

## MEMORANDUM

TO: SLCC Staff  
FROM: Compensation and Employment  
DATE: 4/24/2025  
SUBJECT: Working Title Update  
with New Compensation/Classification Structure



As part of our efforts to implement our new compensation/classification structure all classification numbers will be removed from working titles across the College within the next few weeks. However, classification numbers will remain in the classification titles. Please see definitions below.

### **Classification Title:** (*Example Coordinator 2, Compensation*)

- Contains classification number ***internal to HR***
- Provides understanding of where position is classified in the structure
- Classification number contained in the title is tied to pay range
- Classification title with classification number is available to each employee for their own position and will be included in annual salary notifications
- Job postings will include classification titles and numbers so current employees will be aware if posted position(s) would be a higher classification level

### **Working Title:** (*Example Coordinator, Compensation*)

- Visible college wide through Outlook
- Will not contain classification number tied to pay grade
- Title is used both internally and externally

### **By removing classification numbers from working titles SLCC will address:**

- Negative hierarchical culture
- Unintentional negative biases and perceptions
- Perceived differences in rank and pay

### **Advantages to removing classification numbers from working titles:**

1. **Simplifies Titles for Clarity:** Working titles without numbers are easier to understand and communicate, both internally and externally. They focus on the role's function rather than its hierarchical level.
2. **Encourages Collaboration:** Removing classification numbers can reduce perceptions of rank among employees, fostering a more collaborative and less hierarchical work environment.
3. **Enhances Professional Identity:** A cleaner, simpler title focuses on the individual's professional contributions rather than their classification level, which may improve job satisfaction and pride in their role.
4. **Improves External Perception:** Externally, working titles without classification numbers are more professional and relatable for stakeholders, clients, or partners who may not understand the organization's internal classification system.

5. **Reduces Bias and Judgments:** Without classification numbers, there is less risk of unconscious bias based on perceived rank, which can improve workplace dynamics and opportunities for growth.
6. **Streamlines Job Branding:** For recruitment purposes, simpler working titles may attract a broader range of candidates who focus on the role's responsibilities rather than interpreting classifications.

Salt Lake Community College values your work. The Compensation Team will provide support during the transition to the new structure. If you have any questions, please reach out to the following members of the Compensation Team.

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Thank you for your continued dedication to Salt Lake Community College.