

UW Non-Academic Staff Organizational Structure Review

Presented to the UW Board of Trustees

March 2024

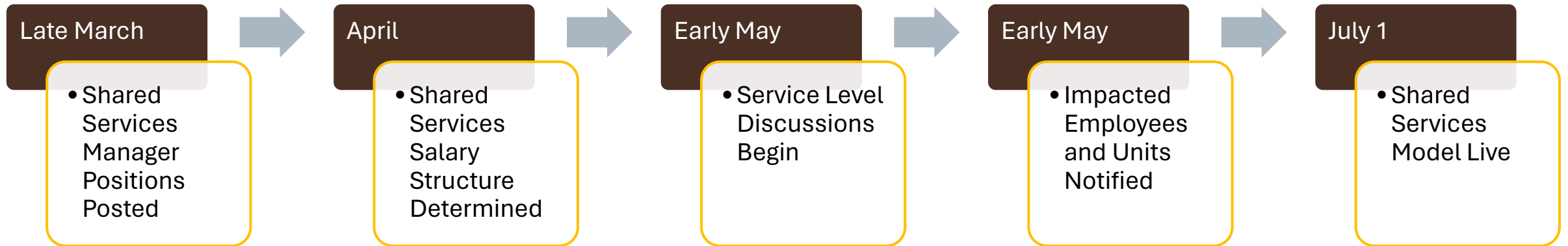
Background & Purpose

Following a comprehensive review of the current structure, the purpose of this project is to create a more effective, efficient staff organizational structure that promotes employee satisfaction and career advancement.

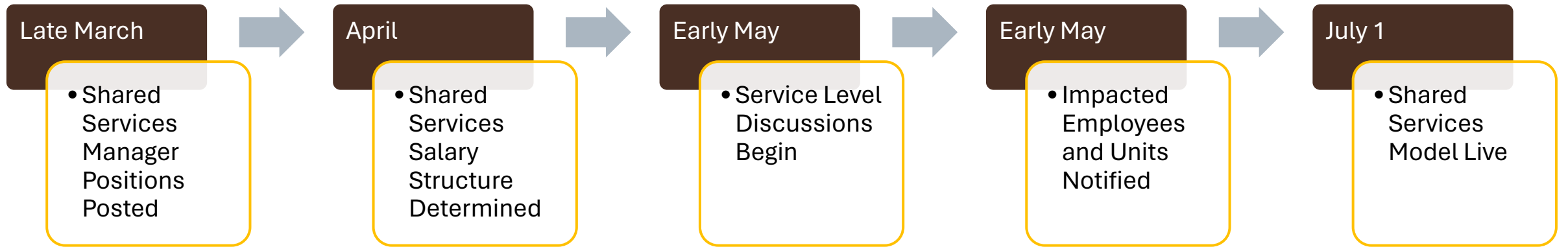
Guiding Principles

1. Align available resources with the greatest use and purpose. This is not a cost-cutting exercise.
2. Create a workplace where all staff members can grow, excel, and thrive at UW.
3. Build an innovative administrative support model to efficiently and effectively meet the needs of students, faculty, and staff.
4. Strive towards logical job hierarchy, consistency in job titles, and equitable distribution of responsibilities aligned with the mission and goals of the university.
5. Understand the competitive job market for all staff positions and develop an adaptable methodology to routinely update for long-term success.

Timeline



Timeline & Communications



← Communications →

Questions?

Also see FAQ in Board Report

University of Wyoming Staff Organization Review Frequently Asked Questions – March 2024

Who is impacted?

QUESTION: What current job titles will be impacted by the shared services model?

ANSWER: The following job titles have been identified as having the potential of being impacted by the shared services model. This is not an exclusive list and other positions may be identified as we continue toward implementation:

Accountant
Accountant, Senior
Accounting Associate
Accounting Associate, Senior
Administrative Associate
Assistant Director, Business Operations
Business Manager
Business Manager, Executive
Dir, Business Operations
Financial Analyst
Office Assistant, Senior
Office Associate
Office Associate, Senior
Staff Assistant

QUESTION: Will those impacted be consulted and not forced into this process?

ANSWER: Human Resources will consult with impacted employees and leadership in the Division. Impacted employees will be given as much advance notice as possible. This is scheduled to take place in early May. Since this process is a departmental reorganization, those impacted will be required to transition to the new position.

How Many Employees may be impacted in this organizational review?

QUESTION: How many employees will be moved to the shared services model?

ANSWER: It is estimated that 15-20 employees will be moved to the Human Resources Shared Services, and 70-90 employees will be moved to the Budget and Finance Shared Services.

Will salaries be impacted through this organizational review process?

QUESTION: How will salaries be impacted for employees moving to the shared services model?

ANSWER: Salaries are not expected to be impacted but modeling is in process to determine if changes to compensation will need to be made.

Where will Shared Services employees be housed?

QUESTION: Will impacted employees physically move offices?

ANSWER: Location and moves are dependent on multiple factors, but there is an expectation that Shared Services employees will have a “home” in one or multiple units that they serve, with an expectation that they are mobile, and can set up work from various campus locations to attend to institutional needs.

What will the relationship between the Shared Services and the departments/units they serve look like?

QUESTION: Units will need to have a say in how these positions serve their unit. How will this need be balanced with these positions?

ANSWER: The Shared Services employees will have a day-to-day presence in the units that they serve and will need to be deeply connected to ensure continuity of services. There is an expectation that these partners will be thoroughly trained in their respective shared service area and will be considered the resident expert for Human Resources or Budget and Finance for these areas. This will ensure that each department/unit will have dedicated service through these individuals. Human Resources and Budget and Finance will work closely with the units/partners and leadership to ensure a seamless

transition. The positions will report directly to Human Resources and Budget and Finance, depending on which shared service they belong to.

How will impacted employees be placed in the new positions?

QUESTION: How will employees be involved in the process of determining which of the functional areas they migrate to?

ANSWER: A review of current title, compensation, and experience, in addition to individual consultation, will aid in determining the best placement for an employee.

QUESTION: Will employees need to apply for new jobs?

ANSWER: While impacted units/departments and individuals may be consulted during the process, employees will be directly placed without the need to apply. These changes will follow the [Departmental Reorganization](#) process.

What will happen if I have duties removed from my job responsibilities that will go to shared services?

QUESTION: What will happen if I have duties removed from my job responsibilities that will go to shared services?

ANSWER: As part of the organizational review, the impacted employee, home department, and Human Resources will collaborate to shift and balance duties to make every employee successful in meeting the University's mission and priorities. If job responsibilities are removed from an employee's position, the intention is not to downgrade or change the salary of the position that an employee is in. If there are significant changes in the essential functions assigned to an existing benefited staff or administrative professional position, the position audit process will be used.

What is the timeline for implementation?

QUESTION: If I am affected, when will I transition to my new position?

ANSWER: Following individual consultation with Human Resources and their division, employees will be transitioned to new roles, beginning July 1, 2024.