

University of Puget Sound Staff Compensation Study Time Line

July 2001	<ul style="list-style-type: none"> Developed and issued an RFP (request for proposal) to 17 consulting organizations
August 2001	<ul style="list-style-type: none"> Reviewed and ranked 11 proposals
September 2001	<ul style="list-style-type: none"> Interviewed representatives from 3 consulting organizations Selected Milliman USA
October 2001	<ul style="list-style-type: none"> Presented compensation study information to the President's Administrative Group (PAG)
November 2001	<ul style="list-style-type: none"> President announced the Staff Compensation Study to the University community Milliman met individually with President and Vice Presidents Milliman and members of the Staff Compensation Study team conducted open forums with department heads, staff members, Staff Senate, and a representative group of student staff members
December 2001	<ul style="list-style-type: none"> Milliman conducted Cabinet workshop on compensation Milliman and the Staff Compensation Study Team began research and development of job evaluation process and on-line Position Description Questionnaire (PDQ)
January 2002	<ul style="list-style-type: none"> Notified departments to prepare for PDQ completion process
February 2002	<ul style="list-style-type: none"> Tested PDQ tool in academic departments, the Library, and Facilities Services
March 2002	<ul style="list-style-type: none"> PDQ's completed by staff and supervisors and reviewed and certified by department heads
April 2002	
May 2002	<ul style="list-style-type: none"> Job evaluation process began
July 2002	<ul style="list-style-type: none"> Department heads and staff members were updated regarding the status of the staff compensation study in the distribution of staff compensation statements for 2002-2003
September 2002	<ul style="list-style-type: none"> Staff and faculty members were updated regarding the status of the staff compensation study in an <i>Open Line</i> (faculty/staff newsletter) article
October 2002	<ul style="list-style-type: none"> Job evaluation process completed
November 2002	<ul style="list-style-type: none"> Development of classification descriptions and classification titles began
February 2003	<ul style="list-style-type: none"> University received the Excellence in Human Resources Practices Award from CUPA-HR, Northwest Region for its Position Description Questionnaire process
March 2003	<ul style="list-style-type: none"> President approved salary structure after consultation with Cabinet
April 2003	<ul style="list-style-type: none"> Staff Compensation Study results presented to PAG Staff Compensation Study results presented to academic department heads Development of budget modeling tools for student staff positions begins
May 2003	<ul style="list-style-type: none"> Staff Compensation Study results presented in open forums to staff
June and July 2003	<ul style="list-style-type: none"> Distribution of compensation statements to regular staff (June) About 100 staff members receive lump sum payments in their June paychecks, the first stage of implementation of the staff compensation study results (June) New salary rates and ranges for regular staff members take effect—two months earlier than the prior year because of a change in the start of the fiscal year from September to July (July) Using the compensation study implementation dollars included in FY2003 and FY2004 budgets, all regular staff members' salaries were at least at the salary range minimums on July 1
September 2003	<ul style="list-style-type: none"> Study results were implemented for temporary and student staff positions in September 2003 with hourly rates established at 95% of the salary range minimums.
October 2003	<ul style="list-style-type: none"> University received the SCT Technology Award from CUPA-HR for its Position Description Questionnaire process
July 2004	<ul style="list-style-type: none"> With money allocated in the 2004-05 salary budget staff members' salaries were "unclustered" by granting compensation study implementation increases based on the time regular staff members have spent in their jobs at Puget Sound. Persons who had been in their positions longest received the highest compensation study implementation increases.
July 2005	<ul style="list-style-type: none"> Funds have been allocated in the 2005-2006 fiscal year budget for compensation study implementation to continue to disperse regular staff members' salaries between the salary range minimum and the pay line and to increase student staff members' salaries beyond the current 95% of salary range minimum

July 1, 2005