

457 COMPARABLE WORK VALUE AND EQUITABLE COMPENSATION RELATIONSHIP

I. PURPOSE

The purpose of this policy is to provide an overview of the Alexandria Public School's compliance requirement commitment to Minnesota's Comparable Work Value and Equitable Compensation Relationship in accordance with Minnesota Statute.

II. GENERAL STATEMENT OF POLICY

- A. The district will meet the requirements and rules of the Minnesota Statutes, Section 471.992, related to comparable work value and equitable compensation relationships.
- B. The district will ensure that compensation for female-dominated classes is not consistently below the compensation for male-dominated classes of comparable work value as determined by state statute.
- C. The district will maintain current job descriptions for the employees of the district, including:
 - Job summary
 - Job duties and responsibilities
 - Job requirements
- D. The district's Human Resources department will complete necessary compliance reviews and report this information as necessary. This information will also be used in the work agreement negotiation process with various employee groups.
- E. As appropriate, the district will utilize consultant assistance in meeting the requirements of the comparable work value and equitable compensation relationship requirements.

III. DEFINITIONS

- A. "Balanced class" means any class in which no more than 80% of the members are male and no more than 70% of the members are female.

- B. “Comparable work value” means the value of work measured by skill, responsibility and working conditions normally required in performance of the work.
- C. “Class” means one or more positions that have similar duties, responsibilities and general qualifications necessary to perform the duties, with comparable selection procedures used to recruit employees and use of the same compensation schedule.
- D. “Equitable compensation relationship” means the compensation for female-dominated classes is not necessarily below the compensation for male-dominated classes of comparable work value as determined by state statute.
- E. “Position” means a group of current duties or responsibilities assigned or delegated by a supervisor to an individual.

IV. COMPLIANCE REQUIREMENTS AND REVIEWS

- A. The district will meet the compliance requirements as established by Minnesota state statute.
- B. The district will maintain current job descriptions for all employees and classes. As needed, the district will conduct a complete review of all job descriptions and classifications when necessitated by significant changes occurring in the work place.
- C. Any employee may appeal his/her class or position by submitting a written request to the district’s Director of Human Resources. The Director of Human Resources will review the appeal and contact the district’s consultant in comparable work value and equitable compensation to determine if there is a need for a change in the employee’s class or position.

The decision of the consultant is final. If a change in the class or position is required, the district will make necessary compensation adjustments effective the start of the next fiscal school year.

- D. Appeal Timeline - The following timeline will be used for all appeals of class or position in the district:
 - March 1st: An employee must submit in writing the request for an appeal of his/her class or position. This request shall be directed to the Director of Human Resources.
 - March 15th: The employee will describe reasons for the appeal and changes related to his/her job description and submit the appeal to the Human Resources department.

- April 1st: The Human Resources department will have reviewed the appeal with the consultant and inform the employee of the status of his/her appeal request.
- July 1st: Any changes in the employee's class or position involving compensation will be made effective on this date. No retroactive pay will be made.

Legal References:

Minn. Stat. § 471.992 (Equitable Compensation Relationships)

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Alexandria Public Schools - No. 206

Alexandria, Minnesota