M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Ms. Karen Byrd, Chairperson**

**Board Members**

**FROM: Eric McArtor, Deputy Superintendent,**

**Linda Schild, SFO, Director Finance**

**Phil Sheehy, Director Human Resources**

**Lisa Jackson, Financial Analyst**

**DATE: March 7, 2019**

**RE: Classified Pay**

In response to concerns about recruiting and retaining our classified support staff, a committee was formed by the Superintendent to recommend possible solutions to the challenge facing our District.

With the support from the Budget Committee, the following recommendations are presented.

* Change the maximum years of experience recognized from five (5) years, a ratio of 1 for every 2 years of experience, to 15 years, a ratio of 1 for 1 year of experience. Current staff will also have an opportunity for review of their experience, with changes effective as of July 1, 2019 with no retroactive application. The expected budget impact is approximately $1.2 million.

Issue: Hiring and retaining experienced candidates is difficult when under the current procedure as the pay level offered is lower than a level the candidate has been earning. Also, these limitations are biased to hourly paid staff and is not imposed on salaried professionals as well as certified staff. Our District is not competitive with neighboring Districts for most of these positions.

* Pay scales for positions identified as hard to fill or experiencing a high turnover rate at a critical level will be adjusted equivalent to three (3) steps. The positions are Bus Driver and Para Educators. The expected budget impact is approximately $732,000.

Issue: The District’s pay scale for the positions noted are not competitive in order to retain and hire employees. There is a significant number of unfilled positions.

* Pay scales for other selected classified hourly paid support positions, recognized as below a competitive level of pay, will be adjusted equivalent to one (1) step. The expected budget impact is approximately $500,000.

Issue: The selected scales have been identified for a high level of turnover with comparative data demonstrating that the rates are some of the lowest in the region.

* The salary scale for the Transportation Coordinator pay will be realigned with the Professional II salary scale from their current Professional V pay scale. In recognizing the expanding transportation operation, this realignment is a reasonable adjustment. The expected budget impact is approximately $10,000.

Issue: A disparity in pay for the Coordinators was noted when compared to other similar positions employed by the District.

* Add two (2) paid holidays to classified staff working a 260 day contract. There is a negligible impact on the budget.

Issue: Classified staff who are required to work during the Christmas, spring and Thanksgiving breaks currently are awarded the same number of holidays as the staff who do not work during those breaks. Due to additional days worked, it is reasonable to extend 2 additional holidays to those employees.

We recommend the Board approve the changes as presented.