**Board Memo**

**DATE:** 6/3/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Finance and Human Resources

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Ad hoc committee to review competitiveness of salary schedules

**Date/Term (Beginning and End Dates/Year)**

From date of committee approval through August 6, 2021

**APPLICABLE BOARD POLICY:**

03.121 - Certified Employee Salaries; 03.221 - Classified Employee Salaries; 03.4 - Substitute Teachers

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

After a cursory review of wages paid to positions impacted by high employee turnover and difficulty filling open positions, Finance and Human Resources have concluded some positions do not offer competitive wages to attract and retain top talent. As a result, Finance and HR request the creation of an ad hoc committee as a temporary extension to the Budget Committee and to include Board of Education member representation. The charge of the ad hoc committee will be a full review of the certified, classified, and extra duty salary schedules with the intent to address wage deficiencies with short and long term strategies to ensure competitive wages. The primary focus will be classified support positions. One such strategy may include increasing rates of pay prior to the start of the 2021-2022 school year so 9 1/4-month contracted employees can be paid accurately by the first August payroll and 12-month contracted employees can be retroactively paid as of July 1 should the position's salary scales be increased.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

No cost associated with this review. Should the committee identify positions to receive wage increases, costs will be calculated and provided to the Board of Education for consideration.

**Funding Source**

General Fund and Special Funding Sources

**\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

It is recommended the Board authorize the creation of an ad hoc committee, with Board of Education member representation, to review the competitvness of current certified, classified, and extra duty salaries and develop short and/or long term strategies to ensure competitive wages in all positions. The time frame of this work is proposed from the time the ad hoc committee is approved through August 6, 2021.

**CONTACT PERSON: (submitter)**

Linda Schild, Director Finance; Matthew Rigg, Director Human Resources