

**From:** CHRIS BLUE <[CBLUE@townofchapelhill.org](mailto:CBLUE@townofchapelhill.org)>  
**Sent:** Friday, October 11, 2024 1:30 PM  
**To:** Town Email Users <[alltown@townofchapelhill.org](mailto:alltown@townofchapelhill.org)>  
**Subject:** Update on Class & Comp Study

Town Team: I'm excited to share that we will kick off the 2024/2025 Classification & Compensation Study **very** soon.

This project is of highest importance to me – because it's of highest importance to you, our employees. In our recent Employee Survey, you told us that you want better pay – and you want better, clearer paths for both career advancement and pay progression. We heard you loud and clear - that's why we are moving quickly to launch this study. This email shares information about the study and about some important meetings happening soon – and we'll continue to share information as the project progresses.

We are excited to partner with Evergreen Solutions for this study. They have conducted over 1,3000 Classification & Compensation Studies and have worked in 48 states. In North Carolina, they've worked with 50 different local governments. Our goal is to present the study's findings and recommendations to Town Council as part of the 2025/2026 budget conversations. Any pay adjustments recommended in the study could be included in the Town Manager's Recommended Budget and considered for adoption by Town Council. Depending on the size and scope of the recommendations, we may recommend a phased implementation approach.

**We're asking Evergreen to do four things:**

1. Analyze job descriptions and job classifications across the organization and recommend any needed updates.
2. Analyze the compensation levels associated with positions, compare those levels to similar towns and cities, and make recommendations based on that comparison.
3. Create job “families” and “hierarchies” that group similar jobs together and create levels within each family. This will create pathways for career advancement and pay progression.
4. Recommend a pay “philosophy” for the Town that explains why we pay what we do, how we approach both pay and career progression, and how we sustain that approach over time.

**There are two broad phases for the project and we will provide more in-depth information as each phase progresses:**

**Phase 1: Employee Participation & Engagement (October – November)**

**Employee Focus Groups**

- Conducted by Evergreen, these will gather information from a random cross-section of approximately 300 employees.
- There will be focus groups for non-supervisors, supervisors, and directors. Participants will be randomly selected.

- **Many employees will have the opportunity to participate in these, but not all employees.** That's because these are meant to be random, representative samples of employees.
- The randomly selected employees will receive an email from Brittney Hunt on Monday, October 14 with a link to sign up for a 1 hour focus group on October 22<sup>nd</sup>, 23<sup>rd</sup> or 24<sup>th</sup>. Each group will have up to 20 employees and there will be morning, afternoon, and evening time slots.

### **Job Assessment Tool (JAT)**

- Created by Evergreen, the JAT asks employees to consider several aspects of their position.
- The JAT includes questions about job duties, education requirements, work environment, etc.
- **All employees will have the opportunity to complete a JAT for their job.**
- We expect that employees will receive a link to their JAT in late October or early November.

### **Phase 2: Consultant Review & Analysis (November – January)**

#### **Classification Analysis**

- Evergreen will review and analyze the JAT results and the focus group findings
- They will consider essential functions across classifications and build a classification plan
- Within that plan, they will develop internal job families and hierarchies

#### **Market Salary Survey**

- Evergreen will identify 100 positions to compare to 20 peer organizations.
- They will ask those 20 peer organizations to fill out a market salary survey
- They will provide a summary of the Town's market position, as it relates to those peers

#### **Solutions Development and Recommendations**

- Evergreen will update all job descriptions
- They will develop new/revised pay grades and pay ranges
- They will also develop job families and hierarchies within those families
- They will develop an overarching pay philosophy to sustain their recommendation

I am excited to get this study underway and I am committed to the success of this study – as are your department leaders. Please share questions with them, or with Anita Badrock, Cliff Turner, or Sarah Poulton, each of whom are key leaders of our project team.

CB

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