PSRP Classification and Compensation Study FAQs

1. **What is the purpose of this study?**

   Madison College has the opportunity to simplify our multiple classification structures. In 2010 we engaged with Fox Lawson & Associates to conduct a compensation study to review duties and responsibilities for all Administrative positions, and Fox Lawson is now conducting a similar study on PSRP positions. As they did in 2010, Fox Lawson will evaluate all jobs for internal value relationships and develop an updated compensation system that is externally competitive and internally equitable. Our goals are to classify jobs appropriately and ensure that pay is competitive and fairly structured. Based on the study outcomes, Madison College will adopt an updated classification and compensation system that is easy to administer, fair and transparent for all PSRP and Administrative positions.

   Another purpose of this study is to update job documentation. Some Madison College position descriptions no longer accurately reflect the current job and responsibilities. Because this study requires us to collect and update job documentation for all PSRP positions, we also have an excellent opportunity with updated position descriptions to enhance professional development discussions between employees and supervisors as well as make the recruiting and hiring processes more efficient and effective.

2. **After the Fox Lawson consultants recommend new pay ranges, what if the new structure indicates that my pay is below the range for my position? What if the new structure indicates that my pay is above the range?**

   If there are employees with pay rates below the new ranges, Fox Lawson will propose transition plans along with their analysis on projected costs. Pay increases may not be immediate, but the College will develop a strategic plan to correct the pay.

   If there are employees with pay rates above the new ranges, there will be no action to reduce the pay rate for these employees. Fox Lawson does not recommend this practice, and more importantly, Madison College has no plans to reduce pay rates for current employees. You may see the impact of this study when the College recruits for future vacancies.

3. **Can’t I just submit my current position description?**

   We would like each PSRP employee, whether full-time or part-time, to complete and submit a Position Description Questionnaire (PDQ). You are, however, welcome to use information from your position description to help you complete certain sections of the PDQ. Be sure to provide your job information as instructed in the PDQ. (Don’t just “copy and paste” unless the information is exactly what the PDQ is requesting and gives a complete picture of your position.)

4. **What if I don’t have a current position description or a copy of my position description?**

   Some Madison College positions no longer have current position descriptions on file, often because the employees have held their current jobs for years. You do not need a position description to complete the PDQ. It’s more important to complete the PDQ based on your current responsibilities and activities than to rely on information from an outdated position description. It may take a little longer to complete your PDQ, so be sure to start early and schedule enough time to complete the document before the due date.
5. I’m worried that I may forget to include important information about my position. What is the best way to go about completing the PDQ?

Mike Verdoorn of Fox Lawson and your colleagues shared the following tips during the informational sessions held on April 30 and May 1. Be sure to start the process early, so you don’t feel rushed as the due date approaches.

We recommend that you first read through the entire PDQ without filling in any blanks. You may then find it helpful to jot down notes on your position’s responsibilities for a few days before you complete the PDQ. Your e-mail Inbox and your meeting calendar can be great sources, and your supervisor and colleagues can also provide useful insight. After a few days of note-taking, you can begin the process of completing the PDQ. Skip the Position Summary section (#2) at first, and do that section after the other sections are complete. Don’t try to complete the entire PDQ in one sitting; instead, spend an hour or so at a time over several days.

6. What if I have still have questions about completing the PDQ?

Your supervisor may be an excellent source for details on your position, particularly if you haven’t been doing the job for a full year yet. Otherwise, you can e-mail your PDQ questions to HR at classification@madisoncollege.edu.

7. My title is the same as what other employees have, but my job is very different. Will the consultants at Fox Lawson understand this?

This is a common problem for many employers. For this reason, we would like each full-time and part-time PSRP employee to complete and submit a PDQ. When classifying your position, the Fox Lawson consultants will focus on your responses in the PDQ rather than on your job title.

8. I’m a part-time PSRP employee. Do I need to complete a PDQ?

We would like each PSRP employee, including part-time PSRP employees, to complete and submit a PDQ. Part-time positions will be identified for the Fox Lawson consultants, so the consultants can fairly compare the level of responsibility and decision-making for these positions to their full-time counterparts.

9. My position responsibilities may be changing later this year. Should I include these changes in the PDQ?

Unless you have been instructed differently by HR, please complete the PDQ according to your current responsibilities, not the future responsibilities. If needed, you can contact HR at classification@madisoncollege.edu for clarification.

10. I am starting a new position soon. Should I complete the PDQ for my current position or the new position?

Unless you have been instructed differently by HR, please complete the PDQ for your current position, not the new position. If needed, you can contact HR at classification@madisoncollege.edu for clarification.

11. My department has a vacancy for a position similar to mine. Should I complete the PDQ for both positions?

Your supervisor is responsible for completing PDQs for each vacant position. If you and your supervisor mutually agree, you are welcome to collaborate on completing certain sections of the PDQ. However, we still require separate PDQs submitted for each position to ensure that every employee provides input to the study process.
12. **My position was re-classified in the last year. Do I need to complete a PDQ, or can I just submit the form I completed for the recent classification?**

We would like each PSRP employee to complete and submit a PDQ. The PDQ is somewhat similar to the PSRP classification questionnaires formerly used by Madison College, but there are distinct differences. It’s very important for Fox Lawson to review each PSRP position against the same form, so they can easily make comparisons between similar jobs and positions. You are, however, welcome to use information from your classification questionnaire to help you complete the PDQ. Be sure to provide your job information as instructed in the PDQ. (Don’t just “copy and paste” unless the information is exactly what the PDQ is requesting and gives a complete picture of your position.)

13. **Should I print the form and sign it before I send it to my supervisor? What’s the process for signing/submitting the PDQ to my supervisor? And what’s the process for my supervisor for signing/submitting the PDQ?**

We prefer that you complete and submit the PDQ electronically. You are encouraged to save (or print) a copy of your PDQ before submitting. HR and Fox Lawson will recognize an “electronic signature” as long as you are sending the completed PDQ from your Madison College e-mail account. Be sure to e-mail the electronic PDQ file to your supervisor, and copy HR at classification@madisoncollege.edu.

After reviewing your PDQ, your supervisor will send the file electronically to your Vice President. If your supervisor adds any comments to the PDQ, he/she will meet with you to review the additions. You will then have the opportunity to acknowledge the supervisor’s comments by electronic signature. (Note that the supervisor will not make any edits to your PDQ submission, other than adding comments on the final page of the PDQ document.)

Your Vice President reviews the final version of the PDQ, and submits the file electronically to classification@madisoncollege.edu. (Note that the Vice President will not make any edits to your PDQ submission, other than adding comments on the final page of the PDQ document. If the Vice President adds comments, you will then have the opportunity to acknowledge the by electronic signature.)

14. **Do I have to print and include my written signature on the PDQ?**

No, there is no need to complete the signature pages of the PDQ for electronic submissions. Unless you prefer a printed copy for your own records, you never need to print the PDQ document. HR and Fox Lawson will recognize your electronic signature as long as you are sending the completed PDQ from your Madison College e-mail account. Be sure to e-mail the electronic PDQ file to your supervisor, and copy HR at classification@madisoncollege.edu.

15. **I completed the PDQ. What’s the best way to get it to my supervisor?**

For administration ease, we prefer that you complete and submit the PDQ electronically. You are encouraged to save (or print) a copy of your PDQ before submitting.
16. What happens if my supervisor changes my PDQ responses? Is my supervisor allowed to change my PDQ responses?

The supervisor will not make any edits to your PDQ submission, other than adding comments on the final page of the PDQ document. Often, a supervisor will provide clarification on one or more essential duties, or may add information that was missing from the original version. Your supervisor will discuss his/her comments with you prior to submitting the final version. To ensure validity of the process, HR will maintain a copy of the PDQ originally submitted by you to the supervisor and will refer back to the original when there are questions.

17. What if the consultants at Fox Lawson don’t understand my job even after reading through my PDQ?

After first review of all PDQs from Madison College, Fox Lawson will schedule and conduct selected interviews with employees and supervisors to gain clarification of duties. Even though you may not be interviewed directly by the Fox Lawson Consultants, the consultants will seek input from colleagues representing the employee perspective. The Fox Lawson consultants are very experienced at reading and interpreting PDQs, and in particular those from the public sector and colleges. They will recognize quickly if there’s need to meet with you and/or your colleagues for additional information.

18. I have several years of experience in my job, but the PDQ is asking me to give minimum education and experience requirements needed to perform my job at “entry level” into my position. How will this impact my position’s classification?

The Fox Lawson consultants ask for the minimum requirements so that they can identify the baseline requirements for any given position. If your position requires you to work at a certain professional level in your field, i.e., “Journeyman” or “Master Craftsman”, be sure to list the minimum requirements for that professional level. For example, a Master Electrician should list the minimum requirements to be a Master Electrician. After Fox Lawson develops new pay ranges, we anticipate the pay for highly experienced employees to be at the top half of the pay ranges, i.e., “leading the market” for their respective jobs.

19. My coworkers and I do the same work. Can’t we just do one PDQ for the whole group?

We require a separate PDQ for each position. If you and your coworkers mutually agree, you are welcome to collaborate on completing certain sections of the PDQ. However, we still require separate PDQs submitted for each position to ensure that every employee provides input to the study process.

20. I don’t have my own computer at work, so I won’t be able to complete the PDQ electronically. Is this ok?

We prefer that you complete and submit the PDQ electronically. Please contact your supervisor and HR if this is a challenge. We will assist you in identifying and accessing computers at your campus location.

21. What if I don’t agree with how my job is classified at the end of the study?

Similarly to the 2010 Classification and Compensation Study conducted by Fox Lawson, employees will have the opportunity to appeal the results of this study. HR will review and decide on appeals with final approval by the President.