

The Human Resources Department has begun work on a Compensation and Classification Study. The District has contracted with an outside consulting firm, Evergreen Solutions to review our compensation and classification system for Classified employees. Evergreen Solutions is a public sector management consulting firm with extensive experience in administering this type of study. This study is being conducted to ensure your position's classification reflects its duties and responsibilities and/or its salary range assessment is equitable both internally and externally in an effort to remain competitive within our employment market.

The Compensation and Classification Process will include four primary phases:

1. **Employee Orientation and Outreach:** Employees will have the opportunity to view an important 12-minute Employee Orientation Video on the study, as well as participate in focus groups, and provide feedback on current compensation and classification practices. **A link is being provided for the 12-minute Employee Orientation Video – which can be found at <https://youtu.be/aUXEYBi8JBM>. All employees involved in this study are invited and highly encouraged to watch the video, which will provide a high-level overview of the study as well as a detailed walkthrough of the job questionnaire to be completed. The Employee Orientation Video will also be available under the Compensation Information tab on the Human Resources website at https://www.bcsdk12.net/departments/human_resources/compensation_guidelines**

Additionally, multiple focus groups will be conducted. Focus groups are designed for Evergreen to learn about the specific issues and concerns that employees might have from the employees' perspectives. All focus groups are confidential so that employees feel comfortable to speak freely. While department/school supervisors will also be surveyed, they will not be in the groups with non-supervisory employees. Employees will be randomly selected to participate in the focus groups. The focus groups are scheduled for January 24th, 25th, and 26th. They will be conducted through Teams. **If you would like to attend a focus group, please complete the form at <https://forms.office.com/r/Hyfc2b0w7h>, no later than Friday, January 20th at 4:30 pm, to express your interest.** We will do our best to accommodate all volunteers in the process as well as the preferred methods and schedule. Those who volunteer to participate in a focus group will be notified of their session date and time. We will also send focus group invitations to a randomly selected group of employees as well.

2. **Job Assessment Tool Survey:** The online Job Assessment Tool (JAT) will give each employee (whether you participate in the focus group or not) an opportunity to describe the type of work done within his/her job title. Work described in the JAT will be examined and grouped into job classes based on similar types of work performed. This process has been designed to give employees the opportunity to explain the scope and complexity of their individual positions rather than simply relying on department designations and job titles. This effort will last approximately two weeks. Employees will receive information (instructions and login) about the JAT via email.

Important Note: Each position is being reviewed and classified in this study. Work performance and work load is not being evaluated.

3. **Supervisor Review and Input:** Shortly after completion of the JAT, supervisors will be asked to review their employees' responses to the JAT and provide additional feedback if necessary. Supervisors may also complete the Management Issues Tool (MIT) during this time to share specific classification or compensation issues related to positions supervised. Both of these processes will be discussed during the Employee Orientation Video described above.
4. **Salary Survey:** Evergreen will conduct a market survey of peer organizations with whom we compete for high quality staff, looking at how the District compares in terms of compensation. From this, Evergreen will recommend a plan that is competitive with compensation offered for similar occupations in those districts.
5. **Recommendations:** Once the job questionnaires and surveys are completed, Evergreen will provide the District with a suggested pay plan and supporting recommendations to assist us in achieving and maintaining an internally equitable and externally competitive compensation system.
6. **Implementation: Evergreen will assist** District leadership in developing a plan for implementing the findings of the study within the confines of the District's budget constraints.

Please note that the orientation video and JAT process can be done through any mobile device, tablet or computer.

This study will require strong employee participation and we look forward to your support and assistance. Bibb County Schools looks forward to a successful outcome of the Compensation and Classification Study.