

HR Classification and Compensation Position and Pay Actions 101 for Faculty

Lily Banks

Classification and Compensation Analyst

Imbanks@uoregon.edu

December 8, 2020

Who is Class/Comp?

Class/Comp is a unit within Central HR that is responsible for:

- Administering and developing compensation policy and procedure for all employee groups
- Maintaining compliance with relevant CBAs, state and federal law with respect to the classification and compensation of positions
- Consulting with HR Partners to advise on requests, strategize resolutions for individual and division wide needs, and coach on approaches to sensitive issues
- *COVID-19: UO Class/Comp is overseeing the administration of the Freeze on Pay Actions implemented by leadership, due to the current budget environment.
- <https://hr.uoregon.edu/programs-services/covid-19-resources/resources-supervisors-hr-partners/covid-19-freeze-pay-actions>

Position and Pay Actions

- PD Edit
 - Permanent change position description (duties, summary, etc) made to ensure PD is accurate representation of work performed
 - No pay increase
- Expansion of Duties
 - Permanent change in responsibilities that reflects a significant increase of complexity and/or responsibility in duties
 - With or without a permanent pay increase request
- Reclassification or Recategorization
 - Permanent change in classification or category due to changed programmatic or business need or error in original classification
 - With or without permanent pay increase request
 - Cannot Change from NTTF to TTF unless going for recruitment

Other Pay Actions

Additional Compensation:

- Activities paid as additional compensation must be distinct from activities expected from the regular position.
- Employees must be full-time, FLSA Exempt to be eligible.
- Faculty stipends and overloads will be considered and reviewed in accordance with UO Policy and Collective Bargaining Agreement. These actions will be reviewed by Deans with final approval by a committee to be established by the Office of the Provost.
- <https://ba.uoregon.edu/payroll/faculty-and-oa-other-pay>

PRF:

- Stipend
 - Typically for performing additional administrative duties, often a recurring monthly amount.
 - At least 2mo, up to 12mo
- Overload
 - Typically for performing additional instructional duties outside of regular 1.0 FTE.
 - Up to .14 FTE additional
 - Article 17, section 10

ERF:

- One-time Payment
 - Less than \$500

UOFORMS:

<https://hr.uoregon.edu/hr-operations/personnel-actions/hr-document-submission-forms>

Faculty

PRF
Payroll
Request Form

RTO
Request to
Offer
and Notice of
Appointment

ERF
Earnings
Request Form

LWOP
Leave Without
Pay
and Payroll
Request Form

Sabbatical
Application

Promotion

- Promotion
 - Promotion cases for instructional career faculty are overseen by the Office of the Provost. Promotion cases for research career faculty are overseen by the Office of Research and Innovation.
 - Article 15, Section 14: A change in rank within a category requires a promotion.
 - <https://provost.uoregon.edu/promotion-career-nttf>

PD Edit

Why are PDs important?

- PDs:
 - Help set expectations
 - Set standards for evaluation
 - Used as recruitment materials
 - Help ensure consistency and pay equity among positions
- NEW! Talent Acquisition has launched PD review process that relies on units reaching out to recruiter buddy to consult on changes – may have expedited timelines
- Contact: talent@uoregon.edu

Type of Edit	Description	Review Required? Cut or update from Tal
Cosmetic	Cosmetic updates are changes made to update the appearance, language, inclusivity, etc. of the PD	Recruiters can review/edit on approved PDs No unit facing approval process required.
Minor	Minor updates reflect a body of changes made to a PD that are not substantially changing the core functions of that position	Recruiters can evaluate type of review required (Recruiter only or a Full Class/Comp Review) depending on scope of change and context
Substantial	Substantial changes to the core functions of that position	These changes will trigger a full Class Comp review.

Expansion of Duties

- Significantly greater responsibility and complexity in their duties due to institutional need
- Unit/department is not back filling the position or reassigning significant or essential functions of the existing position
- This change is intended to be permanent and on-going, not for temporary changes
- <https://hr.uoregon.edu/recruitment/hiring-faculty-and-staff/hiring-officers-administration/direct-appointments/expansion>

Checklist:

- PD review and update in MyTrack
- Justification Memo
 - Why is this change happening?
 - What related changes have/will happen?
 - How is this an on-going need?
 - What is the increase amount requested?
 - What is the funding source?
- Off-Cycle Pay Action Form
- Career and Fixed Term Faculty Pay Action Form
- Organizational Chart

Reclassification or Recategorization

- Change due to changed business need or error in original classification
- All reclassifications must be submitted via MyTrack
- Requires same checklist as EOD:
 - PD review and update in MyTrack
 - Justification Memo
 - Off-Cycle Pay Action Form
 - Career and Fixed Term Faculty Pay Action Form
 - Organizational Chart
 - CV uploaded as a confidential document
- ***COVID-19: Any Career appointment or hire must be submitted via the Hiring Freeze Exception Process**
 - Pro tem to Career
 - Postdoc to Career
- <https://hr.uoregon.edu/programs-services/covid-19-resources/resources-supervisors-hr-partners/covid-19-recruitment-guidance>

Classifications

Tenure-track & tenured

Acting

Visiting

Career/NTTF

Pro Tem

Postdoctoral Scholar

Retired

Courtesy

Why Career and Fixed Term Faculty Pay Action Form?


OEPA Definitions

- Oregon Equal Pay Act (OEPA)
 - Every worker must get equal pay for equal work regardless of your gender, race, age, or other protected characteristics.
- Work of Comparable Character
 - Work of comparable character is work that requires substantially similar knowledge, skill, effort, responsibility, and working conditions in the performance of work, regardless of job description or job title.
- Bona Fide Factors
 - There are limited circumstances where different pay may be allowed. If the difference in pay is based on bona fide factors including one or more of the following: a seniority system, a merit system, a system that measures earnings by quantity or quality of production, including piece-rate work, workplace location, travel, education, training, or experience. There must be a consistent and verifiable system for this pay structure.
- <https://hr.uoregon.edu/classification-compensation/career-and-fixed-term-faculty-pay-actions>
- <https://hr.uoregon.edu/classification-compensation/oregon-equal-pay-act-implementation/oregon-equal-pay-act-overview#comparable-character>

MyTrack Tools and Resources

- <https://hr.uoregon.edu/recruitment/mytrack-recruitment-module/mytrack-user-guides-tools/mytrack-position-descriptions>

PD Tools & Resources

- [Position Description Guidelines](#) 
Comprehensive guidance for creating position descriptions that cover all elements of the MyTrack PD and how to complete and submit a PD for review.
- [Position Description Checklist](#)
This document is intended to be a checklist that can be reviewed against a PD to ensure key information that is required for reviews is complete.
- [Glossary of Terms](#)
Definitions of terms used to complete a position description.
- [New Field Definitions](#)
This document lists the new drop down fields in the PD that were implemented on June 10, 2019. It provides long form definitions that map to the short form selections in MyTrack.

System Reference Guides

- [PD Module User Guide](#) 
Step-by-step instructions for creating a new position description or viewing an existing one.

MyTrack PD Template:

Talent Acquisition provides a template in Word format to serve as a working resource for HR Partners to use with hiring managers and supervisors to prepare a draft PD.

[View PD Module
Template](#)

Questions?

Class/Comp Contacts:

- HR Class/Comp: hrclasscomp@uoregon.edu
- Stephanie Neuhart, Director: sneuhart@uoregon.edu
- Lily Banks, Class/Comp Analyst: lmbanks@uoregon.edu
- Grant Keeney, Class/Comp Analyst: gkeeney@uoregon.edu
- Cory Farragher-Gnadt, Class/Comp Analyst: cfarrag2@uoregon.edu

Talent Contacts:

- HR Talent Acquisition: talent@uoregon.edu
- Nicole Cartelli, Recruiter: cartelli@uoregon.edu