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**Sent:** Monday, October 19, 2020 9:02 AM

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**Subject:** The CARE Project Update



The CARE Project is in the final phase: Project Finalization. During this phase, stakeholders will provide a thorough review to ensure the project is moving forward with a comprehensive and sustainable compensation and classification structure. The team is working with the Cabinet as they review the draft results presented by Gallagher Benefit Services (GBS). Specific items currently under review by the Cabinet are the addition of job families, updated job titles, position classification, and a recommended compensation structure. Still to come is a review of related College policies and procedures.

### Key Elements of The CARE Project

- **Job Families** – This is a new concept for the College in that jobs will be classified by function and duty rather than location and organization. Job families should improve consistency and uniformity of jobs, defining clear career paths that accommodate a hierarchy of increasing job responsibilities and job levels.
- **Updated Job Titles** – The job titles will be consistent with associated essential job duties and responsibilities and the decision-making requirements of each job.
- **Position Classification** –The Position classification is to align positions to our pay structure, titles, and bands that are being recommended, which include the Fair Labor Standards Act (non-exempt/exempt) of the College’s staff positions.
- **Compensation Structure** – The salary bands will closely align both the external market and internal pay policies.

Once the review process is complete and the final report has been received, informational sessions will be scheduled to share the results including a timeline for implementing the new classification structure. The resulting report will provide guidance for future compensation decisions; however, as previously mentioned, no funds are currently available to address any market differences due to pending budget cuts. Please visit [The CARE Project](#) website to explore the project’s progression, view an updated timeline, and learn more.