

Important Information for M&Ps about “Job Levels”

Beginning July 1, 2015 faculty and staff will be able to view and manage their personal information related to benefits and compensation in Workday, just as they do now in the Yale Portal. An important change for M&Ps is a new structural compensation component called **Job Level**.

Job Levels

When M&Ps review their personal information in Workday, they will see a Job Level associated with their position in the Grade Profile field. The Job Level is a label that describes the placement of a particular position in the University’s hierarchy of jobs. Some examples of the new job levels include Leader, Manager, Supervisor, and Associate.

The Job Level is determined by critical components of the position such as scope, effect and knowledge and *has no impact on salary*.

Goal to Simplify

Today, Yale has four different systems to classify an M&P position: traditional grades (21-31), bands (P/M 3-8), tri-bands (MU-PE) and ungraded (00). Adding the **Job Level** to Yale’s current band and salary structures is a first step to simplify our overall compensation structure. The Job Level structure will help us more accurately organize the work we do and enhance our alignment with our compensation philosophy. The plan is to transition to the [single compensation structure](#) by 2017.

Process to Assign Levels

Working in partnership Compensation Planning, Lead Administrators and Human Resources Generalists used position classification, position descriptions, position requirements and other available information about managerial and professional positions to assign job levels. They then reviewed these job level assignments across departments and units and made adjustments where necessary. The result is the initial assignment that M&Ps will see in their Workday profile beginning July 1.

Not Final

We know that more information may be required to accurately assign all positions to the appropriate job level. We will continue to refine the job level assignments using additional input from managers, to ensure that positions with similar levels of responsibility are consistently categorized across the university. The goal is to have this work completed by December 31, 2015.

Questions

If you have question or concerns please discuss with your Lead Administrator or HRG so that all information can be taken into account.

For more information, visit the [Compensation Planning](#).