

**Office of Human Resources and Strategic Talent Management**

To: The College Community

From: Robert G. Roop, Chief Human Resources Officer

Subject: Update on the Redesign of the Compensation Program

Date: October 23, 2017

This memorandum serves to provide you with an update on the College's implementation of the redesign compensation program.

As you may know, the College has been advised in a study by Aon Hewitt, to:

- Develop a formal compensation philosophy to guide and inform pay practices.
- Develop pay structure using market pay data for over 180 College "benchmark" jobs.
- Redesign salary schedule to align with findings and market pay data.

**Additionally, it was decided by Dr. Pollard that there will be no layoffs, reduction in current salaries, or loss of jobs.**

After careful consideration by the Board of Trustees and the senior administrative leadership team (SALT), the president has agreed to adopt these recommendations. These recommendations were chosen from among multiple options because they are thought to have the greatest impact on student success and the College's goals of fiscal stewardship.

**Next Steps**

The new Compensation Program will be effective January 1, 2018.

In early January 2018, all staff and administrators will be notified of their new grade and the salary range associated with the new grade. These notifications will be mailed to the employee's mailing address on record with Human Resources and Strategic Talent Management (in the Workday system). If you recently moved, please ensure that your mailing address is updated in Workday.

Employees whose current salaries fall **below** the minimum salary for their new grade will receive a pay increase to bring their salaries up to the minimum of the new grade. This adjustment will be effective the first full pay period in January.

Employees whose current salaries are **above** the maximum salary for their new grade **will not** receive a reduction in pay.

A series of forums are scheduled for this November and December to share information on the new salary implementation and answer any questions attendees may have. Below is a schedule of dates and times for these sessions.

I will continue to keep you informed about the process. Thank you for your patience as we deploy the College's new compensation design.

**Compensation Forums:**

Date	Time	Location
Tuesday, November 7, 2017	10 – 11:30 am & 1 – 2:30 pm	Rockville Campus Science West (SW)214
Thursday, November 9, 2017	10 – 11:30 am & 1 – 2:30 pm	Rockville Campus Science West (SW)214
Tuesday, November 14, 2017	10 – 11:30 am & 1 – 2:30 pm	Germantown Campus Bioscience Ed Center (BE)151
Thursday, November 16, 2017	10 – 11:30 am & 1 – 2:30 pm	Germantown Campus Bioscience Ed Center (BE)151
Tuesday, November 28, 2017	10 – 11:30 am & 1 – 2:30 pm	Takoma Park/Silver Spring The Commons (CM)211
Thursday, November 30, 2017	10 – 11:30 am & 1 – 2:30 pm	Takoma Park/Silver Spring The Commons (CM)211
Tuesday, December 5, 2017	11 am – 12:30 pm	Central Services (CT) S108 BOT Gallery
Thursday, December 7, 2017	10 – 11:30 am & 1 – 2:30 pm	Central Services (CT) S108 BOT Gallery