

October 7, 2020

Dear Deans and Directors,

I'm writing to provide an update on the Staff Compensation initiative we discussed at the March 5 Administrative Session (which now seems like a LONG time ago). At that time, we introduced the launch of a phased project beginning with updating all staff job descriptions. For obvious reasons, we paused those efforts but are now ready to resume this process.

The goal is to have an updated description for each member of your team, using the prescribed format, completed by Friday, November 6, 2020. The instructions and resource materials listed below can be found on the [Human Resources web page](#). Please refer to this information as you begin this project.

- Instructions for accessing current job descriptions on file, loading updated descriptions into Box, and deleting outdated job descriptions
- New job description template
- Sample completed job description using new template
- Slides from the March 2020 Administrative Session

A preview of communication that will be sent to all staff and faculty on Thursday, October 8, 2020 is attached.

The updated timeline for this project is:

Phase I – job description update – Fall, 2020

Phase II – assess job evaluation methodology, standardize job levels and titles – Winter, 2021

Phase III – external market analysis – Spring/Summer, 2021

For those who did not attend the March Administrative Session, or would like a refresher on this topic, Human Resources will be hosting two virtual sessions (covering the same content), on Tuesday, 10/13 from 2 – 3 p.m. and Wednesday, 10/21 from 11 a.m. – 12 p.m. to review these materials as well as answer your questions. We will send invitations through Outlook so call-in information will be contained in your calendars. Feel free to invite other managers on your team as well.

We acknowledge that updating all job descriptions will require some focused attention from you and your team members. For those of you who recently reviewed the organizational structure and/or job descriptions in your area, completed performance appraisals, or filled an open role, this will be a short exercise requiring limited time to populate the new template. In contrast, we recognize that some job descriptions haven't been reviewed in quite some time and updating those will take more effort. However, this is important foundational work to improving our staff compensation program and we are committed to moving this project forward.

Please send your questions to hr@wheaton.edu. Thank you for your partnership.

Best regards,

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