

Questions and Answers about the new Support Salary Table

On July 1, 2017, the classified positions compensated on the “Classified Employee Salary Table” (Table 9) were moved to a new “Support Salary Table” (Table 9A). In 2016, the District hired Evergreen Solutions to conduct a Job Analysis, Classification, and Compensation Study - - commonly referred to as a “Job Study.” It was the goal of the District and the Association to assure employees were paid commensurate to the value of their positions in the marketplace and relative to each other. This Question/Answer sheet has been developed to help answer your questions regarding implementation of the Study.

Q: How can I find out the new placement of my position on the Support Salary Table (Table 9A) and my new wage?

A: In Encore, under your name in the upper right hand corner, click on “MyEncore” and then select “Job Study Placement” to compare your June 30 and July 1 wage and see your anniversary month. You will also receive a system e-mail approximately July 14, 2017, stating your wage as of June 30th, your new wage July 1st (without your step increase), and your anniversary month. Please note, this wage includes a 2.5% cost of living adjustment (COLA). If you have problems finding your new grade, step, or wage rate, ask your supervisor to help you. He/she has access to your grade, step, and wage information.

Q. How was my wage placement determined on the Support Salary Table?

A. The School Board accepted the recommendation of the Job Study Consultant, Evergreen Solutions, on Grade placements for positions. Step placement within the Grade was determined according to a “wage penetration model.”

Q. What is a “Wage Penetration Model?”

A. The “Wage Penetration Model” considers an employee’s hourly rate and compares it to the minimum and maximum wage range for the salary grade. For example, if your previous wage was \$15/hour and the range for your position was \$10 - \$20/hour, you were 50% through that range. Therefore, if your Grade on the new Support Salary Table has a range of \$15 - \$25/hour, you would be placed on the step closest to \$20/hour because it is 50% through the new range.

Q. When will I get my step increase?

A. Steps were funded this year and, as always, will be awarded based on your anniversary date. Please note, if your anniversary date is July 1, the wage reflected in the e-mail you’ll receive and under “MyEncore” will not include your step increase but will include the 2.5% cost-of-living adjustment awarded this year.

Q. Are there still Lanes on the new Table?

A. Kind of. Lanes on the new Table are referred to as “Grades.”

Q. What do the Steps mean?

A. Steps do not equate to seniority or years of service in your position or the District. Steps are simply an organized way to move through the wage range for the position and may, or may not, be funded through the negotiation process.

Q. Why is a totally unrelated position on the same Grade as my position?

A. There are over 160 job descriptions that correspond with Grades on the Table so there may be many jobs paid on the same Grade. Evergreen Solutions analyzed and studied all of the positions and recommended their Grade placement.

Q. What if I don't agree with my position's grade placement on the new table?

A. You will have the opportunity to request a Job Review. Information about the specific procedure and timeline will be sent out from the Human Resources Department when the process and timelines are determined.

Q. Will the "Classified Employee Salary Table" (Table 9) continue to exist?

A. No. The District is implementing the new "Support Salary Table" (Table 9A).

Q. Where can I find the Support Salary Table?

A. On the Payroll Department website (click on Salary Tables, then Support Salary Table).

Q. I used the "Classified Salary Calculator" provided by DESP on the Payroll Department website but the wage stated in the e-mail is different. Which one is right?

A. The calculator gave estimated placement on the Support Salary Table only. The information in the e-mail will take all wage related data for you into account and should reflect your accurate wage rate.

Q: I know Evergreen was revising the Job Descriptions. Can I see my Job Description?

A: Yes. To see your Job Description, go to the Human Resources Department website and click on Job Descriptions. Look for your Job Title in the drop down box and click on it.

Q. I understand employees will get a \$500 stipend on their November check this year. Is that right?

A. Full-time employees will receive a \$500 stipend on their November paycheck - - the stipend is prorated for employees working less than full-time.

Q. Was there a cost-of-living increase given this year?

A. Yes, there was a 2.5% cost-of-living adjustment (COLA) applied to all classified salary tables this year. The COLA is included in the new wage you can see on "MyEncore" and/or in the e-mail sent to you on approximately July 14, 2017.

Q. Who do I contact with additional questions?

A. Contact your supervisor and he/she will be able to help you or make a call to receive additional information on your behalf.