**Professional and Scientific Classification and Compensation Review FAQ’s**

**What is the CC Review?**

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

There are several outcomes to the review:

- Create and establish a university-wide compensation philosophy for P&S staff
- Develop defined job families for P&S jobs
- Develop a defined P&S pay structure that accounts for market and internal job equity
- Develop defined pay administration policies and practices to maintain a modern and competitive pay program
- Create a framework for the future development of P&S career pathways

**What does the CC review NOT cover?**

The CC review does not include a review of an individual’s performance or reviews of individual position descriptions. It will not change your compensation, benefits, duties, or your reporting relationships.

**What is the timeline for this implementation?**

A timeline can be found on the classification and compensation review website.

**Why has there been a delay in the implementation of the review?**

The Workday and ISD projects required time and attention on the part of many P&S employees. Senior leadership wanted to be sensitive to the timing and overlap of the projects due to resources and change management impacts.

**Update: Due to the state of emergency and the University’s response to COVID-19, the implementation of the project will be extended. As updates become available, they will be posted on this website.**

**Why are we changing classification (job profile) when I have been in the role for several years?**

Our current P&S classification structure has not been holistically reviewed since 1993. We are engaging in this project to better describe the work that is being done, however, that will not change the work an employee does day to day or the value of employee contributions. The intent of the new classification (job profile) titles is to better describe the work P&S employees do at Iowa State.

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

Duties will not change with the Class/Comp Review. The intent is to better describe and categorize the work being done by P&S employees at Iowa State.

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

Yes, reporting structures will not be altered because of the Class/Comp Review.

**Will the new Class/Comp System make promotion less difficult?**

The new Class/Comp system will facilitate better pathways for promotion at Iowa State that are more transparent and defined within a job series. Additionally, on July 1st, important changes were made to
policy to allow for a smoother promotion process, specifically in the form of the new Hiring and Employment Policy. This new policy is intended to better facilitate career growth at Iowa State. There is still a place for reclassification, however, the process is now better defined in the new Hiring and Employment Guidelines. Questions regarding this process can be directed to your HR Delivery team.

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

Yes, P&S promotions and reclassifications must be completed by 3/13/2020. This freeze will be in place through July 31, 2020. Promotion and reclassification can resume as normal activity on August 1, 2020.

**Will a Merit employee be able to request a reclassification to P&S through this process?**

This sort of movement will not occur through this project. There is an established process for the request and review of movement between job family groups (i.e. P&S, Merit, Faculty, etc.). Movement from Merit to P&S is included in the reclassification and promotion freeze, however, if your position is misaligned you can reach out to your HR Delivery team after reclassifications and promotions resume to discuss options for engaging in the reclassification process if it is warranted.

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

The university understands the importance of staffing levels; hiring will not freeze as a result of this implementation. Colleges and divisions should work closely with their HR Delivery teams to ensure a proper transition for new employees during this time.

**Who is determining my new classification and what is the process?**

New classification (job profile) assignments are being determined by a team consisting of HR delivery, administration, and other individuals who are familiar with positions within Colleges/Divisions. Who is making the decisions will vary by College or Division given the differences in organizational structure. Employees and managers will be notified of new titles and will have a chance to request a review or clarification of their new title at that time. Questions about the process for a specific area can be directed to the proper HR Delivery team.

**Will my title change?**

All positions will be linked into the new structure and many positions will have new titles, however, some positions may maintain titles that look very similar to their current title. Employees will also be able to continue utilizing working titles with guidance and review from their HR Delivery Team.

**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. Positions will be placed in jobs that most align to the work being performed. General guidance will be to select the classification that covers 50% or more of the duties performed by an employee.

**Do I need to order new business cards?**

Employee’s working titles will not be changed. If you feel you need new business cards, please consult with your supervisor.

**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.

**Is the new Class & Comp system unique to Iowa State University or is it a standard being pushed out to**
other regent institutions?

The new Class/Comp system is unique to Iowa State University.

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 P&S talent and remain competitive in the market place. Additionally, a market based structure will aid in decision making around effective and appropriate salary spending.

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

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.

In the new system would the outlined Classification impact the associated Compensation?

Yes. Classification is directly tied to the pay grade. In a market based system, classification and pay grade should be closely aligned to reflect the market value of a particular job. That said, no changes to individual employee salaries will be made upon implementation.

Will my pay change as a result of this review?

Pay will not decrease or increase as a result of classification decisions made through the Class/Comp Review. The intent is to remain cost neutral upon implementation.

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 these factors. 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.

When will the list of the new job titles and descriptions be available?

The list of titles and job families will be available for employees to reference as they review their new titles. Additionally, there will be a toolkit of information to assist the employee and manager in the evaluation of the assigned job title.

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.

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