

STATEMENT OF WORK

HARPER COLLEGE Palatine, Illinois

General Overview

This document constitutes a Request for Proposal issued by Harper College for professional consulting services to conduct compensation and classification study for bargaining unit and non-bargaining unit positions as described herein. Expertise in community college salary programs within higher education unionized environments is highly desired. The study shall include a benefits analysis to ensure a proper mix of salary and benefits in the total compensation package provided to employees.

Background

Harper College is one of the nation's premier community colleges and one of the largest, serving more than 40,000 students annually in Chicago's northwest suburbs. The College's rigorous academic programs prepare students for rewarding careers and for transfer to four-year universities. Harper offers associates degree and certification programs, advanced career programs, workforce training, professional development, continuing education classes, accelerated degree options for adults and developmental education programs. The College is requesting proposals for consulting services to conduct a comprehensive position classification, compensation and benefits study. This study will cover approximately 1500 employees, 1200 of whom are unionized. There are 9 employee groups in the study: police department, building and grounds, professional-technical staff, adjunct faculty, adjunct counselors and librarians, administrative support, managers, administrators and executives. There are 435 current job descriptions with approximately 292 job title groupings. The last compensation and classification study at Harper College was conducted in 1991. Harper College provides the following lines of insurance to its benefits-eligible employees; medical, dental, life/AD&D, short-term disability and long-term disability benefits. In addition, Harper provides flexible spending accounts, vacation, sick and personal business leave plans, voluntary 403(b) & 457 accounts, tuition waivers, child care & fitness center discounts.

Deliverables

- A. Attend meetings with the Compensation Study Committee to gather information regarding the current compensation, classification structure, and benefits, as well as to discuss any specific concerns of the Committee. Later meetings are to be held to present and discuss the firm's intended strategy for completing the analysis of each job within the organization, discuss methodology, review the overall scope of work for the project, and schedule for completion of all activities.
- B. Provide a comprehensive evaluation of employee groups within the College (or agreed upon set of Benchmark jobs) to determine relative worth within the organization.
- C. Review Harper College's current classification model and make recommendations for a comprehensive approach to job analyses. Develop clearly defined classification specifications for all jobs. Distinctions between jobs should be readily understood and defensible, while providing broad based, generic classifications, where appropriate.
- D. Collect, compile and analyze labor market data on comparable positions using job titles, duties and responsibilities based upon the position descriptions. Included should be a comparison and analysis of salaries, wages and benefits of like or similar jobs in the Board of Trustees defined peer group of comparable community colleges and private/public sector employers in the areas for which the College competes for labor.

- E. Provide periodic status reports as requested.
- F. Recommend competitive pay grades/pay structures for each employee group taking into consideration the college's total compensation structure and strategy. Include alternative pay structures for all employee groups, if appropriate. Make recommendations for the placement of the current positions into the proposed pay structures and for resolving top-of-range salary issues.
- G. Determine implementation costs of proposed pay structures.
- H. Provide an executive summary and report on the study methodology, major findings, market analyses of jobs, recommended pay and benefit structures, placement of positions in the structure and any suggested changes by **October 15, 2011**. Also provide the data used to develop the recommendation(s) in a negotiated electronic format.
- I. Propose a management review/appeal process that will be used to find resolution to classification related disputes.
- J. Suggest a maintenance system that will be used to keep the classification system current and equitable including tools to use in the review of the classification of individual jobs, as needed.
- K. Present final recommendations to the Board of Trustees and employee groups as requested