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Review of Process Human Resources Projects

Steering Team Meeting

May 12, 2010



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- Consultant Study Organized Recommendations into Several Categories
 - Shared Governance & HR Delivery Model Redesign
 - Policies & Procedures Review
 - Compensation & Performance Management Redesign
 - HR IT



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- Adjusted Categories
 - Recommendations were realigned:
Compensation (F 09):
 - *Develop a District-wide compensation philosophy*
 - *Mandate the regular completion of a standardized employee performance management review process, utilizing tools standardized across MCCCCD.*



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Develop a Governance Model between District Office and the Colleges to determining policies and how decisions are made. (F 06, 07, 08)

- Broad and Expansive
- Benchmarking
- Developing a Shared Understanding of “What Is”
- Direction Drives Focus of Other Recommendations
 - Decision Making Authority, Policies and Procedures, Organizational Structure, Staffing, Relationship With Employee Policy Groups, Metrics and Measurements



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- Task Sequencing
 - Develop ‘Shared Governance’ model
 - Design the new HR “Service Delivery model”
 - Document and update policies and processes
 - Provide for electronic access
 - Communicate new policies and processes
 - Review and redesign HR Job descriptions, roles, etc.
 - Design, test and implement training
 - Reallocate staff
 - Shift decisions making based on model



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- Team considerations, challenges and experiences
 - Size
 - Context of HR Relationships
 - Perspectives and levels of understanding
 - Knowledge development
 - Legal implications
 - Automation opportunities
 - Responsibilities
 - Current status



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Develop a District-wide compensation philosophy (F09, R1)

- Work Team:
 - Researched compensation philosophies
 - Salary adjustment may be needed
 - Benchmarked comparable institutions
 - Philosophy drafted, finalized and recommended to sponsors



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- Major components
 - Philosophy Statement
 - Salary
 - Benefits
 - Professional Development



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- MCCCD Compensation Philosophy
 - The Governing Board of the Maricopa County Community College District (MCCCD) is committed to an externally competitive, internally equitable, and fiscally responsible comprehensive compensation philosophy which guides the District to recruit, retain, and motivate highly qualified faculty and staff. To that end, the Board supports policies and programs that promote fairness, recognition of achievement, and accountability for all employees through salary, benefits, and professional development opportunities which will contribute to the overall success of MCCCD students.



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- **Salary**

The District will support competitive salary placement levels which will remain within the top quartile as periodically benchmarked at national and local levels against peer educational institutions. In addition to salary placement, the District will provide salary incentives including professional development, longevity, and performance incentives for its employees.



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- **Benefits**

The District offers a complete benefits program for benefit-eligible employees. A representative employee-based benefits advisory committee makes recommendations to the District on benefits related policies and programs.

MCCCD's benefits programs and policies will be responsive to the changing needs of MCCCD's employees and provide a wide range of benefit choices in the following areas: health care, insurances, personal time off, retirement, and any additional allowances or resources needed for employees to perform their job duties.



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- **Professional Development**

The District is dedicated to offer support for superior internal and external development opportunities to its employees to encourage both professional and personal growth.

The internal programs include faculty and staff workshops, educational in-services, mentoring, a wellness program, MCCCDC tuition waivers, and career development opportunities through job sharing, cross training, and volunteerism projects. The external programs include tuition reimbursement, educational leaves, educational stipends for professional training and certifications, and sabbaticals.



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- Next Steps:
 - Approval of steering team

- Future
 - Funding to conduct salary survey study
 - Salary adjustment may be needed based on survey results
 - Serves as a tool for recruiting, retaining and motivating employees



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HR Information System (F 10)

- Implement online Benefits Open Enrollment
 - Went live in April
 - Implementation successful
 - Determining Cost Savings –reduction in staff time needed to update benefits selections
- Invest in further automation of HR forms and processes
 - Self-Service options expanded
 - W4 update, tenure status, sabbatical eligibility
 - Working on: Personnel Action Request and Address Changes
 - Team is researching other possible items for self service



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- Enhancement to the Human Resource System provides:
 - Higher quality customer service
 - Frees up resources to address changing demands
 - Time to move from transactional services to strategic partnership
 - Cost savings



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- E Benefit Open Enrollment Savings - \$9,200
 - Previously
 - 5 staff members / 80 hrs. inputting changes
 - Saved 400 hrs. at average salary of \$23
 - Saved printing of 4,000 forms
- Self-Service on inputting W-4's
 - Made available on April 15th
 - Over 200 employees changed W-4 on that date
- PARS for yearly roll over - \$16,100
 - 45 minute process now 3 minutes
 - 700 hrs. saved at average of \$23