ACC Employee Status Update (7-8-14)

Dear ACC Employees,

Evergreen Solutions is nearing the final stages of the Compensation & Classification Study for FY14 and we would like to take this opportunity to update you on our progress, preliminary findings, and next steps.

First of all, we would again like to thank each of you for your participation in the employee meetings and JAT data collection process. We received a strong response from you and we appreciate your time and effort. Based on the JAT responses, we identified various discrepancies in the responses that needed follow-up and validation and we did so as follows:

- Our staff contacted 97 employees of the College, including supervisors, in order to reconcile significant discrepancies between employee and supervisor JAT responses.
- If you were not contacted during this process, it means that we found sufficient alignment between your response and your supervisor’s comments to proceed with the information provided.

Thanks to the cooperation of all parties involved, these outstanding issues were resolved ahead of schedule. Your participation during this process has been crucial for the success of each phase of our study.

In addition, during the month of June, our staff gathered data from several primary and secondary sources for market comparison. The results are as follows:

- Preliminary results from the market study indicate that ACC has a more thorough approach of collecting market data from a variety of sources than its peers and utilizes a compensation structure that is responsive to the relative labor market.
- Evergreen validated the current methodology through alternate market sources and, finding similar results, has determined that the process currently used by the College is adequate in assessing its market competitiveness.
- Our next step involves assessing the competitiveness of individual classifications and making recommendations for any grade changes.

As we discussed during our orientation sessions, our staff will be updating job descriptions to reflect new or unique tasks identified by employees in the JATs. While all JAT comments are reviewed and used to inform the classification recommendations and market comparisons, only those comments that reflect actual changes in job functions or duties will be included in the revised job descriptions. For consistency purposes, the language of your job description will be phrased using terminology consistent with other job descriptions. Therefore, specific language provided by employees through the JAT may not appear in the final job description. However, employee concepts will be considered in updating the job description.

In August, we will be presenting our recommendations to the Compensation Committee on the classification and compensation structure based on our findings from the job assessment and market analyses. The Compensation Committee will review the report and make recommendations to the President. Employees will continue to be kept informed of the progress of the Study.

We appreciate all of the questions and feedback that you have provided during this process.

Thank you,

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