

November 28, 2011

TO: University of Idaho Faculty and Staff

FROM: Ron E. Smith  
Vice President for Finance and Administration

SUBJECT: Classification and Compensation Task Force

This memorandum is to inform the University community of a Classification and Compensation Task Force that has been formed by my office to review and develop an updated classification and compensation system for non-faculty exempt and classified staff at the University of Idaho. The Task Force will be led by Suzette Yaezenko, Manager of Human Resources and Employment Services and aided by an outside consultant to be named at a later time. The work of the Task Force is expected to be completed and implemented by the end of calendar year 2012.

Over the past several years, there have been major changes to the classification and compensation system within the State of Idaho and the University of Idaho. Below is a highlight of some of the key changes:

- 2004 - The Department of Labor (DOL) issued new regulation changes to the Fair Labor Standards Act (FLSA) which affected overtime exemption status of multiple positions.
- 2006 - The University of Idaho's Classified Exempt classification was eliminated.
- 2008 and 2009 - The State of Idaho made changes to the classified pay grades, both in 2008 and then again in 2009.
- 2009 - The Banner Re-Engineering Project required a reinvention of the systematic designations of position classifications within the system.

With the multitude of the changes, the University is in a situation where there are now an unmanageable number of position classifications utilized within our University; conflicting policies, procedures, and processes relevant to the system; confusing and unknown approval processes, and improperly valued compensation with respect to both the external market and internal equity.

This task force is being formed at the request of the President and is charged with providing strategic direction and development of an updated classification and compensation system. The Task Force will be assigned to ensure the University's commitment to a fair and equitable classification and compensation system in order to fulfill its mission and fourth strategic goal to "*Be a community committed to productivity, sustainability, and innovation.*" They will also be responsible for conducting a review of current policies, procedures, and processes to ensure they are fair, consistent, and timely.

The composition of the Task Force is a broad representation of the University community with knowledge and experience surrounding the classification and compensation of non-faculty exempt and staff. Members include:

Suzette Yaezenko, Human Resources (Campus Lead)  
John Foltz, College of Agricultural and Life Sciences  
Robert Smith, Idaho Falls Research Center (Off-Campus Representative)  
Kimi Lucas, Budget Office  
Hoey Graham, Office of General Counsel  
Lodi Price, Research Office  
Melissa DiNoto, College of Agricultural and Life Sciences  
Ana Burton, Vice Chair of Staff Affairs

The Task Force will be seeking input from a wide range of faculty and staff to ensure points of view of the University community is obtained. Periodic updates will be provided to the campus as milestones are achieved. **As we work through the details of the process, we intend to hold most reclassification requests until the Task Force completes its work.** If there are circumstances that warrant an exception, we encourage departments to bring those to the attention of the appropriate Vice President for consideration. Please lend your support to the Task Force as they engage with you and we can look forward to their recommendations at the end of calendar year 2012.