


**Administrative
Session**
March 5, 2020


Wheaton College
For Christ and His Kingdom

Compensation program update

- Aspirational goal for the past several years
- Trustee Compensation Committee interest and endorsement
- Lots of feedback from our employees!

What improvements would you like to see at WC?

- “Transparent documented processes for maintaining accurate job descriptions and evaluating positions.”
- “Ensure that pay is equitable across different positions in the College based on title.”
- “Salaries more in line with the competition in the Chicago area”.
- “As a manager, I wish I had the ability to reward my top performers”

Project scope and timeline

- **Phase I: Spring, 2020**
 - Update job descriptions for all staff positions
- **Phase II: Summer, 2020**
 - Assess current job evaluation methodology and determine approach going forward
 - Standardize job titles and levels
- **Phase III: Fall, 2020**
 - Market analysis

Phase I - Job Description update

- Reflect current duties
- Use consistent format
- Add appropriate fields
- Improve professionalism

Process and Timeline

- Meeting materials, resource packet, detailed instructions to Deans and Directors week of March 9th.
- Campus email describing this process week of March 16th; preview to Deans and Directors
- Updated job descriptions submitted to HR by Friday, April 17

Elements of an effective job description

- Job Title
- Job Overview
- Duties and Responsibilities
- Qualifications
- **FLSA Status (Exempt vs. Non-Exempt)**
- FTE/Work Schedule
- **Physical Requirements**

Job Title/Overview

- Job Title – use current title
- Job Overview
 - 3-4 sentence summary of the role
 - Include reporting relationships (which position this role reports to and which positions report to the role)
 - If the position has budget responsibility, note the amount of budget

Duties and Responsibilities

- Describe major duties of the role
- Include items that comprise 10%+ of the role
- List in order of importance
- Outcome oriented
- Start sentences with present tense, plural action verbs such as operate, supervise, coordinate, train
- Use gender neutral language

Gender Neutral Language

Gender Neutral Language avoids bias towards a particular sex.

- Examples:
 - Direct and Lead
 - Teamwork and Collaboration
 - Committed and Determined
- <http://gender-decoder.katmatfield.com/>

Effect of Gender Bias Language:

- Decreases feelings of belongingness and job appeal.
- Masculine wording discourages women from applying for jobs.
- Lead applicants to believe a field is male dominated.
- Discourages women from applying in male-dominated fields.

Avoiding Gender Bias

- Use Gender Decoder App for job titles and job descriptions.
- Include HR and CIEO office as part of your review team for job postings.
- Involve women and diverse ethnic groups in the hiring and job approval process.

Qualifications

- Education level, required or preferred
- Experience needed
- Specific *job related* skills and competencies
- Certifications/licenses

FLSA Status/Work Schedule

- FLSA Status – Exempt (Salaried) or Nonexempt (Hourly)
- Work Schedule – if less than 1.0 Full Time Equivalency (FTE), describe work schedule in narrative terms. Ex. The work schedule for this position is 40 hours per week for 9 months/year (mid-August – mid – May), FTE - .75FTE

Physical Requirements

- We will provide standard language for most “office” jobs.
- We will work with departments that have positions with standing, lifting or other more physical requirements to ensure clear and consistent description of requirements.

Additional standardized text

- “Other duties as assigned”
- Adherence to CC/SOF
- Commitment to Christ Centered Diversity Statement

Remove reference to...

- Requirement to carry a cell phone
- Departmental mission statements