Implementation of the Evergreen Compensation Study for Non-Faculty Employees at Austin Community College

Presented by:

July 20, 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
Study Objectives

• Evergreen Solutions contracted to:
  - Review ACC’s Compensation Program.
  - Conduct Market Survey (required by Board Policy).
  - Evaluate and Build a Classification/Compensation Plan.
  - Develop Recommendations.
  - Revise Job Descriptions and Review FLSA Status.
  - Work with 12-member Compensation Study Committee for transparency and communication back to employees.
Study Process

• Study Kickoff – Meetings with Committee, Campus Visits, Orientations, Focus Groups
• Outreach and Communication to Employees
• Job Assessment Tool (JAT) Collection
• Market Survey – Local, State, and National Data
• Work with Committee on:
  - Program Options
  - Proposed Solutions
• Reports to Committee, President/PLT, and ACC Board of Trustees
• FY16 Budget Approved July 6
  - Move to Implementation Phase
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]
<table>
<thead>
<tr>
<th>Career Band</th>
<th>Description</th>
<th>Examples</th>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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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.
Some Things You Should Know

- Slotting Jobs into the New Career Band Structure
  - Jobs that were in separate pay grades may be slotted in the same pay range (Career Band/Level) in the new structure.
  - Because of market adjustments for some positions, jobs that were in the same pay grade may be slotted in different pay ranges in the new structure.
  - Assistant, Specialist, Technician, and other positions may not have the same perception of hierarchy in the new structure as they have in the current system. There is pay range overlap across all career bands.
Hiring Grid Changes

• No more required work experience deduction or compression year deduction for new hires.

• New hiring grid built on 70% to midpoint instead of current 80% to midpoint because of the wider pay ranges.

• Current employees’ salaries will be analyzed to ensure that future new hires do not outpace current employees with the same years of equivalent experience.
Work Experience & Education Changes

• Education requirements more generic.
  − Example: *Bachelor’s degree* instead of *Bachelor’s degree in Business*.
  − Preferred education option still available for posting.

• Work experience requirements more generic.
  − Example: *Two years related work experience* instead of *Two years related work experience to include one year of academic advising in a higher education setting*.
  − Preferred work experience option still available for posting.

• More options available for substituting experience and education:
  − Work experience substitution for education
  − Additional education over required substitution for work experience
Other Changes

• Job Title Changes

• Job Description Updates

• FLSA (Exempt/Non-Exempt) Status Review
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.

**20+ Total Recommendations included in Compensation Study**
Why Move to the New Career Band Structure and Make These Changes?

• Position title changes will better reflect the market.

• Updated job descriptions will better reflect job duties.

• Supervisors will have more opportunity to hire the best candidate.

• New structure will allow for better visibility and understanding of career opportunities for employees.
Implementation Timeline

• **Monday, July 20**
  - Employee Meetings with Evergreen (Live/WebEx)

• **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
ACC Compensation Study Committee

Committee Tri-Chairs
Judy Green, CEA
Stephen Bassett, APTE
Neil Vickers, Administrators

Sue Bloodsworth, CEA
Gloria Dove-Owens, CEA
Bernie Hinterlong, CEA
F.C. Caranikas, APTE
Lara Niles, APTE
Daniel O’Hanlon, APTE

Kathleen Christensen/Wade Bradfute/Virginia Fraire, Administrators
Ben Ferrell, Administrators
Mary Hensley, Administrators

HR Compensation Staff
Dana Tucker, Compensation Manager
Kathy Gromoll, Senior Compensation Analyst
Tammy Sharp, Senior Compensation Analyst