

To: Montgomery College Employees

From: Sherwin Collette, Senior Vice President for Administrative and Fiscal Services
Krista Leitch Walker, Vice President/Chief Human Resources Officer

Subject: **FY24 Classification and Compensation Practices Study**

Date: September 19, 2023

The Office of Human Resources and Strategic Talent Management (HRSTM), in partnership with Segal Consulting, will be conducting a collegewide classification and compensation practices study this year. The purpose of this memo is to provide some general information on this initiative.

As you may recall, Montgomery College contracted Segal Consulting to conduct a compensation market study in 2021. However, due to the complexity and shifting dynamics in the labor market during that period, the decision was made to suspend the project and any action that would be based on the data from that study. Given the evolution of the labor market post-pandemic, we have determined that a more comprehensive review of our classification and compensation systems is needed. This review includes examining our job classification structures and practices, the design and documentation of our positions, as well as our compensation practices and salary structures. Our goal, however, remains the same – to ensure the College has a relevant and competitive compensation and total rewards program that allows for adaptation to changing market conditions.

This work will be divided into two (2) phases. Phase I focuses primarily on job classification structures and documentation, while Phase II focuses on faculty, staff, and administrator market assessment, pay structures, compensation practices, and related policies and procedures. The work for Phase I occurred over the summer and is nearing completion. This includes the migration of position information from the Job Wizard to Workday. Phase II work will begin this week. While this work is being conducted, the moratorium on job classification and pay equity reviews for occupied positions will continue. (This moratorium does not apply to classification reviews and salary placements on vacant positions for recruiting purposes.)

Recurrent communication, outreach, and employee engagement opportunities will be critical elements of this work. We will provide additional information the first week in October. Also, we encourage you to periodically visit the HRSTM [FY24 Classification and Compensation Practices Study webpage](#) for the latest update on the progress of the project.