IMPLEMENTATION OF THE EVERGREEN COMPENSATION STUDY FOR ACC DISTRICT POLICE

Presented by ACC HR Compensation
August 13, 2015
AGENDA

- Review of Study Objectives/Process
- 3 Steps of Implementation
  - Market Adjustments
  - Annual Increase – 3%
  - Career Band Structure
- Major Changes
  - Hiring Grid
  - Work Experience/Education Changes
  - Job Title Changes
  - Job Description Updates / FLSA Status Review
  - Critical Classifications
- Why Make These Changes?
- Schedule of Implementation
3 Steps of Implementation

Market Adjustment

Adjust current pay for market study adjustments
[Board Policy F-10]

Adjustment for FY16 Annual Increase

Adjust for 3% Board Approved Annual Increase
[Board Policy F-10]

Implement New Structure

Implement the new career band plan and slot employees appropriately
[New – Result of Study]
## Career Band Definitions

<table>
<thead>
<tr>
<th>Band</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>Supports a small number of other staff and/or organizational areas by performing task-oriented duties while providing assistance through avenues such as processing, clerical, administrative and operational practices, and support under general supervision.</td>
<td>Administrative Assistant, Payroll Assistant</td>
</tr>
<tr>
<td>Specialist</td>
<td>Supports staff and/or organizational areas by performing task-oriented duties while providing assistance through avenues such as processing, clerical, administrative and operational practices, and support with a high level of autonomy.</td>
<td>Buyer, Cashier, Library Specialist, Groundskeeper</td>
</tr>
<tr>
<td>Technician</td>
<td>Employs technical or specialized skills to support major work unit processes and outcomes.</td>
<td>Electrician, HVAC Technician, Telecommunications Technician</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Assists and supports supervisors, managers, and leaders by ensuring the accomplishment of operational outcomes in processes or programs.</td>
<td>Faculty Development Coordinator, OSD Services Coordinator, Technology Planning Coordinator</td>
</tr>
<tr>
<td>Professional</td>
<td>Utilizes professional level skills (e.g., data analysis) to accomplish assignments within an area of functional specialty.</td>
<td>Accountant, Grant Compliance Officer, IT Systems Analyst, Multimedia Developer</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Oversees staff or resources involved in implementing specific activities or processes.</td>
<td>Advising Supervisor, Grounds Supervisor, District Police Sergeant</td>
</tr>
<tr>
<td>Manager</td>
<td>Manages and directs staff and/or resources to provide specific program or service offerings to internal or external stakeholders.</td>
<td>Campus Manager, International Programs Director, Registrar</td>
</tr>
</tbody>
</table>
NEW PAY RANGES

- No more pay grades as we know them (PG 1-31).
- Moving to Career Band/Levels with Pay Ranges.
  - 18 pay ranges across 7 career bands.

Pay Ranges:
- Are wider than pay grades in the current system.
  - 50% vs 87.5% (minimum to maximum)
- Have greater variation of distance between the midpoints.
  - Current system has 5% between midpoints of 31 pay grades.
  - New Career Band Structure varies depending on Career Band/Level from 5+% - 15+% between the midpoints.
NEW HIRING GRID

- New hiring grid built on 70% of midpoint instead of current 80% to midpoint because of the wider pay ranges.
- Still experienced based.
- Hiring from minimum of pay range to midpoint.
- Current employees’ salaries have been analyzed to ensure that future new hires do not outpace current employees with the same years of equivalent experience.
CERTIFICATION PAY FOR PATROL OFFICERS

- Patrol Officer I
  - Professional 1 Pay Range

- Patrol Officer II
  - Master Certification
  - Professional 2 Pay Range

- In the future, Patrol Officer Certification will be reviewed each summer for pay changes in the new academic year (effective 9/1). Same as Faculty.
CRITICAL CLASSIFICATIONS

- Positions may be considered critical if they are proven to have:
  - Extreme market pressures
  - Inordinately high turnover
  - High vacancy rates

- A position can be approved to have additional salary added to the position’s pay range.

- Reviewed on an annual basis.
  - For FY16, District Police will be a critical classification.

- Patrol Officer I
  - Professional 1 – w/o Critical Class ($38,159 min; $54,513 midpoint)
  - Professional 1 – w/ Critical Class ($44,159 min; $60,513 midpoint)

- Patrol Officer II
  - Professional 2 – w/o Critical Class ($42,070 min; $60,101 midpoint)
  - Professional 2 – w/ Critical Class ($48,070 min; $66,101 midpoint)
<table>
<thead>
<tr>
<th>Title</th>
<th>Current Min</th>
<th>Current Midpoint</th>
<th>Band in Proposed Banded Plan</th>
<th>Level in Proposed Banded Plan</th>
<th>Min in Proposed Banded Plan</th>
<th>Mid in Proposed Banded Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Police, Safety Officer</td>
<td>$ 27,840</td>
<td>$ 27,840</td>
<td>Specialist</td>
<td>2</td>
<td>$20,854 (LW)</td>
<td>$29,791</td>
</tr>
<tr>
<td>District Police, Dispatcher</td>
<td>$ 28,422</td>
<td>$ 35,528</td>
<td>Specialist</td>
<td>6</td>
<td>$31,394</td>
<td>$44,848</td>
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<tr>
<td>District Police, Patrol Officer I</td>
<td>$ 39,993</td>
<td>$ 49,991</td>
<td>Professional</td>
<td>1+CC*</td>
<td>$44,159</td>
<td>$60,513</td>
</tr>
<tr>
<td>District Police, Patrol Officer II</td>
<td>$ 39,993</td>
<td>$ 49,991</td>
<td>Professional</td>
<td>2+CC*</td>
<td>$48,070</td>
<td>$66,101</td>
</tr>
<tr>
<td>District Police, Dispatch Supervisor</td>
<td>$ 41,992</td>
<td>$ 52,491</td>
<td>Supervisor</td>
<td>3</td>
<td>$38,159</td>
<td>$54,513</td>
</tr>
<tr>
<td>District Police, Sergeant</td>
<td>$ 44,092</td>
<td>$ 55,115</td>
<td>Supervisor</td>
<td>5+CC*</td>
<td>$52,383</td>
<td>$72,261</td>
</tr>
<tr>
<td>District Police, Staff Sergeant</td>
<td>$ 44,092</td>
<td>$ 55,115</td>
<td>Supervisor</td>
<td>5+CC*</td>
<td>$52,383</td>
<td>$72,261</td>
</tr>
<tr>
<td>District Police, Lieutenant</td>
<td>$ 46,297</td>
<td>$ 57,871</td>
<td>Manager</td>
<td>2+CC*</td>
<td>$54,702</td>
<td>$75,575</td>
</tr>
</tbody>
</table>

(* CC indicates that a critical class additive is included in the range.)
IMPLEMENTATION TIMELINE

- Monday, August 24
  - Employees Receive Notification of FY16 Salary, Job Description, etc. through Online Services

- September 1
  - Effective date of implementation of New Salary, Titles, Career Band/Levels (reflected in September checks)

- March 1, 2016
  - Compensation Study Review Process Opens
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