



THE OHIO STATE UNIVERSITY

HUMAN RESOURCES

Career Roadmap

Employee Review Period – Results

Manager Training August 2 & 3, 2022



Today's Objective

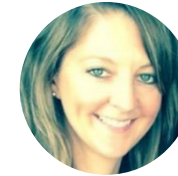
Equip Managers with Career Roadmap information and tools related delivering position review results via a focused conversation to those employees that have entered the position review process.

1 Career Roadmap Recap and Timeline

2 Employee Review Result Phase

3 Manager Role and Checklist

4 Tools and Next Steps



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Compensation Project Manager



Career Roadmap Recap and Timeline



Over the last 10 months the university community prepared for and conducted the employee review process. Concepts discussed throughout this time include...

- Career Roadmap basics: the framework, Career Band and Level Guide, and the Job Catalog
- Impacts of regulatory compliance: Fair Labor Standards Act (FLSA) and Classified Civil Service (CCS)
- Market pricing, salary structure and geographic differences
- Position mapping and related tools (Manager position mapping review period – December 2021)
- Employee review process: your role, related tools, how to guide employees; employees' role, related tools and actions. The employee could submit information for a review if they disagreed with the information in the initial letter. Managers would then submit information followed by HR partners. HR Compensation decides on the result.



Ohio State is creating a compensation and talent framework that is consistent, transparent, and sustainable to attract, develop, and retain employees

Market and Internal Alignment

- Structure that aligns Ohio State jobs to market
- Foundation for compensation decision-making
- A common way to describe jobs and career levels across the Campus and the Medical Center

Talent Development

- Visible career path opportunities
- Better staff development discussions
- Foundation for succession planning

Risk Mitigation

- Improved FLSA and Classified Civil Service compliance
- Meaningful, proactive pay equity analysis



Career Framework



Job Catalog



Salary Structure



Compensation Policy



Annual Review Process



Job Function	Broad group of occupational disciplines e.g., Finance			
Sub Function	Recognized occupational discipline e.g., Accounting			
Career Band	Individual Contributor Series			People Leader Series
Career Band	Technical	Clinical	Specialized	Managerial
Career Level				
				Manager 5, Accounting
			Accountant 6	Manager 4, Accounting
			Accountant 5	Manager 3, Accounting
		C4 N/A	Accountant 4	Manager 2, Accounting
		C3 N/A	Accountant 3	Manager 1, Accounting
		C2 N/A	Accountant 2	
	Accounting Coordinator 4	C1 N/A	Accountant 1	
	Accounting Coordinator 3			
	Accounting Coordinator 2			
	Accounting Coordinator 1			

Career Framework

More information about the Career Framework can be found on the Career Roadmap website <https://hr.osu.edu/career-roadmap/career-framework/>

Reminder

To be in the Managerial Career Band, total reports must equal 2 FTE (4:1 ratio for student employees) and majority of work is accomplished through other people



Career Roadmap Recap and Timeline

Aug



August 22

Position review results
communicated to PR
employees

Sep



Mid-September

Job profile assignment
communicated to all in scope
employees; learning content



Late September

Pay advance details sent to
eligible employees

Oct



October 4

Senior Management Council (SMC)
endorsement of policy

Nov



November 1

Go-live effective date for monthly paid
employees
Job profiles are activated in Workday



November 6

Go-live effective date for bi-weekly
paid employees and employees
changing pay frequency

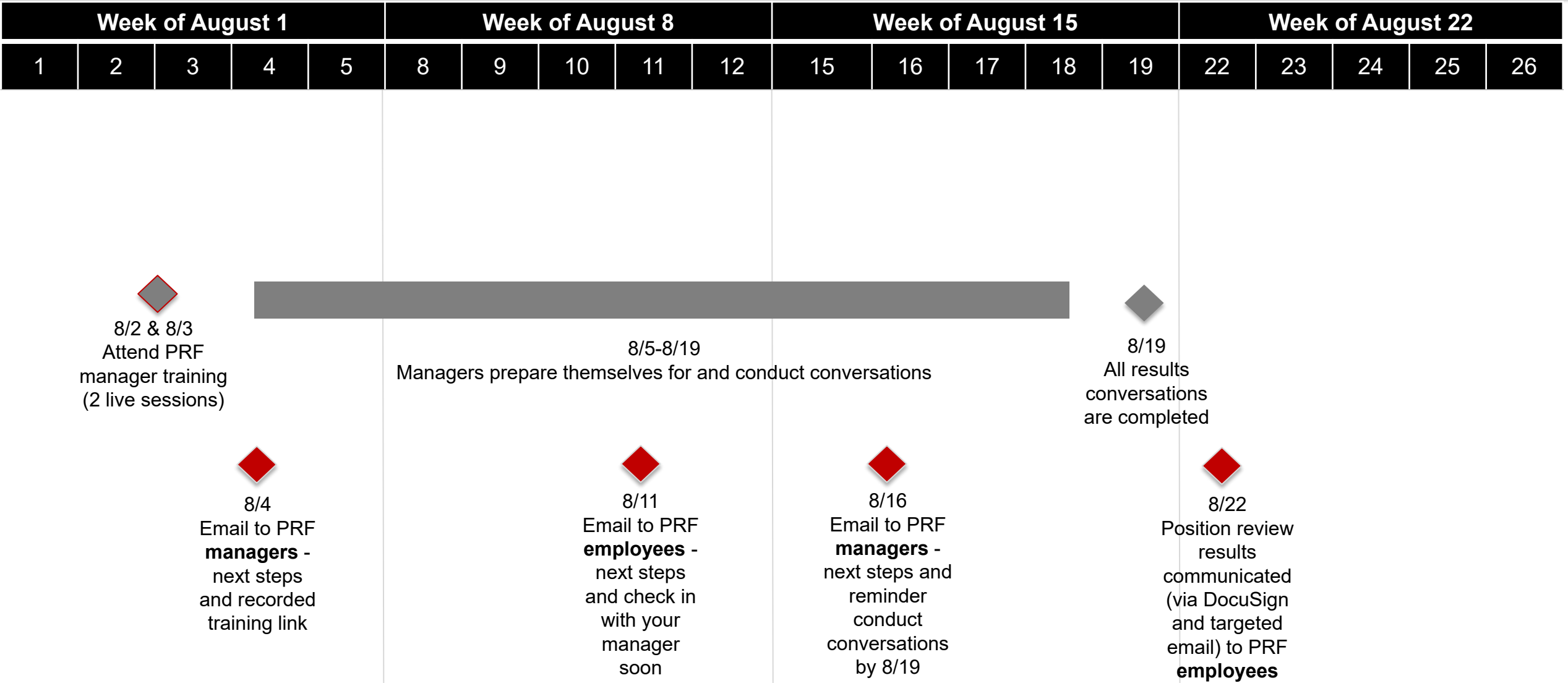
Future

- Continuing training and education to adopt CR practices for visible career paths and pay
- Units begin to articulate talent goals, objectives and development within context of CR Framework

- Evaluate employee's position in pay range; determine phased approach to align pay with performance using pay range quartiles
- Fully adopt CR framework as common business language
- Annual review of benchmarking, salary structure and pay grades



Career Roadmap Recap and Timeline





THE OHIO STATE UNIVERSITY

HUMAN RESOURCES

Q & A



Employee Review Results



The employee review process conducted this spring and summer was the opportunity for all in-scope staff to:

- See where their position was mapped in the Career Roadmap framework
- Agree or suggest a change to the function, subfunction, career band, and/or career level by providing additional information via the position review form

The position review form included the employee's feedback, your feedback, and your HR partner's feedback. After all parties completed the form, HR Compensation performed a multi-tier review of each position review form that was completed and submitted. This approach ensured several HR Compensation team members reviewed each form with an objective perspective.

Numbers for context:

Approximately **2,650** employees who disagreed with their mapping and submitted a position review form will receive a results letter on August 22.

Before the results letter is received via DocuSign, approximately **1,300** managers (out of 4,600) should reach out to their employees to share results via a conversation.

Over half of the 1,300 managers will have to conduct **1** conversation and the majority of the rest will have to conduct **2 or 3** conversations.

13% of the time the result is what the employee suggested. **31%** of the time the result is what the manager suggested



The employee will receive these letters in order during the employee review process via DocuSign....

Acknowledgement Letter

The Acknowledgement Letter form is the first document in the review process. It contains instructions for the employee to complete the Career Roadmap Position Review Form and provides information about the review process, including the timeline and the role of the manager and HRBP.

Position Review Form

The Position Review Form is the second document in the review process. It is a detailed form where the employee provides information about their position, including their function, subfunction, band, level, and pay grade. It also includes a section for the employee to provide feedback on their manager and the review process.

Results Letter

The Results Letter is the third document in the review process. It is a letter from the manager to the employee, providing feedback on the employee's performance and the results of the review. It includes a section for the employee to provide feedback on their manager and the review process.

Job Profile Assignment Letter

The Job Profile Assignment Letter is the fourth document in the review process. It is a letter from the manager to the employee, providing information about the employee's job profile assignment, including their function, subfunction, band, level, and pay grade.

Pay Advance Letter

The Pay Advance Letter is the fifth document in the review process. It is a letter from the manager to the employee, providing information about the employee's pay advance, including the amount of the advance and the date it will be paid.

- Send on March 8
- **ALL** in scope employees
- 3 pages
- Current information; job profile, working tile, FLSA, job family (CCS, AP, SAP), pay frequency
- CR information; same as above + function, subfunction, band, level, job code, pay grade, pay range (min, mid, max)
- Next steps e.g., review your classification, review tools, agree/disagree,
- If no response, classification will automatically be updated at CR launch

- Send by March 25
- **Only** employees that want a review of CR classification
- 8 pages
- Instructions
- Employee section; summary statement, discipline, responsibilities, autonomy, interaction, requested position mapping
- Manager section; select a statement for knowledge, complexity, problem solving, decision making, independence, interaction, people management, education, licensure, work/management experience, and agree/disagree with mapping
- HRBP section agree/disagree with mapping

- Send by August 22
- **Only** employees who want a review of their position mapping
- 2 pages
- Results have been thoughtfully reviewed
- Lists classification at CR launch; function, subfunction, band, level, job code, pay grade, pay range, job profile, FLSA, job family, pay frequency
- EE signature not required

- Send TBD September
- **ALL** in scope employees
- 4 pages
- CR information; function, subfunction, band, level, job code, pay grade, pay range, job title, working title, FLSA, job family, effective date, pay frequency, salary (hourly or annual), full time equivalency, employee type (regular, term, temp)
- Addendum e.g., benefits, job family, pay advance, etc.
- EE signature required

- Send TBD in September
- **Only** eligible employees
- 3 pages
- Overview
- Disbursement
- EE signature required



Results Letter Purpose

Notify employees of results from position review. Only employees who disagreed with their position mapping and submitted a Position Review Form will receive a Results letter (details to the right).

The letter includes Career Roadmap details, standards and the short results description as outcomes from the review (details below). In some cases, this may be a change from the original mapping and in others, it may be the same. The Career Roadmap standards are available for informational purposes only.

Career Roadmap Details	Career Roadmap Standards	Result of Position Review
Function	Job Code	Short description of result
Subfunction	Pay Grade	
Career Band	Pay Range	
Career Level	Job Profile	
	FLSA status	
	Job Family	
	Pay Frequency	

August

8/3

Managers trained and result accessible in PM tool

8/4– 8/19

Prepare, schedule and conduct conversations with employee

8/22

Distribute letter

Other Letter Details

Will receive a results letter	Will not receive a results letter
Employee disagreed with acknowledgement letter and submitted a complete position review form. Note: employee must be in the same position as they were when they disagreed.	Originally disagreed with acknowledgement letter, submitted a position review form with an explanation that the employee changed their mind and agreed with mapping
	Originally disagreed with acknowledgement letter, did not submit a position review form, the position review form was voided
Employee selected “declined to sign” (different functionality than disagree in DocuSign) during acknowledgement letter process, CR team chose to send employee a position review form, employee submitted a complete position review form. Note: employee must be in the same position as they were when they disagreed.	Employee selected “declined to sign” (different functionality than disagree in DocuSign) during acknowledgement letter process, CR team chose to send employee a position review form, employee did not submit a position review form

- Short description of result will be found in position mapping tool and results letter
- A more detailed description of the result will be linked to web page



The “result” will be found in the employee’s DocuSign letter and the Position Mapping tool. There are seven different results, and their definitions can be found on [the employee review webpage](#).

	Result	Definition
1	Your assigned job profile has been updated to align with your suggestion.	HR Compensation completed a thorough review of your position review form, the Career Band and Level Guide, the Ohio State job catalog and external market information. Based on these findings specific to the input you, your manager and your HR partner may have provided, HR Compensation agrees with your suggested job profile assignment.
2	Your mapping suggestion was not accepted because it does not align with the Career Roadmap framework.	The employee review process provided the opportunity to agree or disagree with Career Roadmap attributes of function, subfunction, career band, and career level. As a final step in the employee review process, HR Compensation completed a thorough review of the input outlined in your position review form, the Career Band and Level Guide, the Ohio State job catalog and external market information. Based on these findings, HR Compensation does not agree with your suggested job profile assignment. Your suggestion does not align with the Career Roadmap framework, such as criteria for career levels, requirements for certain career bands or specific function or subfunction descriptions. Consult the Career Band and Level Guide and the Job Catalog for detailed information about these components. For specific details about your position review decision, contact your manager or HR partner. Consistent with university policy, you have the opportunity to request a review of your position classification once every 12 months. If desired, you may request a position review in 2023.
3	Your mapping suggestion was not accepted because it is not consistent with the mapping of similar positions across Ohio State.	HR Compensation completed a thorough review of your position review form, the Career Band and Level Guide, the Ohio State job catalog and external market information. Based on these findings, HR Compensation does not agree with your suggested mapping. One important goal of Career Roadmap is to bring consistency to how jobs and career levels are described across the university and medical center. Your suggestion does not align with the mapping of similar positions in other areas of Ohio State. This could be due to criteria for career levels, requirements for certain career bands or specific function or subfunction descriptions. Consult the Career Band and Level Guide and Job Catalog for these standards. For specific details about your position review decision, contact your manager or HR partner. Consistent with university policy, you have the opportunity to request a review of your position classification once every 12 months. If desired, you may request a position review in 2023.



The “result” will be found in the employee’s DocuSign letter and the Position Mapping tool. There are seven different results, and their definitions can be found on [the employee review webpage](#).

	Result	Definition
4	Your requested function, subfunction or level is not currently available at Ohio State.	HR Compensation completed a thorough review of your position review form, the Career Band and Level Guide, the Ohio State job catalog and external market information. Based on these findings, HR Compensation does not agree with your suggested mapping. Some colleges/units may not have a current business need for the level requested by the employee. For specific details about your position review decision, contact your manager or HR partner. Consistent with university policy, you have the opportunity to request a review of your position classification once every 12 months. If desired, you may request a position review in 2023.
5	Your mapping suggestion was not accepted because it does not comply with federal and/or state laws.	HR Compensation completed a thorough review of your position review form, the Career Band and Level Guide, the Ohio State job catalog, and external market information, including relevant federal and state laws. Based on these findings, your suggested job profile is not being accepted. Your mapping suggestion does not comply with federal, state and/or local laws or regulations. These regulations include the Fair Labor Standards Act (FLSA) and Classified Civil Service (CCS) rules. For specific details about your position review decision, contact your manager or HR partner. Consistent with university policy, you have the opportunity to request a review of your position classification once every 12 months. You may request a position review in 2023. However, it is possible relevant federal and state laws may remain unchanged over that time period.
6	Your mapping suggestion was not accepted because you disagreed with a job profile standard.	HR Compensation completed a thorough review of your position review form and does not agree with your submission. You disagreed with a job profile standard, such as overtime eligibility, job family status (e.g., unclassified, classified), pay grade, working title or vacation accrual. The employee review process was the opportunity to agree or disagree with Career Roadmap attributes of function, subfunction, career band, and career level. For specific details about your position review decision, contact your manager or HR partner.
7	Your mapping suggestion was not accepted because your position review form was incomplete.	After a thorough review of your position review form, HR Compensation determined that your submission was incomplete. Your assigned job profile will revert to the original mapping of this position as outlined in your acknowledgement letter. For specific details about your position review decision, contact your manager or HR partner. Consistent with university policy, you have the opportunity to request a review of your position classification once every 12 months. You may request a position review in 2023.



Q & A



Manager Role Checklist



The following is a checklist Managers should use to prepare for and conduct the results process



Prepare yourself



- ☐ **Know and understand** the employee review results process
- ☐ **Plan for and identify** the types of results conversations to be held e.g., employee received their desired outcome from employee review or employee did not receive their desired outcome. Data can be found in the PM tool or look at DocuSign for specific employee submissions.
- ☐ **Identify** if you need HR assistance with these conversations.
- ☐ **Know and understand** the enterprise-wide communication plan, training, tools such as updated web pages, results scenarios, manager conversation guide, employee frequently asked questions, etc.
- ☐ **Understand** your unit's raise to minimum approach e.g., it's complete, it's in process, timing, etc.
- ☐ **Remember** to "wear your Ohio State hat." Career Roadmap represents a comprehensive approach across the institution.
- ☐ **Begin** to work through next steps with employee, if necessary, as outlined in the manager conversation guide



Schedule conversations



- ☐ **Schedule** conversations with the employee by August 19th



Ensure results are shared prior to DocuSign letters



- ☐ **Conduct** results conversation prior to DocuSign letters send date of August 22nd
- ☐ **Support** employees as they have additional questions or need help with DocuSign results letters



Tools and Wrap Up



Human Resources

Department/Center/Institute/Program Line One
Department/Center/Institute/Program Line Two

1590 N. High Street
Columbus, OH 43201

614-247-myHR (6947) Phone

HRConnection@osu.edu

hr.osu.edu

hrconnection.osu.edu

Employee Name:

Employee ID Number:

Position Number:

College of Unit:

Cost Center:

Career Roadmap is Ohio State's new approach for hiring, compensating and developing staff. Career Roadmap will modernize Ohio State's compensation and job classification system, providing staff with transparent career paths and pay ranges.

During the employee review period, you submitted a position review form and provided additional detailed information about your position. We appreciate your efforts to provide the requested material.

After a thorough review of the input provided by your manager, HR partner and HR Compensation, your position review result is shown in the table below. Your assigned Career Roadmap job profile will be effective in November 2022. All employees will receive a detailed notification letter prior to that date.

Function	
Subfunction	
Band	
Level	
Job Code	
Pay Grade	
Pay Range (Minimum, Midpoint, Maximum)	
Job Profile	
FL SA	
Job Family (Classified Civil Service, Unclassified AAP, Unclassified SA)	
Pay Frequency	
Result Reason	

Position Review Results Details

During the employee review period, approximately 2,900 staff submitted a position review form and provided additional detailed information about their position. The efforts by employees, managers and HR partners to ensure accurate job profile assignments are appreciated. After a thorough review, position review results will be distributed to staff in person with their managers and via email through DocuSign in August 2022. The letter will include a short reason for the position review decision. Longer definitions of these reasons are shown below.

[Collapse All](#) [Expand All](#)

- Your assigned job profile has been updated to align with your suggestion. [▼](#)
- Your mapping suggestion was not accepted because it does not align with the Career Roadmap framework. [▼](#)
- Your mapping suggestion was not accepted because it is not consistent with the mapping of similar positions across Ohio State. [▼](#)
- Your requested function, subfunction or level is not currently available at Ohio State. [▼](#)
- Your mapping suggestion was not accepted because it does not comply with federal and/or state laws. [▼](#)
- Your mapping suggestion was not accepted because you disagreed with a job profile standard. [▼](#)
- Your mapping suggestion was not accepted because your position review form was incomplete. [▼](#)

As discussed earlier in this presentation, the employee will receive a DocuSign results letter on August 22nd

A sample results letter can be found on the [Career Roadmap Employee Review web page](#)

Also discussed earlier in this presentation, the employee will receive the short result in their DocuSign results letter. Longer descriptions can be found on the [Career Roadmap Employee Review web page](#)



Career Roadmap Position Review Results Conversation Guide for Managers when Sharing Information

Career Roadmap is a comprehensive job family model and pay structure that will provide visibility to career paths for managers and staff to foster equitable, consistent compensation practices across the university and medical center. When complete, Career Roadmap will give staff and managers a powerful new tool to develop themselves and their teams and build successful career paths at Ohio State.

On August 22, 2022, staff who disagreed with their initial Career Roadmap job profile assignment and submitted a position review form will receive a results notification letter via DocuSign. Managers and area HR partners were able to review and comment on employees' suggested changes. While an employee's final job profile assignment is at the university's ultimate discretion, this process was designed to ensure that existing positions were assigned to the new framework as accurately as possible.

Managers continue to be an important part of implementing this multi-year initiative. We thank you for dedicating time to preparing yourself and supporting your team.

Prior to the August 22 results notifications, your role as a manager will include sharing information with your employees in advance, between August 4 and August 21. The information you share will include the employee's Career Roadmap results from the employee review process. This guide and related tools have been prepared to assist you with your role. For additional questions not covered in this document or for additional information, please consult your HR partner.

Starting the Conversation

- State your clear purpose when setting up the meeting with your team member:

The reason I want to meet is for us to discuss the results of how your position is mapped to the new Career Roadmap framework following the review process.

- Provide background to open the dialogue:

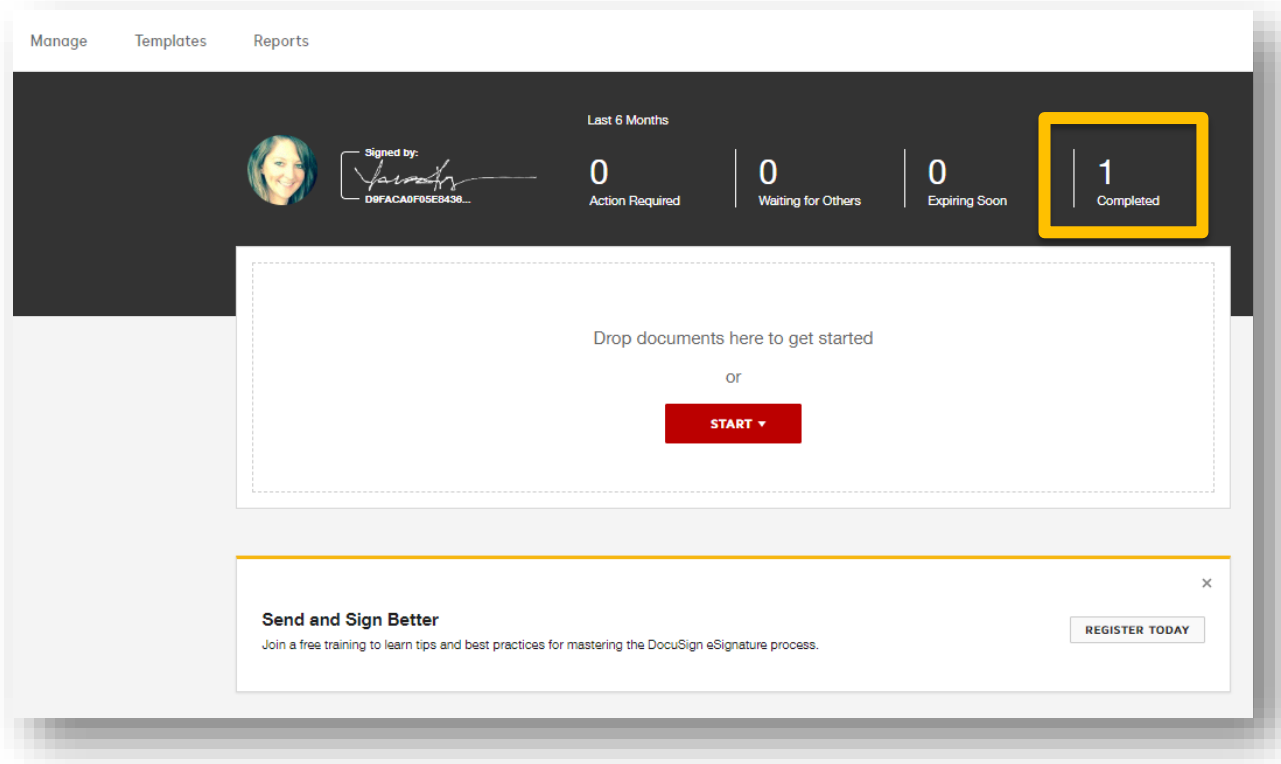
The university is implementing Career Roadmap because Ohio State staff do not have clear career paths and the university's job classifications lack uniform standards. This leads to inconsistent pay practices and the inconsistent use of job titles. In order to apply the new framework to existing positions, HR Compensation performed a thorough review of the each submitted position review form, and we can now view the results.

- Share the results and invite questions:



Purpose of the [Manager Conversation Guide](#) is a framework for conducting the results conversation with employees. The guide includes:

- **Introduction of Career Roadmap**
- **Conducting the conversation framework** – State the purpose, provide background, share results and invite questions, share next steps
- **Understanding the results** - Includes a link to the results descriptions, responses you can use regarding job profile attributes and next steps you and the employee can take together
- **Anticipated Q&A** - Covers questions the employee may ask and includes answers you may reference in supporting them



As you prepare for your conversations, it may be helpful to log into [DocuSign](#) using your Ohio State email address (name.#@osu.edu) and review the employee's submission, your submission and your HR partner's submission.

Log in and review your “completed” files to see any position review forms that you’ve completed as part of this process. This would include your own as well as your direct reports.



Employee:

Function:

Sub-Function

Career Band

Career Level

Job Profile

Last Edited by: 7/29/2022 by Joyce Wagner

Comments
Your assigned job profile has been updated to align with your suggestion.

Edit Profile

Mapping History

Date	Function	Sub-Function	Career Band	Career Level	Job Profile	Comments	By	Role	Method
7/30/2019 8:50 PM	Research and Scholarship	Applied Research Engineering	Individual Contributor - Specialized	Specialized 2	Applied Research Engineer 2	(none)	Joyce Wagner	CompTeam	Upload
9/26/2019 2:02 PM	↓	↓	↓	↓	↓	(none)	Jennifer McLendon	HRP	Entry
7/29/2022 11:11 AM	↓	↓	↓	Specialized 3	Applied Research Engineer 3	Your assigned job profile has been updated to align with your suggestion.	Joyce Wagner	CompTeam	Upload

Search Results

Excel

PDF

	Z	AA	AB	AC
	Career Band	Career Level	Comments	
4	BPO: Business Planning and Operations	PMO: Project Management	S: Individual Contributor - Specialized	S2: Specialized 2
5	BPO: Business Planning and Operations	PMO: Project Management	S: Individual Contributor - Specialized	S3: Specialized 3
6	BPO: Business Planning and Operations	PMO: Project Management	S: Individual Contributor - Specialized	S3: Specialized 3
7	BPO: Business Planning and Operations	PMO: Project Management	S: Individual Contributor - Specialized	S2: Specialized 2
8				

You'll find the short results reason for the employee in the [Position Mapping tool](#) in two places:

1. After searching, click on the pencil and view mapping history, you'll see the result in the comment field of the Position Mapping tool
2. After searching, click the excel option to download position mapping data. This includes the comments for the position mapping review results.



Career Roadmap

Implementation

When Career Roadmap is implemented, new job profiles and salary ranges will be shown in Workday, and all in-scope staff will see a Career Roadmap function, subfunction, band and level in their Workday profile.

Because the university utilizes two pay frequencies – monthly and biweekly – there will be two implementation dates.

- November 1, 2022, for staff paid monthly
- November 6, 2022, for staff paid biweekly and staff who will change pay frequency as a result of Career Roadmap

Career Roadmap Standards

Each Career Roadmap job profile has assigned standards that apply to each position and employee in that job profile. The standards for each job profile will be effective on the dates listed above. These standards include:

- **Job profile name** (new)
- **Pay grade** and **pay range** (new)
- **Working title** (same as current state)
- **Job Family** (some may change)
 - Classified Civil Service (CCS) staff are protected by state rules for public employees.

A new [Implementation page](#) has been added. This page contains useful information to help employees prepare for implementation in November

- Pay impacts
- Managing changes to you (employee)
- Optional request for reviews after implementation
- Detailed impacts if an employee's job family changes along with an employee checklist. Topics such as:
 - Pay frequency
 - Payroll deductions
 - Overtime eligibility
 - Benefits
 - Paid time off
 - Parking
 - Pay advance



Career Roadmap

Payroll Advance

Ohio State is committed to implementing Career Roadmap in compliance with Fair Labor Standards Act (FLSA) regulations and in support of the university community. Some individuals will transition from exempt to nonexempt status under the FLSA at Career Roadmap implementation. As a result, they will be eligible to earn overtime pay when more than 40 hours are worked in a workweek, and they will change from monthly to biweekly pay periods.

Opt-In Deadline



The pay advance opt-in period starts in late September, and the deadline will be October 31, 2022.

A one-time pay advance will be available to help bridge a potential pay gap. Here is why the gap exists:

- Your final full monthly paycheck will cover October 1-31, 2022, and it will be paid on October 31, 2022.
- You will receive a partial monthly paycheck covering November 1-5, 2022, and it will be paid on November 30, 2022.
- **For biweekly pay, there is a two-week lag between hours worked and receipt of pay.** Your first biweekly paycheck covering work hours from November 6-19, 2022, will be paid on December 2, 2022.

The university is offering a one-time pay advance with paychecks dated December 2, 2022, to help bridge the gap from monthly to biweekly pay. The pay advance amount is equal to two weeks of your base pay. See below for an example.

Individuals must opt in by October 31, 2022, to participate in the pay advance.

A new [Pay Advance web page](#) has been added. This page contains useful information to help those employees switching FLSA status from exempt to non-exempt. Topics include:

- What is a pay advance?
- Eligibility and terms
- Examples of pay advance impacts



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES

Fair Labor Standards Act and Job Families

Updated January 2022

Play (k)

0:02 / 14:16

Compensation

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) sets a minimum hourly wage, a 40-hour workweek, overtime rules, timekeeping requirements and other standards. The guidelines affect full-time and part-time workers in the private sector and in federal, state and local governments.

The U.S. Department of Labor uses annual pay and job duties to determine who is to be paid for working overtime. Some employees are not included in the overtime pay rules because of their duties and annual pay. They are considered **exempt**. Those who are covered are considered **non-exempt** and must be paid for all hours worked, including overtime if more than 40 hours are worked in the week.

If an employee's duties and pay change, or if the regulations are updated, that person's FLSA status may change from exempt to non-exempt. This section is to help employees, managers and the HR community understand FLSA transitions.

Note, FLSA regulations explicitly exclude certain employee groups from the overtime pay rules regardless of duties and salary. These employee groups include, but are not limited to, teachers, physicians, and attorneys. These employee groups are not eligible for overtime pay.

FLSA Overview

Changing to Non-Exempt

Changing to Exempt

FLSA Frequently Asked Questions

FLSA Glossary

Additional tools that may be helpful as it relates to Fair Labor Standards Act and Job Families are the bite sized learning video and a website.

The [Fair Labor Standards Act and Job Families Learning Video](#) describes:

- What is FLSA and how it protects workers
- Determining FLSA status using salary basis and duties tests
- Ohio State and FLSA
- What is Classified Civil Service and how it protects workers
- How Ohio State assigns job family groups and job family
- When employees are non-exempt or classified civil service

[Fair Labor Standards Act web page](#) describes:

- FLSA overview
- Changing to non-exempt
- Frequently asked questions
- Glossary



Q & A



The following is a checklist Managers should use to prepare for and conduct the results process



Prepare yourself



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- ☐ **Plan for and identify** the types of results conversations to be held e.g., employee received their desired outcome from employee review or employee did not receive their desired outcome. Data can be found in the PM tool or look at DocuSign for specific employee submissions.
- ☐ **Identify** if you need HR assistance with these conversations.
- ☐ **Know and understand** the enterprise-wide communication plan, training, tools such as updated web pages, results scenarios, manager conversation guide, employee frequently asked questions, etc.
- ☐ **Understand** your unit's raise to minimum approach e.g., it's complete, it's in process, timing, etc.
- ☐ **Remember** to "wear your Ohio State hat." Career Roadmap represents a comprehensive approach across the institution.
- ☐ **Begin** to work through next steps with employee, if necessary, as outlined in the manager conversation guide



Schedule conversations



- ☐ **Schedule** conversations with the employee by August 19th



Ensure results are shared prior to DocuSign letters



- ☐ **Conduct** results conversation prior to DocuSign letters send date of August 22nd
- ☐ **Support** employees as they have additional questions or need help with DocuSign results letters



For questions, reach out to...

Unit HR Partner <https://hr.osu.edu/directory/>

Compensation Team HRCompensation@osu.edu

Career Roadmap Website <https://hr.osu.edu/career-roadmap/>

THANK YOU FOR YOUR PARTICIPATION!