Career Roadmap: Employee Review Guide

For Staff Included in Career Roadmap

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For more information visit Career Roadmap Employee Review Period Webpage

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Human Resources

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Introduction

Career Roadmap is a modern compensation and job classification model developed by Ohio State to provide transparent career paths and pay ranges for staff. When implemented in fall 2022, Career Roadmap will help to consistently guide how Ohio State hires, compensates and retains staff.

All in-scope staff will have their positions mapped to a job profile in the new Career Roadmap framework. Throughout this multi-year initiative, managers, HR partners, college/unit leaders, medical center leaders and HR Compensation have provided input. The employee review period is the opportunity for staff to learn about Career Roadmap, review how their position has been mapped to the framework and agree or suggest a change.

The purpose of this document is to provide instructions for staff on how to review and evaluate the mapping of their position to the Career Roadmap framework.

Tools and Resources

Several tools and resources on the employee review webpage will help prepare you for the review process. Please familiarize yourself with the resources below:

- **Job catalog** – Includes all staff titles and is offered in three formats so you can use the one you prefer:
  - Online job catalog (recommended)
  - Job catalog and job code table (PDF download)
  - Job catalog and job code table (Excel download)

- **Career band and level guide** – Describes the career framework and helps determine the career band and level for each staff job across the institution.

- **Pay range knowledge article** (login with name.# required) – Explains pay ranges and geographic differences with links to two excel files, one with regular Career Roadmap pay ranges and one with geographic differences.

- **Employee Review web page** – Describes the review process and includes the overall timeline, a detailed master calendar, a link to a sample position review form and other tools.

- **Frequently Asked Questions**

- **Recorded training sessions and short learning videos**
Employee Review Process

The review process will begin March 8, 2022, when in-scope employees receive an acknowledgement letter via DocuSign. Employees will have two weeks to review their position mapping using the steps outlined below. The DocuSign letter will provide an option to agree or disagree with the assigned function, subfunction, career band or career level. If an employee disagrees, they will receive a position review form via DocuSign.

The following flow chart illustrates what happens when an employee selects agree or disagree in the DocuSign letter.
Employee Review Steps

The four components that make up a job profile are function, subfunction, career band and career level. Before selecting agree or disagree in your notification letter, you should evaluate these four components to ensure your position has been mapped accurately.

**Step 1: Function**
The function description should match approximately 70% of the primary duties in your position description. The description for your assigned Career Roadmap function can be found in the job catalog (online version recommended) or (excel version). You may find your current position description in Workday (desktop recommended) by clicking the cloud icon in the upper right then selecting View Profile > Job > Jobs Tab > Position link. If your position description is not up to date, complete your evaluation based on your actual position and work with your manager to update the position description.

**Step 2: Subfunction**
The subfunction description should match the primary duties in your position description. Subfunction descriptions can be found in the job catalog (online version recommended) or (excel version). You may find your current position description in Workday (desktop recommended) by clicking the cloud icon in the upper right then selecting View Profile > Job > Jobs Tab > Position link. If your position description is not up to date, complete your evaluation based on your actual position and work with your manager to update the position description.

**Step 3: Career Band**
There are four career bands – technical, clinical, specialized and managerial. Positions in the technical, clinical and specialized bands are individual contributors, while the managerial band are people leaders. Descriptions of career bands and levels are found in the Career Band and Level Guide. Descriptions of specific bands and levels are also part of the job profiles found in the online job catalog.

*Note:*
- For a position to be assigned to the managerial career band, it must:
  - Have a minimum of two total positions reporting to it. This may be comprised of a combination of faculty, staff, and students, considering students and volunteers in a 4:1 ratio, and
  - Lead a team in which most of the work is completed by members of the team.
- The clinical career band is generally reserved for individuals in the clinical field where a licensure or certification is required.
- For IRP (Internal Resource Pool) employees, the band will be mapped as “Internal Resource Pool.”

**Step 4: Career Level**
Assess whether the assigned career level matches the job dimensions (profile, knowledge, complexity and interaction) required for the position. Further information on job dimensions can be found in the Career Band and Level Guide.
Job Profile Standards

Each job profile has standards that create consistency across the institution and ensure regulatory compliance. All positions and employees in the same job profile will have the same standards.

The regulatory compliance standards are as follows:

1. **Fair Labor Standards Act (FLSA):** This federal regulation, overseen by the U.S. Department of Labor (DOL), requires employers to assign overtime eligibility for each employee. Employees who are non-exempt are eligible to receive overtime pay when more than 40 hours are worked in a workweek. Exempt employees are not eligible to receive overtime pay. The default FLSA status is non-exempt. Ohio State must justify which job titles will be treated as exempt using the DOL tests, specifically duties and salary. When either or both tests cannot be met, Ohio State is required to default to the non-exempt FLSA status. At Ohio State, non-exempt employees must track and report all hours worked.

2. **Job Family:** Based on the Classified Civil Rules in the Ohio Revised Code, each Career Roadmap job profile is assigned either Classified Civil service (CCS) status or unclassified (A&P or Sr. A&P) status. The purpose of CCS is to protect workers from unlawful termination and reduction in pay.

Other standards assigned for consistency:

1. **Job Profile Title:** Positions mapped to the same Function + Subfunction + Career Band + Career Level will share the same job profile title. This is to ensure internal consistency and have clear ties to the career framework.

2. **Working Title:** For consistency, each Career Roadmap job profile title has a recommended working title. There may be situations in which neither the job profile title nor the recommended working title are meaningful to an external profession or discipline. Examples include when an individual interacts with external constituents or when funding sources or regulatory requirements mandate a specific title. In these situations, an alternate working title may be used. Employees will retain their pre-Career Roadmap working title at initial implementation. Positions will transition to the recommended working title over time with promotions, new hires, retirements and other staff changes.

3. **Pay Range** – Each job profile title has a pay range. A pay range consists of a minimum, midpoint and maximum dollar amount. Every employee in a job profile title (within a similar geographic area) will have the same pay range. However, each employee’s salary will fall into a different place within the pay range depending on experience, skills and performance.

Thank You

Thank you for participating in the employee review process.

If you have any questions about this process, you can contact your manager, your HR business partner (see directory) or HR Compensation (hrcompensation@osu.edu).