



# **SUPPORT STAFF COMPENSATION INCENTIVES**

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**2024-2025 SCHOOL YEAR**

## Introduction

The School District of Elmbrook prides itself on the excellent education provided to all students, and recognizes the contributions of all staff to create the conditions for all students to be successful. Our ability to attract and retain the highest quality staff in all positions is critical to our long-term success. In an effort to strengthen our approach to compensation for all employees, we have created compensation commitments and financial incentives for our support staff based on our District's values of continuous learning, impact experiences and commitment to the District.

## Support Staff Employee Groups Impacted by the Compensation Incentives

- Instructional Support (4K/5K Assistants, EL Assistants, Learning Assistants)
- Special Education Assistants
- Library Assistants
- Custodians
- Food Service
- District Office Special Category (non-leadership)
- Student Supervisors
- Administrative Assistants

## Compensation Commitment

As part of the District's approach to providing competitive wages for each position, the District will benchmark each of the position categories above every three years to our regional peers.

## What do I need to do?

1. Verify your years of service in Skyward by following these [easy instructions](#).
2. Develop your plan to complete your learning and impact experience hours for the 2024-25 school year with your supervisor.

## When will these incentives take effect?

- For 2023-24 only, longevity stipends for employees completing their 3, 9, 15, 21, 27, 33, 39, 45-year milestone will receive their corresponding payment on their first paycheck of 2024-25 (July for 12-month staff/September for school-year staff). No learning hours or impact experience hours are required for this payment.
- Starting with 2024-25, staff who complete their annual five (5) learning hours and five (5) impact experience hours will be eligible to receive the longevity stipends and wage increase incentives at their 3-year milestone anniversary.

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## Compensation Incentives

Staff are eligible to receive a compensation incentive at each three-year milestone if five (5) hours of learning and five (5) impact hours are completed and recorded each year.

Incentives:

- Longevity Stipend - one-time payment
- Wage Adjustment - in addition to the annual percentage increase

Years	Requirements		Incentive	
	Learning (paid time)	Impact Experiences	Longevity Stipend	Wage Adjustment
3	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)	\$500	
6	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)		2%
9	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)	\$750	
12	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)		2%
15	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)	\$1,000	
18	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)		2%
21	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)	\$1,000	
24	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)		2%
27	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)	\$1,000	
30	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)		2%
33	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)	\$1,000	
36	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)		2%
39	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)	\$1,000	
42	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)		2%
45	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)	\$1,000	
48	5 Hours/Year (15 Total)	5 Hrs/Yr (15 Total)		2%

We are fortunate to have several employees who have served the Elmbrook Schools for more than 40 years. In recognition of their commitment to the District, each 40+ year employee who meets the annual learning/impact requirements (5 hours each) will receive a \$1,000 stipend in every non-milestone year (40, 41, 43, 44, 46, 47, 49, etc.) in addition to the defined milestone incentives at 42, 45, 48 years, until retirement.

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## Sample Opportunities

Professional Learning	Impact Experiences
<p><b>Overview:</b> These opportunities extend beyond one’s required training but occur during the work day or are paid experiences after-hours. Five (5) hours each year are required to be eligible for compensation incentives.</p>	<p><b>Overview:</b> Impact experiences benefit the Elmbrook Schools. In some cases, they are extensions of one’s current work, while others are another job altogether. Five (5) hours of impact experiences are required each year to be eligible for compensation incentives.</p> <p><i>Note:</i> Paid experiences will continue to be paid.</p>
<p><b>Sample Learning Opportunities</b></p> <ul style="list-style-type: none"> <li>● Certifications               <ul style="list-style-type: none"> <li>○ Industry</li> <li>○ Technical</li> <li>○ Teacher Sub</li> </ul> </li> <li>● Conference Attendance</li> <li>● Crisis Prevention Intervention</li> <li>● Leadership Development</li> <li>● Safety Training</li> <li>● Skill Training</li> <li>● User Group Participation               <ul style="list-style-type: none"> <li>○ Job-specific (e.g. State Rpting)</li> <li>○ Application Specific (e.g. IC, Skyward)</li> </ul> </li> <li>● Wellness</li> </ul> <p>Have you identified other training that would be helpful to you? Share it with your supervisor for approval!</p>	<p><b>Sample Impact Experiences</b></p> <ul style="list-style-type: none"> <li>● Activities/Athletics Advisor/Coach</li> <li>● Career Speaker</li> <li>● Employee Roundtables</li> <li>● Event Worker</li> <li>● Facilitate Professional Development</li> <li>● LAUNCH Project Sponsor</li> <li>● Plowing/Holiday Work (Custodial)</li> <li>● School/District Committees</li> <li>● Special Events Support (e.g. 4K/5K Info Night, Student Dances)</li> <li>● Student Transportation</li> <li>● Substitute (Classroom Teacher, Assistant, Food Service, Office)</li> <li>● Summer School</li> </ul> <p>Do you have an idea about how you want to make an impact? Share it with your supervisor for approval!</p>

## Recordkeeping

Beginning in 2024-25, each eligible support staff member will use an annual Skyward Form to record their learning and impact experience hours. Each year this form will be submitted to your supervisor for approval. To submit the Support Staff Impact and Learning log in Skyward, please follow this [Skyward Job Aid](#).