

Compensation & Classification Modernization

Enhancing pay structures and
job classifications effectively



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Overview

Waubonsee Community College is launching a Compensation & Classification Study to modernize the non-faculty workforce structure.

The initiative aims to ensure market competitiveness, internal equity, and transparent career progression while modernizing current HR practices.



History

Our last Compensation Study took place in 2008, with minor updates in 2016 & 2021 focusing on our non-classified, support staff and administrator positions.

The initial conversion to the DBM system resulted in \$1.2M worth of compensation adjustments.

Partnered with Fox Lawson, a trusted Higher Ed consulting firm, which was ultimately acquired by Gallagher in 2022.



What to Expect

What is included:

- Job Classification and Evaluation
- Salary Benchmarking and Market Analysis
- Pay compression review: ensuring internal equity for those in similar roles with similar responsibilities
- Fair Labor Standards (FLSA) Review: evaluation of exempt vs. non-exempt status
- Recommendations for compensation structure and practices
- Implementation and change management planning: strategic alignment for ongoing program administration

What is not included:

- Salary Increase Plan: It will not automatically result in raises for all employees.
- Budgeting Exercise: While cost analysis is included, the primary goal is strategic alignment; not cost-cutting or spending.
- Performance Review: We are not evaluating individual employee performance or determine merit increases.
- One-Time Fix: Foundation for ongoing compensation management
- Reorganization Tool: We will not be restructuring departments or redefine roles beyond compensation-related adjustments.



RFP Overview

Strategic Objectives:

- Align compensation with market standards
- Ensure internal equity
- Define career ladders and promotional pathways
- Transition from Decision Band Method (DBM) to Broadband framework

Scope of Services:

- Job evaluation and classification updates
- Salary benchmarking
- Pay compression analysis
- Recommendations for compensation practices

Technology Integration:

- Electronic classification and compensation system
- Integration with existing HR tools (CompAnalyst, Banner, Cornerstone)



Steps Taken to Select a Partner

RFP and Proposal Submission

The RFP was launched and 11 proposals were received from various organizations by the submission deadline.

Shortlisting Finalists

The HR team reviewed submissions and shortlisted five finalists for further evaluation.

Interview and Assessment

Three finalists were interviewed over two days to assess their capabilities and alignment with strategic goals.

Partner Selection

Salary.com was selected for its comprehensive technology, higher education expertise, and sustainable solutions.



Strategic Alignment with RISE 2030

To further support the work done by the Enrich team, this Comp Study will guide:

Transition to Modern Broadband Framework

Waubonsee aims to replace the Decision Band Method with a modern broadband system using integrated technology and expert consultation.

Transparent Career Pathways

Salary.com's solution enables clear career advancement routes for employees, promoting professional growth and transparency.

Real-Time Analytics for Decision-Making

The platform provides real-time data analytics to support informed institutional decisions and strategic planning.

Leadership in Compensation Modernization

Waubonsee will establish itself as a leader in compensation modernization in the Illinois community college system through this initiative.



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Technology Driven Approach

Integrated Compensation Platform

CompAnalyst® integrates market data, job architecture, and pay equity analytics into one streamlined system.

Real-Time Labor Market Insights

SalaryIQ™ provides current labor market data to support competitive and informed pay decisions.

Job Description Standardization

JobArchitect™ simplifies and standardizes job descriptions, improving consistency and reducing administrative workload.

Data-Driven HR Transformation

Embedding these tools transforms manual processes into a scalable, transparent, and technology-enabled compensation program.



Proven Higher Education Expertise

Experience Across Institutions

Worked with over 370 higher education institutions, understanding unique academic challenges and needs.

Job Leveling Frameworks

Implemented job leveling frameworks to clarify career paths and support employee development.

Market-Aligned Pay Structures

Designed pay structures balancing internal equity with external market competitiveness for fair compensation.

Pay Equity and Inclusion

Conducted pay equity analyses to ensure compliance and foster diversity, equity, and inclusion.



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Comprehensive and Sustainable Solution

Aligned Compensation Philosophy

Developing a compensation philosophy that aligns with Waubonsee's mission and strategic goals ensures program relevance and integrity.

Change Management and Communication

Implementing change management and communication plans secures stakeholder buy-in and facilitates smooth program adoption.

Post-Implementation Support

Providing training and support empowers HR staff to independently maintain and evolve the compensation system over time.

