

From: Human Resources <humanresources@fscj.edu>
Sent: Friday, April 15, 2022 3:11 PM
To: All Admins; All Professional Employees; All Career Employees
Subject: The CARE Project Launch



During Wednesday's OnPoint call, we announced that the new launch date for The CARE Project will be **July 1, 2022**.

For employees who were here prior to the originally anticipated launch date of September 2021, this is a refresher of the information previously shared. For recently hired employees, the project details below provide an information recap of more than two years of development.

FSCJ recognizes that competitive compensation is the cornerstone for recruiting, retaining, and motivating our employees, and in September 2019, the Office of Human Resources partnered with Gallagher Benefit Services (GBS) to initiate The CARE Project. The goal of this project was to design a classification and compensation system that is internally equitable and externally competitive by reviewing the position classification structure including titles, job requirements, and pay grades.

Through a four-phased approach, policies and procedures were reviewed to include the College's compensation philosophy; information from employees was gathered via Position Description Questionnaires (PDQ) which was used to revise the position classification structure; a compensation study, including a market analysis, was performed; and position titles and career paths were confirmed within the new structure. While the focus of the project was not to increase (or decrease) pay, of the over 1,000 Administrative, Professional and Career employees impacted by the compensation structure over 25% will realize a salary increase as they are brought to the minimum of their salary band. No employee's salary is decreasing as a result of the project. We are pleased to note that the minimum salary for pay grades 1-5 increased from \$18,096 to \$23,173, effective December 1, 2021.

The new compensation and classification structure, which applies to administrative, professional and career employees, will make job titles, job descriptions and salary administration more consistent and more reflective of market conditions. Additionally, the College's compensation strategy will continue to evolve by regularly reviewing the compensation structure, the possibility of incorporating an incentive pay component, and other options to enhance employee recruitment and retention efforts.

The next step is to attend an information session to gain an understanding of the new classification and compensation structure. Please enroll in one of the three (3) WebEx sessions listed below.

Following the information sessions, each employee will receive an individual personalized statement via email outlining their current and new position information (title, salary, job family, FLSA status and DBM Band). Employees will then have an opportunity to attend capacity-limited [Q&A sessions](#) to answer questions.

CARE Project Information Sessions

Day	Date	Time	Location	Registration
Monday	May 16	9 a.m. – 11 a.m.	Online	Register
Wednesday	May 18	1:30 p.m. – 3:30 p.m.	Online	Register
Tuesday	May 24	1:30 p.m. – 3:30 p.m.	Online	Register

Please visit [The CARE Project](#) website to view additional information. For questions or help with registering for one of the information and/or Q&A sessions through myLearning, please contact hrtraining@fscj.edu.