

## **FY09 MARKET STUDY PROCESS**

### **I. FY09 Non-Faculty Market Study**

Every two years, in compliance with Board Policy F10, HR Compensation conducts a market survey to ensure that the compensation scales are market competitive. A market survey was conducted in FY09 with recommended changes effective in FY10, after Board approval.

The schedule is as follows:

- September – Develop plan and submit to the administration for approval
- October/November – Prepare communications to organizations
- January – Begin to collect data
- February – Meeting with employee associations to share the plan and process
- March/April – Collection of data from organizations
- April – Review and analyze data by HR Compensation
- May – Review by the administration and employee associations
- May/June – Administration’s recommendations to the employee associations and ACC Board
- June – Employee associations are scheduled to address the Board on compensation
- July – adoption of the budget, including compensation, by the ACC Board of Trustees

Each association is asked to form a committee to review the data and recommendations, to seek clarification of issues, and resolve any unanswered questions.

This year the process was delayed due to the late receipt of data for some of the positions. Data was received as late as March. Thus, meetings with the association representatives were also delayed. It is anticipated that in the next survey year sufficient lead time will be available to conduct the survey in a timely manner.

HR Compensation is the process holder for the annual Compensation Study for non-faculty positions. The results of the studies will be posted on the website by August of each year.

### **II. FY09 Position Analysis Requests (PAR) Process**

Each year the administration determines if there is a need to implement a PAR process. The objective of the PAR process is to review positions that have changed in scope or job duties have changed to the extent that a position no longer reflects the job description or is not at the appropriate grade. If approved by the administration, HR Compensation develops the process and time table as approved by the administration.

Typically, the PAR process begins in February in order for the recommendations to be included and funded in the budget projections. The administration (PLT) develops recommendations to be submitted to the President in April of each year.

The administration typically decides if, during the year, certain positions have taken on additional responsibility or changed in scope. If so, the positions are submitted for review.

Since the comprehensive study in FY06 reviewed all of the job titles, the need to conduct a full blown PAR process has been minimal. Each year the administration will decide the scope of a position analysis review process.