

Town Team: I'm writing with an update on Week 1 of our Pay & Classification Study. This email will cover three things:

- What happened this week
- What will happen next week
- Answers to some questions and comments we've heard

What happened this week:

The team from Evergreen Solutions was here in town and conducted 30 focus groups at four different facilities, where about 260 randomly selected employees invited! Thanks to all who attended and shared their perspectives.

The Evergreen team also created an orientation video to help us all understand the project, the process, and how employees can participate. The video gives good information about the Job Assessment Tool (JAT) which all benefitted employees will have an opportunity to complete.

What will happen next week:

The JAT will be available early next week. The JAT gives you the chance to provide input on your specific job. I encourage ALL benefitted employees to complete the JAT. Here's what to know:

- All benefitted employees will get an email from Evergreen Solutions on Monday afternoon
- The email will have an ID number that is unique to you to use to login to fill out the JAT
- You can complete the JAT from any computer with that ID number
- You need to complete the JAT by November 7
- If you need help accessing the JAT, staff from the project team will be available next week at the times listed [here](#). If we hear from departments that more times and locations are needed, we'll add some.

We've heard some questions from folks. Below are answers to some of the questions and comments we've heard:

This feels like it's moving really fast.

We are moving fast. That's because we want to have the project finished in time to include any recommendations in next year's budget. In order to make that mark, especially with the holiday season ahead, we got started now, rather than waiting.

Why did we change the name to Pay & Class rather than Comp & Class?

Compensation refers to the total package of *pay AND benefits*. This study is only assessing pay. We know that you want us to also review and improve benefits and we aim to do that assessment in 2025.

There are some other questions and answers on [the project website](#), which I hope you will check frequently.

If you have more questions, please ask them! You can email me, Anita Badrock, Sarah Poulton, or Cliff Turner – all members of the project team.

Thanks to each of you for your participation in this important process.

CB

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