HR Restructuring Update

November 2007

<table>
<thead>
<tr>
<th>Initiate Restructuring</th>
<th>Design HR System</th>
<th>Prepare Recommendations</th>
<th>President/Steering Committee Approves Recommendations</th>
<th>Board Approval</th>
<th>Develop HR Materials</th>
<th>Enrollment Period</th>
<th>New HR System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar/Apr 07</td>
<td>May/June 07</td>
<td>July 07-Mar 08</td>
<td>Mar 08</td>
<td>Apr 08</td>
<td>May/June 08</td>
<td>July-Sept 08</td>
<td>Oct 08</td>
</tr>
</tbody>
</table>

**HR Restructuring: What Is It?**

Human Resources Restructuring is a way for the College to have more control over the policies and benefits that pertain to its employees. Authorized by the Higher Education Restructuring Act of 2005, Restructuring allows Virginia's public colleges and universities to have additional operating flexibility for financial and administrative matters. William and Mary, along with the University of Virginia and Virginia Tech, have taken advantage of this opportunity for greater autonomy in areas such as capital outlay and construction, information technology, finance and accounting, and human resources.

**Employee Conversations**

Many of you recently participated in a series of "conversation" sessions on HR Restructuring. Thank you for your input. The information gathered at these "conversations" will be used to inform recommendations on ways the W&M Human Resources system can be improved in areas including pay, classification, benefits, leave, evaluations, communication, training, and more.

**The PDQ and You**

The core of any human resources system is its classification and compensation system. We will be building a new classification and compensation system for the new university system. Developing this classification and compensation structure in the right way requires the assessment and ranking of all existing positions. To accomplish this we are conducting a position description review under the guidance of consultant McKnight & Associates.

The Position Description Questionnaire (PDQ) is a critical first step. The PDQ will be used to establish the appropriate band and rank for each job. While there are some 1731 positions in administrative/professional faculty, classified, and hourly ranks at the College, there are actually just _____ unique jobs. For example, there is one job description for Housekeeper, but many housekeeping positions.

The questions in the PDQ are about the position itself, not the person in the position. In other words, it is the qualifications and duties of the position not the skills and abilities of the current incumbent that are being analyzed.

McKnight & Associates, Inc. will analyze the PDQ's and with those results construct a new classification system. They will then develop a compensation system based on the internal classification system and appropriate external market surveys.

It is important to know that this process will not change the state system as it exists today. It will only inform the new university system. Remember, each classified employee who was an employee of the College prior to July 1, 2006 will be given the opportunity to elect to move to the new University system or to remain in the State system as a Classified employee. If you were hired July 1, 2006 or later, or you are an administrative/professional faculty or an hourly employee, you are already a University employee. So if a classified employee chooses to remain an employee in the state system nothing will change. But, if an employee elects to join the University system or is in the system, that employee will be placed in the appropriate position in the new system.

This project is important to the overall success of the human resource restructuring initiative as are your thoughts and suggestions on the project. If you have a comment or question please visit the HR Restructuring web site at http://www.wm.edu/hr/restructure/.

**Want to Know More?**
For updates and additional information about the Higher Education Restructuring Act or W&M's HR Restructuring committees, visit the HR Restructuring web site

**Want to Know Even More?** Read the FAQs: http://www.wm.edu/hr/restructure/
HR Restructuring Update

November 2007

Terms You Should Know

Classified Employee: A salaried, non-faculty employee hired before July 1, 2006, who remains a College employee under the Virginia Personnel Act and is governed by the policies of the Virginia Department of Human Resources Management.

University Employee: A salaried, non-faculty employee hired on or after July 1, 2006, who is covered by the University’s human resources system AND those College employees who elect to participate in the University human resources system AND all administrative/professional faculty or hourly employees.

University Hourly/Wage Employee: An employee paid on an hourly basis, regardless of hire date, is covered by the University’s human resources system established by the College and the Board of Visitors.

Faculty: All faculty-ranked employees, regardless of hire date, are covered by the University’s human resources system established by the College and Board of Visitors. The current policies and procedures governing faculty ranked employees may be found in the College of William and Mary Faculty Handbook that is posted on the Provost’s website. http://www.wm.edu/provost

Did You Know?

• University and Classified employees have, and will continue to have, some of the same benefits. The following benefit programs, offered by the State, are the same for University and Classified employees:
  - retirement and life insurance benefits
  - health insurance
  - accidental death and dismemberment insurance
  - workers compensation benefits

• All employees follow the Commonwealth’s grievance procedure.

• You are already a university employee if:
  - you were hired July 1, 2006 or later
  - you are an administrative/professional faculty member
  - you are an hourly employee

• HR Restructuring is a long-term project. Approval of the new University Human Resources System is not expected until late spring 2008. Implementation of the new system will not begin until the fall of 2008. Full implementation will take five to ten years.

HR Restructuring Committees

W&M employees are serving on seven restructuring committees. These committees will make recommendations in the areas of Classification and Compensation, Employee Relations, Benefits and Workplace, Development and Training, and Communications. Your comments and suggestions are welcome! Contact any of us.

Managers Advisory Committee Chair: Berni Kenney
Employee Advisory Committee Chair: Mary Molineux and Ann Repeta
Classification & Compensation Chair: Liz Jackson
Employee Relations Chair: Chon Glover
Benefits and Workplace Chair: Mary Hicks-Coston
Communications Chair: Suzanne Seurattan
Professional Development and Training Chair: Carolyn Steffen

What’s Next?

Each of the HR Restructuring Committees will prepare recommendations to the HR Restructuring Steering Committee. In early 2008, the Steering Committee will forward recommendations for the new University Human Resources system to President Nichol. President Nichol will be present the new program to the Board of Visitors for approval in late Spring 2008.