

FROM: Tony Glisson
TO: Faculty-All; Staff-All
March 22, 2019

IMPORTANT ADMINISTRATIVE INFORMATION

Subject: Compensation Study

To: All Staff Employees, their Supervisors and Department/Unit Leadership :

As announced by Ann Mead, Senior Vice President for Finance and Administration, in her email communication last week, WKU is beginning a University-wide compensation review project. The purpose of this message is to provide additional information and next steps related to collecting job information on **staff (non-faculty)** positions. As a point of clarification, this project includes **all full-time staff** and **part-time salaried staff** positions.

An essential part of job analysis and compensation review is the collection of accurate job content/descriptions. Because of the varying nature of position responsibilities, it will be necessary to collect job information from both employees as well as their respective supervisors.

Within the next few days, staff employees will receive an email from compensation@wku.edu with instructions for completing an Essential Functions Worksheet (EFW). This worksheet is intended to help employees focus on job content and to organize all the activities that are associated with his/her particular role. The worksheet will then be shared with supervisors to assist in completion of a Job Analysis Questionnaire (JAQ) via an online survey.

Division leaders will receive a separate email from compensation@wku.edu with additional instructions on utilizing completed EFWs to complete each Job Analysis Questionnaire (JAQ) for all positions they oversee. This email will also include a spreadsheet with the division's staff position data, as identified within the scope of the project that will help determine which jobs require a JAQ. Division leaders will be responsible for disseminating this information to appropriate supervisors within their area.

Information received through each completed Job Analysis Questionnaire will then be used in the creation of updated job descriptions, establishment of relational data in job content and ultimately for determining market-pricing and on-going compensation administration.

Human Resources has developed a webpage dedicated solely to the compensation and performance management projects and is available [HERE](#). Our intent is to be fully transparent and to provide timely updates on these important strategic initiatives.

Active participation by both supervisors and employees in providing job content information is a critical and foundational step for our new compensation program and its objectives. Thank you in advance for your cooperation and support of this initiative.

Tony

Tony L. Glisson, MBA
Director, Human Resources
Department of Human Resources
1906 College Heights Blvd. #11003
Bowling Green, KY 42101
P: 270-745-5360 F: 270-745-5582
tony.glisson@wku.edu



