**SPENCER COUNTY PUBLIC SCHOOLS**

**Board of Education Agenda Item**

Meeting Date **8/14/2023**

Topic/Title **Receptionist Salary Scale Modification**

Presenter **Dr. Willie Foster**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Origin**

Information only (no Board action required).

Action requested at future meeting: Click or tap to enter a date.

**Consent agenda for approval at this meeting.**

**Action requested at this meeting.**

**Board review required by:**

State or federal law or regulation.

Board of Education policy.

Other: Click or tap here to enter text.

**Previous Review, Discussion, or Action**

No previous Board review, discussion, or action.

Previous review/action on: Click or tap to enter a date. Action: Click or tap here to enter text.

**Background/Summary of Information**

Following the work of the Recruit and Retention Committee, a concern was raised over the job duties and the grade of pay for the role of Receptionist. The concern was/is that receptionists perform similar tasks to Administrative Assistants and were previously compensated at the same rate. The revised pay scale did not pay them equally. Last year, our Acting Superintendent worked with two of the five receptionists to address their concerns and adjusted their pay to Grade 21, but they were moved back to the lesser grade this year at Grade 14.

This request is for our Board to consider a one-year exemption for all 5 receptionists in our district to be paid at Grade 21 for the 23-24 school year. We will then investigate pay and grade along with work days and hours for the two roles prior to approving pay scales for 2024-25 school year.

**Financial Considerations**

There is NO financial impact on resources.

There is a financial impact on resources. Finance Officer must review.

Finance Officer (initials)

This change will have an increased cost of $12,300 to move the 5 receptionists from Grade 14 to Grade 21. This will put our Receptionists on the same pay scale as Administrative Assistants.

**Superintendent’s Recommendation**

Recommend approval as presented.