

To: Montgomery College Employees

From: Krista Leitch Walker, Vice President/Chief HR Officer
Office of Human Resources and Strategic Talent Management

Subject: **FY24 Classification and Compensation Practices Study – General Timeline, Next Steps, and Engagement Opportunities**

Date: October 11, 2023

As announced on September 19th, the Office of Human Resources and Strategic Talent Management (HRSTM) is partnering with Segal Consulting to conduct a collegewide study of our classification and compensation practices. The purpose of this memo is to inform the college community of the general timeline for this work as well as the next steps and near-term outreach plans.

General Timeline



Next Steps

The next steps of the study include collecting information such as organization charts, job descriptions, and employee census data, as well as reviewing our pay structures and compensation practices for faculty, staff, and administrators. The HRSTM Classification and Compensation team, in consultation with division and area leaders, will work with Segal to identify appropriate labor/talent markets and to analyze data and trends of similarly situated organizations. Additionally, we will be asking for stakeholder feedback through engagement opportunities.

The information that we are gathering provides the foundation for developing a system that aligns with relevant and competitive compensation practices and allows for adaptation to changing market conditions.

Engagement Opportunities

We are committed to providing recurring communication, outreach, and engagement opportunities as employee awareness and feedback are critical elements of this work. Your thoughts and observations are important to us. Our hope is that you will engage as a “thought partners” by providing your insights and perspectives to inform future approaches and practices. Scheduling for these meetings is in progress and the details on the dates and times will be forthcoming.

The table below outlines the upcoming engagement activities:

Audience	Topic	Purpose	Medium	Estimated Timeframe
Leaders and Stakeholders (Faculty, Administrators, Staff)	Compensation Practices	Gather insight from thought partners	Meetings/Zoom	October 10–27
Collegewide	Project Overview Phase I Accomplishments	Inform the College community of changes resulting from Phase I work	Open Forum, Webpage, <i>Employee Matters</i>	October 23–November 10
Collegewide	Job Profiles	Education and training	Open Forum, Job Aids and Video	October 23–31
Collegewide	Ongoing Status Updates	Inform the College community of progress	Webpage, Memos, <i>Employee Matters</i>	As needed

As this work progresses, our plan is to implement some changes immediately. One such change is related to work completed in Phase I with the development of new job documentation and the migration of job information to Workday. We will continue to provide information and updates throughout the duration of the project.

We encourage you to periodically visit the [FY24 Classification and Compensation Practices Study](#) webpage for more detailed information and resources. If you have any questions, please send them to class.compteam@montgomerycollege.edu.

Thank you, in advance, for your support and engagement in this work!