

**Committee for Workforce Planning-Protocol Information for Leaders, Managers, and Supervisors**

The Committee for Workforce Planning (CWP) has been designed to facilitate strategic decisions regarding the human capital of the institution. The below tables provide information to leaders, managers, and supervisors about the headcount, compensation, and organizational items that either do, or do not require presentation to and approval by CWP. Leaders, supervisors, and managers should collaborate with their Human Resources Business Partner (HRBP) on questions related to headcount, compensation, and organizational changes including those items which may require presentation to the CWP.

**Headcount**

<p>Presented to CWP:</p> <ul style="list-style-type: none"> <li>• Full time replacement positions;</li> <li>• New positions not included in approved budget;</li> <li>• New positions amended in scope/salary from what was originally submitted in budget;</li> <li>• Temporary (EC or Union) when resource will be in role &gt; 12 months or where resource is not within departmental or grant budget.</li> </ul>	<p>Not Presented to CWP:</p> <ul style="list-style-type: none"> <li>• Temporary (EC or Union) positions new, replacement, or renewal provided that person will be in role &lt;12 months and funded by departmental or grant budget.</li> <li>• 100% grant funded positions.</li> </ul>
--	--

**Compensation**

<p>Presented to CWP:</p> <ul style="list-style-type: none"> <li>• Review of overall internal equity study results prior to implementation of any salary adjustments;</li> <li>• Review of overall market review study results prior to implementation of any salary adjustments;</li> <li>• Bonus types of “Additional Comp” requests outside of a formal employee recognition program.</li> <li>• Promotions/Promotional increases for positions at or above the Director level or that are proposed in excess of 10%.</li> </ul>	<p>Not Presented to CWP:</p> <ul style="list-style-type: none"> <li>• New hire salary offers consistent with the position budget or as otherwise approved by the divisional leader, budget office, and CHRO (unless CHRO would like to discuss a specific issue with CWP);</li> <li>• Additional compensation requests for one time or limited short term (not interim appointment) work outside of the employee’s job description provided the monies are within the departmental or grant budget;</li> <li>• Promotions/Promotional increases, approved by HR that are below the Director level and 10% or less.</li> <li>• “One off” market or equity adjustments necessitated by a new hire (cascade effect) and approved by divisional leader, budget and CHRO.</li> </ul>
--	---

## Org Changes/Org Design

Presented to CWP:	Not Presented to CWP:
<ul style="list-style-type: none"><li>• Periodic overviews of organizational design for workforce optimization;</li><li>• Talent reviews for the purpose of succession planning and retention;</li><li>• Proposals to implement a reorganization that will result in multiple position and/or salary changes in excess of 10% (see compensation section).</li><li>• Reorganization requests that will result in a reduction in force (RIF).</li></ul>	<ul style="list-style-type: none"><li>• One-off position changes that are consistent with the compensation section in terms of CWP requirements;</li><li>• Reporting line changes that do not impact position levels/salaries.</li><li>• Updates to class specs (position descriptions) that do not trigger CWP presentation requirements in compensation section.</li></ul>

The tables above are not meant to be all encompassing as it would be impossible to capture every scenario. Rather, the examples are meant to be illustrative of the types of requests that require CWP approval. In the event of any uncertainty, leaders, managers, and supervisors should collaborate with their HRBP. Nothing herein shall be construed as promising any set amount of pay increases for items such as promotions, or as altering or amending any items in any collective bargaining agreements that the University is party to with bargained for staff.

Revised July 1, 2024.