MEMORANDUM

August 2, 2013

Dear Willamette community:

Our ability to recruit and retain the best possible staff is key to fulfilling Willamette’s mission. One critical factor in having the best possible staff is well-designed and effective pay and job-classification systems. It has been a number of years since Willamette University has undertaken a methodical review of these systems, but now is the time to do so, particularly in light of the recent approval of the strategic plan. The goal is to employ best practices in pay system design and craft a program that will be better understood than the current program and consistently managed.

All classified, administrative, and professional positions are included in the review. We have engaged Sibson Consulting’s higher education human resources practice group to assist our effort. Sibson is a nationally known firm that is familiar with the Oregon market. They will work closely with HR and two internal project committees. One is a Steering Committee that is a sub-committee of Administrative Council and includes Jim Bauer, Kristen Grainger, Mike Moon, and me. It will be our task to propose decisions about program design, funding, and related considerations. We also have an advisory committee that will serve as a focus group and provide feedback through the course of the project and assist Sibson Consulting in developing recommendations.

This important project is best accomplished if you ask questions and provide useful information to the consultants. In the coming months, there will be meetings that will provide opportunities to ask those questions and offer input, as well as to give and receive information.

Throughout the process, Human Resources will provide updates to the whole campus, including faculty, through multiple communication channels, one of which will be a project status website. We expect this project to continue through most of the fall semester and into the next calendar year. A message with a link to the project site will be sent out as soon as it is up and running.

The results of the project will allow us to develop a framework for gradually changing some aspects of compensation and job classification at Willamette. The timing of changes will be determined in light of budgetary constraints.

Questions about the project may be directed to Keith Grimm, Director of Human Resources.

Warmest regards,

Arnie