



EASTERN OREGON
UNIVERSITY

Memorandum

To: EOU Administrative Faculty
From: Administrative Faculty Executive Committee
Re: Job Evaluation for Base Pay Plan

Date: January 17, 2007

The Administrative Faculty Executive Committee, along with our consultant, Rebecca Bordreaux, has continued its work to create more structure and consistency in our compensation by developing a new base pay plan. With input from the committee, the consultant has completed the first phase of analyzing existing job descriptions and determining the value of individual jobs relative to other positions. This was done by analyzing each job description and assigning points for a number of job factors, such as responsibility and required experience. The focus was on the duties and impact of the position, not on the person currently filling it.

Enclosed you will find a copy of the scoring guide for the job evaluation plan, which shows these job factors along with the points possible for each. You will also find the scores assigned to your position. To help make the process as transparent as possible, the scores for all positions will be posted at the administrative faculty website, <http://www.eou.edu/adminfac/>. Please note that no dollar figures are related to these scores. Until the market data is available and we are able use that data to establish appropriate salary ranges, we will not be able to project the cost of implementation. At that time, we will meet with university administration to develop an implementation plan, which we will then communicate to employees. At the same time, please note that there will be no decreases to anyone's salary as a result of implementing a new pay plan.

Please look over the scores for your position, along with the scoring guide. Keep in mind that, because this process places positions within salary ranges, small changes to overall scores may not change assigned salaries. Remember, also, to focus on the requirements of the job, rather than on your own individual background and experience. If, however, you feel the scores do not accurately reflect the skill, effort, responsibility, or working conditions of your position in a significant way, you may appeal the score. To do so, visit the administrative faculty website at <http://www.eou.edu/adminfac/> and download the appropriate appeal form for your job category. Complete the form and return it in an envelope marked "confidential" to Irene Jerome in the Human Resources office no later than January 29. You may omit the supervisor's signature, if you wish. If you want to meet with the appeal committee (comprising a representative from EOU Human Resources, the consultant, a member of the Administrative Faculty Executive Committee, and the Vice President for Business, Finance, and Facilities) to discuss the factors related to your appeal, you will be given an opportunity to do so on or around February 6. You may invite your supervisor to accompany you if you wish.

Finally, an open forum meeting will be offered on Tuesday, January 23rd from 1:30-3:30 in Zabel 204A where members of your Administrative Faculty Council will be available to answer questions regarding the scoring procedure used for the job descriptions. Please note that this is not a time to address questions regarding your (or another's) individual score, but rather a time to ask questions about the general procedure.

Thank you for your cooperation as we work to establish a formalized, objective, and sustainable compensation plan.