From:	The President
To:	MC Communications List
Subject:	Staff Classification and Compensation Study Update
Date:	Monday, June 20, 2011 1:54:25 PM

MONTGOMERY COLLEGE
Office of the President

June 20, 2011

MEMORANDUM

TO: Montgomery College Staff

FROM: Dr. DeRionne P. Pollard, President

SUBJECT: Staff Classification and Compensation Study Update

After three years of work, the Office of Human Resources (OHR) is nearing the conclusion of its study of staff classification and compensation. Through your efforts, nearly 97 percent of position descriptions have been submitted. Additionally, OHR has received comments for a majority of the class specifications. This study is certainly long overdue, but it has led to development of a classification system that better reflects the breadth and depth of our diverse staff. Since joining the College, I have been in awe of the work you do every day to help our students succeed. Thank you for giving your time and energy to participate in the study.

When this process began, the College had hoped that it would have the opportunity to change the staff salary structure and provide compensation at a higher level, including increasing salaries of staff reclassified to a higher level. Unfortunately, due to the current budget challenges, I will recommend at tonight's board meeting that the College maintain the fiscal year 2011 (FY11) salary structure in FY12. Consistent with this action and the current fiscal environment, staff members who are reclassified into a higher grade as a result of the classification study will not receive a salary increase, unless their salary falls below the minimum salary in the new range.

Throughout this process, OHR has said that the focus of the study was to properly align positions with the mission and values of the College. If the College had obtained the funds necessary to support salary increases, we had discussed the possibility of implementation for those employees who would have been promoted through the reclassification process. My recommendation to maintain the current salary schedule is recognition that the College will continue to operate in a fiscally constrained environment for the immediate future. At the end of FY12, the College will review the salary structure once again to see if changes are possible.

In terms of next steps, OHR will post all revised class specifications on its web page and notify supervisors of the classification assignments of positions in their units by the end of June. Starting the week of July 11, you will receive information in the mail about the

classification of your position. In addition, OHR will be on campus in July to respond to questions you may have about the classification and compensation study and its results.

Thank you to OHR staff for their hard work on the classification and compensation study. And I again want to say my thanks to each and every one of you—my colleagues—for your patience, understanding, and dedication throughout this process. I encourage you to contact Phill Daniels should you have any questions prior to the release of this study.