



Oregon
University
System

Office of the Chancellor
P.O. Box 488
Corvallis, OR 97339-0488
PHONE (541) 737-3636
FAX (541) 737-0850
<http://www.ous.edu>

MEMORANDUM

TO: Classified Staff and Administrators

FROM: Jay Kenton, Vice Chancellor for the Oregon University System
Classification and Compensation Advisory Committee

DATE: May, 2012

SUBJECT: Classification & Compensation System Review

We are pleased to announce the initiation of the Classification and Compensation System Review that was agreed to between the Oregon University System and SEIU. The purpose of this memo is to provide a general overview of the Classification and Compensation System Review process, and to address some of the most pressing questions you may have. We will be sending similar memos during each major step of the study to ensure everyone is up-to-date with the study's progression.

BACKGROUND

The Oregon University System (OUS) has over 4000 classified employees working in 274 classifications. Recently in 2011, the University system under Senate Bill 242 became independent from the State of Oregon. During the last round of negotiations with the Services Employees International Union, Local 503 OPEU (SEIU), it was agreed that OUS and SEIU would work together with a consultant to study the current classification/compensation structure and make recommendations to improving the system.

The consulting firm *Fox Lawson & Associates* was selected to perform this work and will have access to an inter-institutional team of classification and compensation professionals and SEIU members from the university campuses known as the Classification/Compensation Advisory Committee (CCAC) to ensure that the work product meets the requirements of the collective bargaining agreement and the OUS. The report is designed to highlight the best practices used in other university systems, public institutions, and private employers. The consultant will use both direct survey techniques and research into various models used in comparable systems. The consultant will produce a final report outlining the various issues facing the current class/comp system and suggest remedies to address these issues. Within this report the consultant will recommend an alternate system(s) and timeline that the OUS could adopt in addressing these critical issues.

Over the coming months, the OUS and SEIU, through the CCAC, will be working closely with *Fox Lawson & Associates* to develop a classification and compensation system philosophy.

This will define what a new or revised job classification and compensation program might look like. The new system will address our most pressing issues and ensure that we are poised to attract and retain key personnel in the future.

The sole purpose of this effort is to develop the foundation for a new job classification and compensation system that is designed specifically for the Oregon Universities System.

INITIAL STEPS

The first step in the review process is for *Fox Lawson consultants* to visit each of the seven institutions that make up the OUS. During these visits, Fox Lawson will conduct interviews with institutional leadership, as well as conduct a series of focus groups with employees and operational managers and supervisors. These interviews and focus groups are designed to provide information regarding employee and manager perceptions and feelings about the current classification and compensation systems, as well as to solicit thoughts and ideas about what a new system might look like. These meetings will take place during the last two weeks of June, 2012.

Once the interviews and focus groups are completed, Fox Lawson will then initiate a follow-up survey for classified staff and their managers that will seek to obtain further stakeholder input regarding the classification and compensation system.

We wanted to let everyone know that your contributions are both critical to the success of this effort and greatly appreciated! We are confident that this process will help us develop the conceptual design of a classification and compensation system that is fair and sensible for all OUS classified employees.

NEXT STEPS

Once the interviews and focus group sessions are completed, the employee survey results are compiled, and our consultant identifies trends and practices currently in use by other systems of higher education throughout the nation, Fox Lawson, working with the CCAC will develop the conceptual design for a new job classification and compensation program. The plan is to have this work completed by December 2012.

Frequently asked questions can be found at: <http://ous.edu/dept/hr/osccstudy>

Thank you.