

***\*As we move through the Classification and Compensation Review more FAQs will be added. Please check back frequently or email [uhrcc@iastate.edu](mailto:uhrcc@iastate.edu) with any additional questions that are not addressed here.***

***What is the Classification and Compensation Review?***

UHR is collaborating with Aon Consulting and campus stakeholders with the goal of providing a consistent and modern classification (known as Job Profiles in Workday) structure that aligns with the university mission – to be fair, equitable, and enable the recruitment, retention, and reward of P&S employees.

***What does the review mean to employees?***

There are several outcomes to the review that will have an effect on P&S employees:

- Create and establish a university-wide compensation philosophy for P&S staff
- Develop defined job categories and job families for P&S jobs
- Develop a defined P&S pay structure that balances market, equity, and performance
- Develop defined pay administration policies and practices to maintain a modern and competitive pay program
- Better define pathways for P&S career development

***Will my pay change as a result of this review?***

No one's pay will decrease as a result of the review. However, there could be limited circumstances where an employee's pay could increase. The intent of this review is to remain cost neutral, it is unlikely that pay will be effected throughout the duration of the review.

***Will my duties change as a result of this review?***

Duties will not change with the review. An updated, simplified classification system is not intended to change what employees do or how they are organized.

***Will I still report to the same person?***

Yes, it is unlikely that reporting structures will be altered because of the review.

***Will there be a reclassification freeze as part of this project?***

At this time, there are no plans to freeze reclassifications. If there is a need to put a hold on reclassifications, it likely would be toward the end of the project. Should that change, HR Liaisons will be notified and communications will be sent out to the university as a whole.

***Will I be demoted or promoted as part of this review?***

All P&S continuous and term positions will be reviewed and slotted into the new structure based on the type and level of work expected of the job. A major goal of this project is to properly classify employees. Given the magnitude of the change expected, drawing direct comparisons from our current structure to the new structure will not be possible. For this reason, the concept of being "demoted or promoted" into the new structure is an erroneous one.

***The University already has a strong benefits package. Will a review of benefits also be included?***

Benefits are not included as part of the review. The Classification and Compensation structure at the University has not been reviewed since 1993 with limited changes. We believe that by updating our classification and compensation structure, we can better support the recruitment and retention of our staff.

***What are the next steps in the project?***

We are currently going through the process of finalizing project deliverables and formulating implementation options. More information will be made available once this planning phase is complete. Keep an eye on the [Classification and Compensation Review site](#) for the most up to date information and be sure to check out any articles published in Inside Iowa State. If you have specific questions about the project, please contact [uhrcc@iastate.edu](mailto:uhrcc@iastate.edu).

***Who are the participants of the Extended Project Team and the Communications Advisory Team?***

Information about project teams can be found at <https://www.hr.iastate.edu/ccreview/project-team-information>.

***Will any of these title changes affect my sick leave, vacation leave, or benefits?***

No, the changes associated with the Class/Comp review will not have an effect on benefits or leave accruals.

***Will my title change?***

All positions will be slotted into the new structure and many positions will have new titles. However, some positions may maintain their current title. Employees will also be able to continue utilizing Working Titles as long as they fit within outlined parameters.

***Why is Iowa State University moving to a market based structure?***

Iowa State University is moving toward a market based structure to ensure that we can continue to retain and attract top-tier talent and remain competitive in the market place. Additionally, a market based structure will aid in decision making around efficient and appropriate salary spending.

***Will senior leadership be engaged in regular meetings on the Classification and Compensation Review?***

The expertise of senior leaders was leveraged early on in the review via stakeholder interviews. Leaders can expect to continue to receive communication throughout the review process and to be involved in various stages.

***What if the duties of my current job falls under more than one classification and there is no one job title that covers your position?***

The new classifications will be broadly defined and should encompass the vast majority of work performed at Iowa State. That does not mean there will be a classification tailor-made for every position. The most

important thing is that the classification assigned to a position is the “best fit” and aligns with the concepts described on the classification (i.e. job profile) description.

***Will there be a comparative scale of what the old grade was to the new?***

No, the current structure only considers internal measures, whereas the new structure will consider both internal equity and external competitiveness. The magnitude of changes will not allow for any direct or meaningful comparison between the two structures.

***Will structures within departments or centers be reorganized?***

We do not anticipate any reorganizations as a result of this review.

***If my compensation is below the midpoint of the salary range, does that mean that I am underpaid?***

Pay is based on multiple factors including experience, skill, and performance among other things. Being below the midpoint does not necessarily mean a person is underpaid. The salary ranges allow for flexibility to address variations in these factors and guidance will be provided to determine salary based on pay grade. Using similar logic, not all employees should be paid at the midpoint of a pay grade.

***Some employees with similar positions have different pay rates. Will the new compensation structure change that?***

The new compensation structure will help identify how employees are paid compared to the external market and will help get positions into the correct classification (i.e. job profile). Having an appropriate classification will highlight both external competitiveness and help us make internal comparisons. Employees in the same or similar scoped position will continue to see variability in pay based on difference in skill sets, experience, and performance of an individual, however, the new structure will help to inform pay decisions over time.

***Will the new roles in the HR and Finance models for ISD be accounted for in the Class/Comp Review?***

Yes. The jobs that moved into the ISD model have been accounted for in the Class/Comp Review.