To:	All Administrators
From:	Lauren Landau, Director of Strategic Talent Management & OD
	Bill Weich, Manager of Classification & Compensation
	Mary Genovese, Senior HR Specialist & Project Coordinator
Subject:	**Follow Up on Classification & Compensation Practices Study**
Date:	April 25, 2024

The purpose of this memo is to follow up from our presentation and discussion on the classification and compensation practices study at last week's Collegewide Administrator's meeting.

First, we want to thank you for your engagement and thoughtful questions. We recognize that we may not have had time to answer all questions, so we have been provided time on the agenda at the upcoming Administrator Council meeting on **Thursday, May 2**, to address any unanswered questions. We invite you to join us at this meeting so that we can continue the discussion and answer any questions you may have.

We also want to take this opportunity to highlight some key points discussed in the meeting last week:

- Administrators who would like to review suggested edits submitted by supervisors/managers in their supervisory organization, please submit your request to class.compteam@montgomerycollege.edu.
- We understand that this is a busy time of year; however, the extended time we have provided for completing the job profiles has run out. To ensure that the project is not further delayed, we must complete the job profile reviews by **Friday, May 10, 2024**. Any priority that you and your teams can give to this work is greatly appreciated.
- Please encourage employees who want to document job-related tasks and accomplishments to complete their career-talent profile in Workday. The achievement section has been updated to allow entry of awards as well as publications.
- The classification and compensation team are reviewing suggested edits to job profiles, including positions that are cross-functional. During this review, the team will determine whether separate job profiles are warranted.

Additionally, we will also be following up by email with the supervisors/managers who have not submitted suggested job profile edits to confirm that no changes are needed. You will be copied on any correspondence to supervisors/managers within your units/areas.

As was briefly touched on during the meeting, change management is a critical component of this work. We need your support in understanding and reinforcing the importance of this work and helping employees to understand that we currently don't have all the answers as we are still in the data collection and market assessment phase of the project.

Leadership support and engagement is critical to the success of this initiative. To help you, attached is a list of key points about the study/project and some engagement opportunities for you to discuss the study with your team. We are happy to answer any questions that you have or attend your staff meetings to answer questions from your employees.

Please do not hesitate to reach out to the classification and compensation team with any questions.

Thank you for your continued support of this initiative.

FY24 Classification and Compensation Practices Study & Enhancement Project Administrator Talking Points

Why Is This Work Important?

Montgomery College is committed to ensuring that we have a relevant and competitive compensation and total rewards program that allows for adaptation to changing market conditions and that helps to attract and retain qualified employees. Given the impact of post-pandemic changes on the labor market, we determined that a more comprehensive review of our classification and compensation system is needed.

This is not only an HRSTM initiative, it is a collegewide initiative. Therefore, it is important that all Montgomery College leaders understand and are able to articulate the purpose and importance of this study/project with their teams.

Key Changes to Date

- Transition from job wizard (position description and job classification specification) to Workday: All documentation related to a job is now captured in the Job Profile in Workday.

- The change from position description to the job profile was made to streamline job documentation, facilitate consistency, and allow for flexibility in how the work is performed.

- Job Profiles include the essential functions, minimum requirements, and competencies of the position.

- Job Profiles are written by the classification and compensation team with input from supervisors.

- Job Profiles do not include specific tasks related to the position. If an employee wants to list their specific tasks, they should complete their career-talent profile in Workday, which allows them to list specific job-related tasks in their job history.

- Once job profile reviews are complete, they will be sent to the Segal Compensation consultants to begin the market assessment.

Opportunities for Awareness and Engagement

- Identify ways to engage with employees to raise awareness and address concerns:
  - Team meetings, leadership meetings, and one-on-one meetings.
  - The HRSTM Classification and Compensation team is available to facilitate or attend meetings and discussions.

- Encourage employees to:
    - Update their Career/Talent Profile in Workday.
    - Document specific goals and accomplishments unique to their position in the performance management module.

- Familiarize yourself and your team and take advantage of these available resources:
    - [FY24 Classification and Compensation Practices Study webpage](#)
    - Classification and Compensation Specialists and HRICs are available to assist.
    - Specific questions may be sent via email to: class.compteam@montgomerycollege.edu. We are committed to providing timely information, so you can expect a response within 48 business hours.