including communications and training materials

Project Work Steps and Progress to Date

 <p>Discovery and Interviews</p> <p>October – January</p> <ul style="list-style-type: none"> • Conduct stakeholder discussions • Review data and materials 	 <p>Total Pay Philosophy</p> <p>January – June</p> <ul style="list-style-type: none"> • Develop draft total pay philosophy • Develop peer group(s) and comparison market(s) • Review and approve total pay philosophy, including peer groups/ comparison markets 	 <p>Market Assessment</p> <p>May – September</p> <ul style="list-style-type: none"> • Conduct initial salary market pricing • Review and finalize matches with HR • Conduct variance analysis 	 <p>Job Classification, Salary Structure and Program Development</p> <p>August – November</p> <ul style="list-style-type: none"> • Develop salary structure/ranges • Assign jobs to structure/ranges • Validate with leaders • Identify incumbent and cost implications • Finalize structure/ ranges • Revise pay administration guidelines • Prepare and share report of findings 	 <p>Implementation and Communication Plan Development*</p> <p>September – Q1 2020</p> <ul style="list-style-type: none"> • Develop implementation & communications plan • Develop total compensation statements • Create additional program rollout materials • Roll out program to participants (e.g., town halls, FAQs, individual letters, etc.) <p><small>* Implementation plan covers a multi-year period.</small></p>
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**Items in bold are in progress or to be completed.*