

Action Plan for Implementing Mercer Study –

Based on the Work Plans provided by the 3 bidders for the Compensation Structure Review, Update & Administration Plan all provided a 12-15 week work plan. Each provider roles it out a little differently but overall these are the steps. Note that Week 11 is the one that we need to flush out more to get a clearer picture of time frame going forward.

Week 1	<p>Project Planning & Document Review</p> <ul style="list-style-type: none"> • Review objectives • Confirm roles • Set milestones • Reviewing reward and comp philosophy
Week 2	<p>Information Gathering and Data Collection</p> <ul style="list-style-type: none"> • Manager contact list • Job Descriptions • Org Charts • Comp structure • Benchmarking study
Week 3	<p>Clarify Compensation Strategy</p>
Week 4	<p>Job Slotting</p> <ul style="list-style-type: none"> • Benchmark Positions •
Week 5-6	<p>Non-Benchmark Positions (bands or grades)</p> <ul style="list-style-type: none"> • Review of KSA's • Risk factors
Week 6-9	<p>Base Pay Structure Recommendations</p> <ul style="list-style-type: none"> • Present base pay program design alternatives • Select design
Week 10	<p>Compensation Administration Going Forward</p> <ul style="list-style-type: none"> • Increases • Promotions • Hiring salaries • Outliers • Maintaining structure over time
Week 11	<p>Plan Implementation</p> <ul style="list-style-type: none"> • Develop implementation timeline • Possibly multi-year plan • Need to get more info on this part
Weeks 12-15	<p>Develop Communication Strategy</p> <ul style="list-style-type: none"> • Identify communication requirements, preferences and format, i.e. PowerPoint, Employee Booklet, • Include program objectives and design • Administrative details • Meeting facilitation