**Board Memo**

**DATE:** 10/10/2024

**AGENDA ITEM DETAILS:**

**School/Department**

Finance and Human Resources

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Educational Supplement for Classified Hourly Employees

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

Upon Approval

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

03.221 - Classified Employee Salaries; Strategic Goal 2B and 4C

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

At the June 13, 2024 Board of Education Meeting the Board approved a $2.00 per hour salary supplement for specified classified hourly positions. Below are the details of the classified educational credential supplement structure.

Criteria for eligibility to receive an educational supplement:

* Must be a regular, permanent classified hourly employee
* Position does not currently include a pay structure that takes into account an educational standard or credential.
* Must possess an associate’s degree, or above, from an accredited college or university and the degree must be directly related to the classified position currently held. (The salary supplement will be removed in the event a classified employee moves to a position for which the degree no longer applies). Those who already receive the $2.00 per hour salary supplement for current salary level are not eligible for additional $2.00 per hour salary supplement as described.

Employees assigned to the following classified hourly positions, and who possess the designated degree, would be eligible for the $2.00 per hour salary supplement, as approved by the Board on June 13, 2024.

* **Administrative Assistants**: Business (Administration or Management) or Office Management
* **Alternative Room Monitor:** Child Development, Teacher’s Aide, Teaching, or Education
* **Audit & Reporting Specialist (existing):** Accounting or Business (Administration or Management)
* **Bookkeepers:** Accounting or Business (Administration or Management)
* **Custodian/Inter-School Courier:** Facilities/Building Management
* **Educational Interpreter I & II (existing):** American Sign Language (ASL), Child Development, Teacher’s Aide, Teaching, or Education
* **Financial Secretary:** Accounting, Business (Administration or Management), or Office Management
* **Generalists:** Business (Administration or Management) or Human Resources
* **General Maintenance:** Facilities/Building Management
* **HR Benefits Specialist (existing):** Business (Administration or Management) or Human Resources
* **HR System Specialist (existing):** Business (Administration or Management) or Human Resources
* **Instructional Technology Assistant:** Computer Networking, Computer Programming, Computer Science, or Information Technology
* **Para educator (ALL):** Child Development, Teacher’s Aide, Teaching, or Education
* **Process and Performance Analyst (existing):** Business (Administration or Management), or Human Resources
* **Receptionist:** Business (Administration or Management) or Office Management
* **Secretary:** Business (Administration or Management) or Office Management
* **Staff Support:** Business (Administration or Management) or Office Management
* **Transportation Dispatcher:** Business (Administration or Management), Office Management, or Logistics
* **Transportation Router:** Business (Administration or Management), Office Management, or Logistics

Additional Information Regarding the Educational Supplement for Classified Hourly Employees

* Supplement for current classified hourly employees will be retroactively applied to September 9, 2024. (Documentation of degree must be received by Human Resources no later that Friday November 1st)
* For new employees the salary supplement will be applied back to the employee’s first contracted day of employment. Documentation of degree must be received by Human Resources within 30 calendar days of the employee’s first contracted day. Individuals submitting the documentation of degree beyond 30 days will have the salary supplement applied to their hourly rate the following contracted year.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Estimated range of $300,000-$400,000

**Funding Source**

General Fund and Grants Funds

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**RECOMMENDATION:**

The presentation of the classified educational credential supplement structure is an information item only and is presented for the Board's review.

**CONTACT PERSON: (submitter)**

Linda Schild, Director of Finance; Eric Ball, Director of Human Resources