

**SCOPE OF WORK**  
**OUS/SEIU Classification and Compensation Study**

The Contractor shall be responsible for performing a review of the OUS's current classification and compensation structure and suggesting alternative structures that would more efficiently meet OUS and SEIU needs. Additionally, the Contractor shall be responsible for delivering to the OUS a written report summarizing its findings ("Report").

**1. Required Tasks**

1. Use direct survey and other industry standard-practice research techniques to examine various classification and compensation models used in comparable university systems.
2. Gather information from OUS classified staff and their managers regarding the successful and unsuccessful aspects of the current structure using methods such as questionnaires, surveys, interviews, or other industry standard procedures.
3. Analyze information gathered regarding existing classification and compensation structures, identify problem areas and opportunities to redress these areas, and identify areas that work well and should be continued.
4. Assist the OUS in developing an overall classification and compensation philosophy for its classified employees.
5. Work with the CCAC to assess the OUS's current classification and compensation structure from the CCAC's point of view to better understand the associated challenges, issues, and opportunities.
6. Work cooperatively with OUS and SEIU to formulate and draft a system-wide classification and compensation philosophy.
7. Based on information gathered from the above processes, make recommendations in the Report for a new structure or structures that meet OUS and SEIU needs and achieves the classification and compensation philosophy.

**2. Deliverables**

**A.** Contractor shall provide OUS with a written Report including the following elements by December 15, 2012:

1. Classification and compensation best practices in use by other university systems, public institutions, and private employers.
2. An outline of the issues facing OUS's current classification and compensation system and suggestions for remedies to address any such issues.
3. Contractor's recommendation to either adopt an alternative classification and

compensation system or to maintain the current system.

4. If the Contractor recommends the adoption of an alternative classification and compensation system, their recommendation must indicate how the alternative structure offers improvements for OUS's Institutions yet also achieves the following: maintains a competitive compensation system, is efficient and easy to maintain, incentivizes employees to maximize productivity, treats employees in a fair and equitable manner, and acknowledges the different Institutional and market needs. Any recommendation will include methods for implementing the recommended changes over a multi-year or contract period. New or revised classification and compensation structures may be used in future negotiations between the OUS and SEIU.

**B.** Contractor shall present the Report, analysis, and recommendations to the OUS Human Resource Directors, Vice Presidents for Finance and Administration, and other OUS groups, as requested, prior to December 15, 2012. The Contractor will receive feedback from these OUS groups to incorporate in the final Report.

**C.** Contractor will present the final Report on or about January 1, 2013 to various OUS and stakeholder groups including, but not limited to, the following: the OUS Human Resource Directors, Vice Presidents for Finance and Administration, the CACC, and other OUS stakeholders.