

Action Project

Institution: University of St. Francis
Submitted: 2008-01-10 **Contact:** Bruce Foote
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Timeline:

Planned project kickoff date: 01-01-2008

Target completion date: 10-31-2008

Actual completion date: --

A. Give this Action Project a short title in 10 words or fewer:

Recognize value of employees through fair and competitive wages.

B. Describe this Action Project's goal in 100 words or fewer:

The goal of this project is to develop and implement a comprehensive compensation strategy with processes that include: ensuring that all positions have accurate position descriptions; analyzing all position descriptions for salary grading; reviewing and revising the existing salary grading scale to reflect internal equity and external competitiveness.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Valuing People

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

This has been identified as one of the objectives of our five year strategic plan based on feedback from our employees and upon review of compensation survey data. The university will also have to adjust the wage scale in response to passage of the federal law increasing the minimum wage level over the next few years.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

The primary responsibility falls on the Department of Human Resources, in the division of Administration and Finance. However, the entire university community will be affected and, therefore, involved through committee structures.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

Wage Setting Process – new positions: hiring wage rate ranges for each position will be better defined, making it easier to determine fair, yet attractive, offers for new positions. Process for Awarding Pay Increases: historically, employees have received across-the-board increases, regardless of performance. When wage ranges are better defined, employees will understand the expectations required to increase their wage rate within their range and have more control over their personal compensation.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

A project plan has been developed which outlines clearly the target dates of completion for each step (attached). Review of internal data, collection of external data, and decision making and implementation will take the full year's cycle to complete.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

The project plan will identify targets, with dates and measurements. The AQIP oversight committee will hold the

project team accountable to these targets.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

A current position description for each position, graded for salary range. A salary grade structure which reflects internal equity and external competitiveness. Plan of action to correct any current salary inequities.

J. Other information (e.g., publicity, sponsor or champion, etc.):

The Administrator and Staff Council will champion this project through the assistance of existing committees.

K. Project Leader and contact person:

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