

MONTGOMERY COLLEGE  
Office of Human Resources, Development, and Engagement

June 17, 2013

MEMORANDUM

To: Associate and Support Staff and Administrators

From: Sarah Miller Espinosa, Vice President of Human Resources, Development, and Engagement

Subject: Classification & Compensation Update – FY13 Accomplishments

In this memo, you will find important Classification and Compensation updates regarding:

1. the adoption of Montgomery College procedures 33001CP, 33002CP, 34001CP, 35001CP, and 36001CP;
2. the Internal Equity review process;
3. Initial Placement of New Hires review;
4. Talent Profile implementation; and
5. the completion of 10 month staff and administrator evaluations.

In January 2012, the Classification Steering Committee (CSC), which was composed of a cross section of faculty, staff, and administrators, embarked on a six month classification renewal process to finalize a lengthy classification study and make recommendations concerning staff & administrator classification and compensation. In July 2012, the CSC concluded its work and made five recommendations to Dr. Pollard, which were adopted on August 6, 2012. (For additional information on the CSC recommendations, please visit the [HRDE classification and compensation](#).)

In Fiscal Year 2013, several of the CSC recommendations were implemented. Below, you will find an update on these accomplishments.

**1. Montgomery College Procedures Updated & Adopted**

Upon adoption of the recommendations of the CSC, updates to procedures were drafted. After review by governance councils and the president's executive council (PEC), Dr. Pollard adopted changes to the following procedures effective December 20, 2012: 33001CP, Staff Classification Systems and Position Descriptions, 33002, Staff Position Content Control and Management, 34001CP, Changes in Employee Status, 35001CP, Compensation Programs, and 36001CP, Performance Evaluation and Employee Development. To review these procedures in full, please visit [College Policies and Procedures](#).

**2. Internal Equity Review: January Requests Analyzed & Results Mailed to Requesting Staff & Administrators' Homes**

In January 2013, employees were invited to attend equity review sessions, where they were provided information on the Internal Equity Review process per 35001CP. The Office of Human Resources, Development, and Engagement (HRDE) is responsible for conducting an equity

review, as outlined in the circumstances described below, by examining the relevant experience, education, and certifications of incumbents within the class specification. Proper application of the procedures herein is not sufficient to constitute a pay inequity for individual employees (for instance, new hire salary placement at midpoint regardless of additional experience).

In the event an employee is earning a salary lower than an employee within the same class specification with less cumulative experience, education, and certifications, that employee's salary shall be increased to the level of the employee with whom the inequity exists. In regard to single incumbent classes, such comparison will be made with similarly situated positions in the same salary grade. Any increases resulting from such reviews will be prospective.

Any employee who requests an internal equity review will be notified of the results no later than the end of the fiscal year in which the request was made.

### **Collegewide Results**

HRDE considered 230 internal equity review requests submitted in January 2013. Of those requests, 204 were received from staff and 26 from administrators. An inequity was found to exist for 85 staff and 11 administrators, for a total of 96 adjustments. The total annualized cost of the recommended adjustments equates to approximately one half of one percent of staff and administrator compensation. The results of the requests were mailed on or about June 14, 2013.

### **3. Initial Placement of New Hires: Implementation Update**

Beginning in January 2013, all new staff and administrator hires were subject the Initial Placement of New Hires procedure, per 35001CP, which specifies: "In the event the Office of Human Resources, Development, and Engagement intends to offer a new hire (administrator, associate staff, or support staff) a salary placement above the minimum of the grade, the Office of Human Resources, Development, and Engagement shall first compare the new hire's years of relevant experience, education, and certifications, as determined by the relevant class specification, to incumbent employees in the same class specification to ensure that a new hire's salary will not exceed an existing similarly situated employee's salary. In regard to single incumbent classes, such comparison will be made with similarly situated positions in the same salary grade."

### **4. Talent Profile: Implementation Update**

All staff and administrators were encouraged to complete the Talent Profile in the Talent Management System. The Talent Profile provides staff and administrators with an opportunity to update their education, experience, and certifications in preparation for ongoing Talent Management initiatives such as succession and career planning. The Talent Profile is also utilized for equity reviews.

**5. 10 Month Staff and Administrator Evaluations Completed**

Per 36001CP, all staff and administrator evaluations will be completed annually on designated dates, and these are the first evaluations being completed in the TMS. For 10 month staff, evaluations were due by June 7<sup>th</sup>. For administrators, evaluations are due by June 28<sup>th</sup>. For 12 month staff, evaluations are due by August 15<sup>th</sup>. Compensation increases, as outlined in the Fiscal Year 2014 Fiscal Update, are in some cases contingent upon the overall evaluation ratings, also per the adopted recommendations of the CSC.

As described above, a number of implementation accomplishments were achieved in Fiscal Year 2013. I will look forward to sending you a memorandum next week concerning the upcoming implementation milestones anticipated in Fiscal Year 2014.