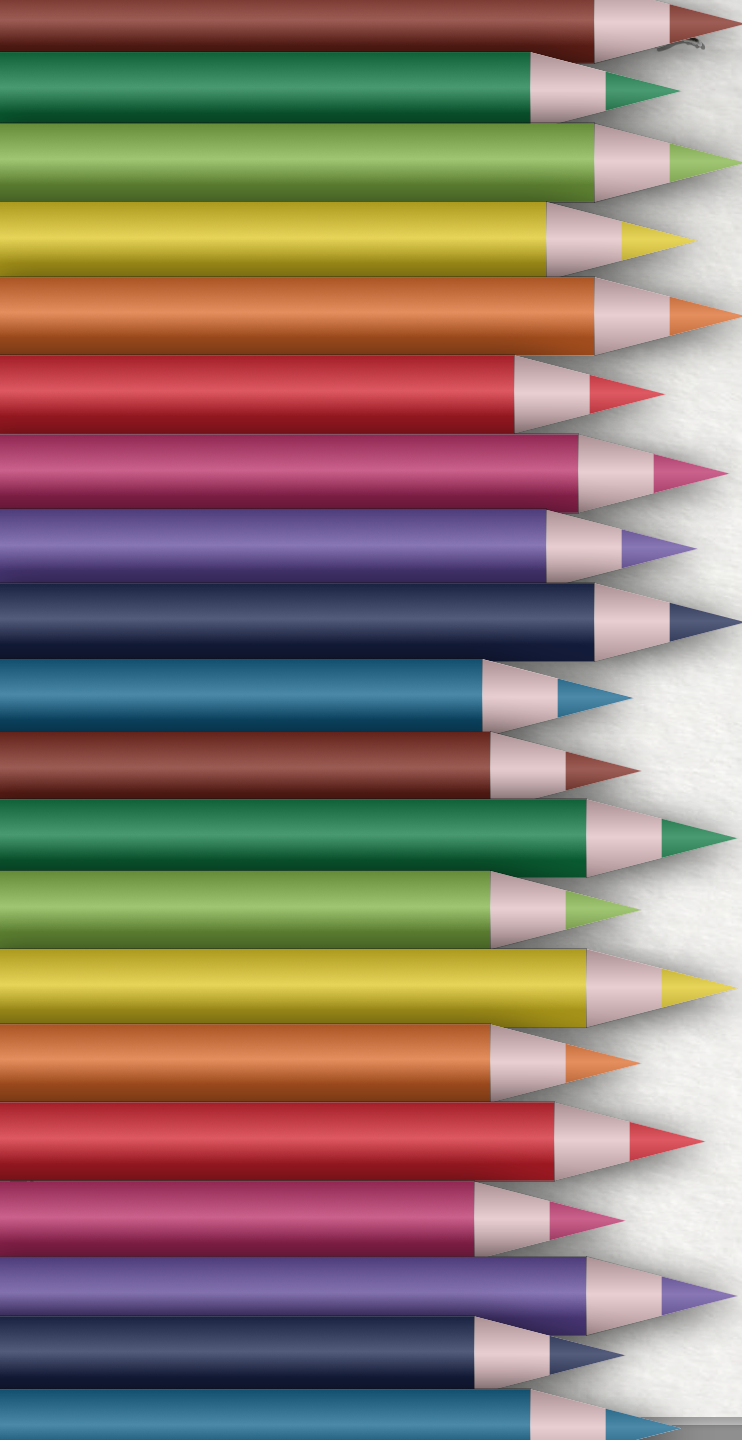
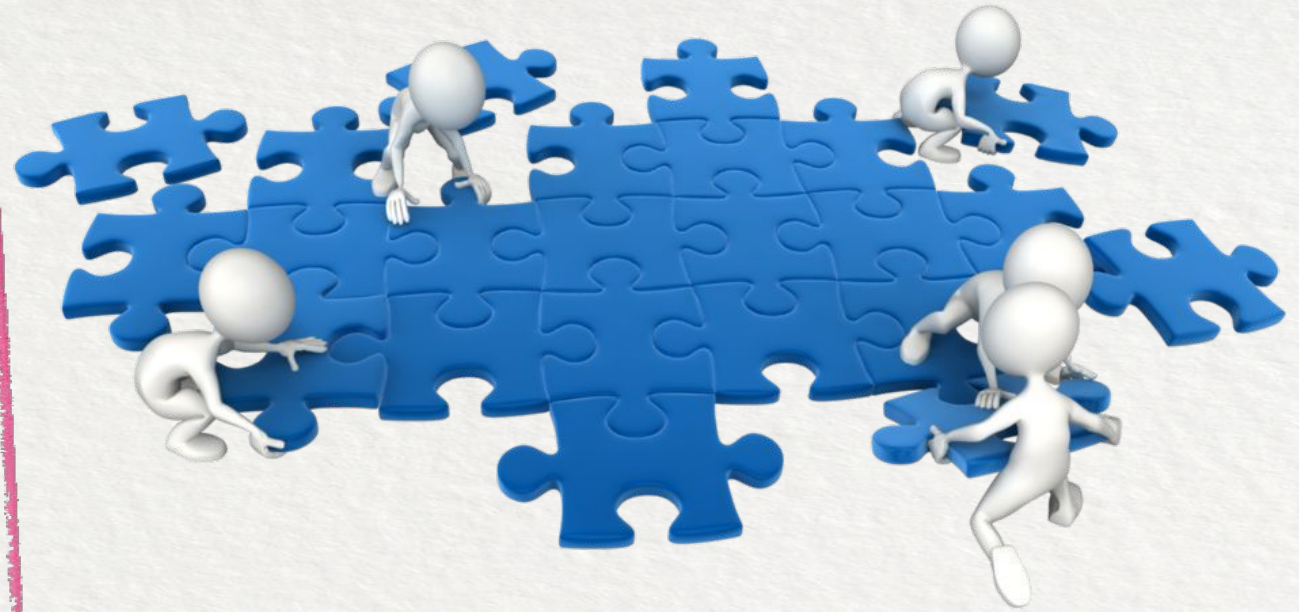




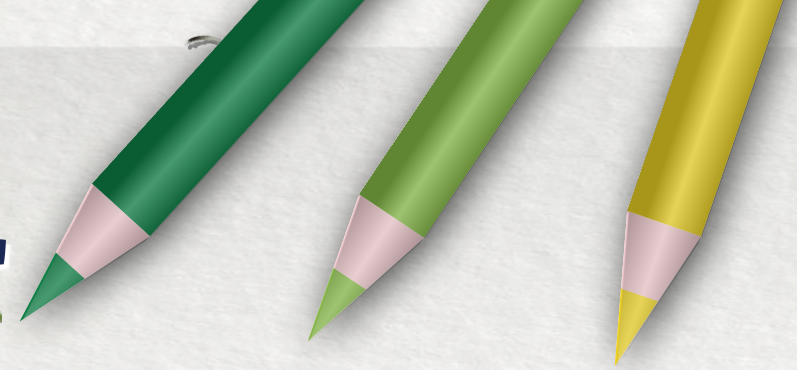
Classified Staff Rate of Pay

Haysville School District, USD 261

Classified Staff Rate of Pay Committee



Committee Members...



Administrator / Director	Position
Adia Ludwig	Communications
Gina Lee	Food Service
Gilllian Macias	Human Resources
Jen Reed	Learning Services
Penny Schuckman	Learning Services
Freddy Robinson	Maintenance / Custodial
Beth Schutte	Nursing
B.J. Knudson	Operations
Angie Karraker	SpEd Services
Jeff Hersh	Superintendent
Linda Long	Support Services
David Herbert	Technology
Justin Bloomer	Transportation

Classified Staff	Department
Angela Hughes	Custodial
Karyn Bell-Simon	Food Service - Elementary
Crystal Guldner	Food Service - High School
Catherine Worrell	Food Service - Middle School
Christine King	Learning Services - Title 1 Para
Alan Barton	Maintenance
Clara Warren	Nursing - Health Aide
Renee Alder	Nursing - Health Aide
Tammy Lou Boes	Secretary - Building Level
Dawn Womack	Secretary - Clerk
Ashleigh Taylor	Secretary - Learning Services
Gina Latta	Secretary - SpEd Services
Denise Hayes	SpEd Services - ECC Para
Heather VanOrden	SpEd Services - Interpreter
Elizabeth Lynch	SpEd Services - IR Para
Jene Menzies	SpEd Services - SL Para
Mark Kane	Technology
Som Choup	Technology
Karen Luce	Transportation - Bus Driver
Michelle Evaro	Transportation - Van Driver



Process...

- **Discuss “Issues”**
- **Brainstorm Possible Solutions**
- **Determine Standards**
- **Compared Solutions to Standards**
- **Prioritized / Voted on Solutions**

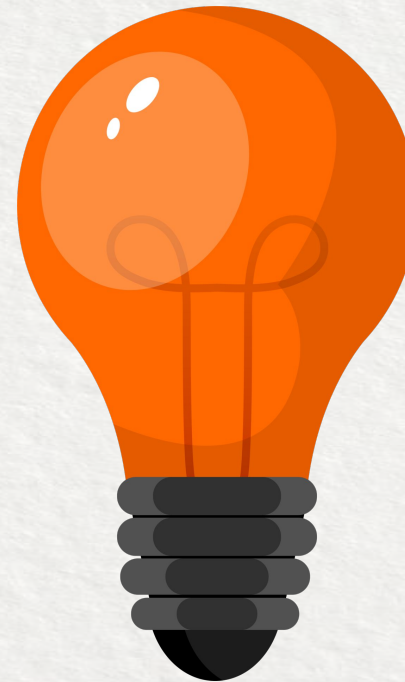
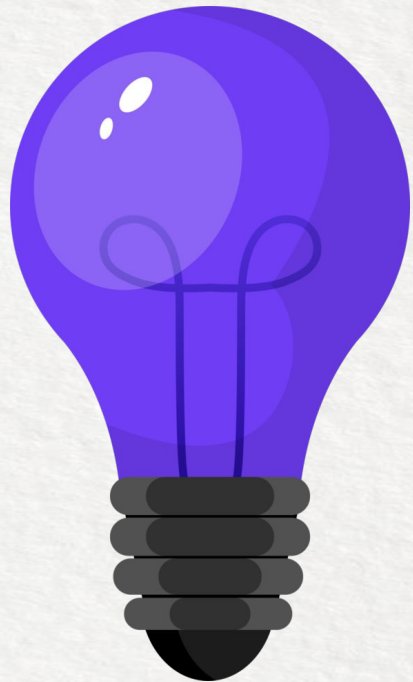


Issues with Classified Staff Rate of Pay Schedule...

1. Are we competitive?
2. Placement of new staff in comparison to current/veteran staff.
3. Educational hour requirements.
4. No incentive to continue professional growth.
5. Accounting for additional responsibilities.
6. Work environment being taken into consideration.
7. Job description matching job duties/responsibilities.
8. Structure of the classified paid scale.

Possible Solutions:

Ideas...Ideas...Ideas...



Standards...



- ✓ Ratifiable
- ✓ Mutual Gain
- ✓ Doable / Trackable
- ✓ Affordable

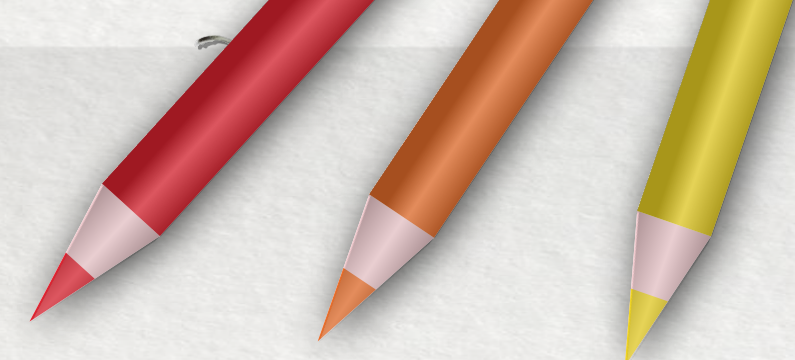
Classified Salary Committee Feedback - INDIVIDUAL RATINGS 2.10.23

Are we competitive?			Placement of new staff in comparison to current/veteran staff			Educational hour requirements/No incentive to continue professional growth			Account for additional responsibilities/work environment/job description			Structure of classified paid scale		
A	Conduct annual market research and make a recommendation that staff make no less than 75% of market value. This will raise current staff salary when applicable (comparing apples to apples regarding certification and years of exp)	65	A	Place current staff as new hires per their years of experience (prior to Haysville <u>and</u> during their time at Haysville). This will include an automatic .20 raise each year (to ensure staff continue receiving their year of experience), plus the additional % that is negotiated through the Negotiations Team	55	A	Remove professional growth as an avenue to move on the Classified Grade Scale. If hours are mandatory, that is part of the job description. This training will be provided by the district, during the work day	41	A	Ensure every job description has "other duties as assigned"	39	A	Review each department and build "levels" (entry level, etc.) and determine salary for each level	58
B	Allow for staff to use any leave days (annual, sick) during days they normally would not be paid (P/T Conferences, Work Days, Inservice Days)	28	B	Implement a policy not allowing staff to use leave for the first 90 days of employment	23	B	Remove professional growth as an avenue to move on the Classified Grade Scale. If hours are mandatory, that is part of the job description. This training will be provided by the district, during a traditional Inservice or PD Day	60	B	Review and write new job descriptions if applicable	61	B	Create a licensed personnel schedule (such as Bus Drivers, Electricians, etc.) with salary based on market value	40
C	When staff leave district, pay for their entire leave rather than a portion (currently stands at 1/3)	40	C	Each year, give current staff the negotiated % raise. For new hires, put half of that % on the base of the Classified Grade Scale to remain competitive with neighboring districts	36	C	Add an incentive schedule for attendance	36	C	Annual review of job descriptions, and ensure State/Federal requirements are included, if applicable	56	C	Attendance incentive for staff	24
D	Make a new salary schedule for classified staff (work through these details if this option is chosen)	57	*	*	*	D	Build a salary schedule based on degrees, certifications, licenses.	53	D	Include any guideline stating supervisor may place employee where needed (employee may not be able to request job location)	30	D	Increase starting/base salary	68



Classified Salary Committee Feedback - INDIVIDUAL RATINGS March 3, 2023

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Are we competitive?			Placement of new staff in comparison to current/veteran staff			Educational hour requirements/No incentive to continue professional growth			Account for additional responsibilities/work environment/job description			Structure of classified paid scale		
A	Conduct annual market research and make a recommendation that staff make no less than 75% of market value. This will raise current staff salary when applicable (comparing apples to apples regarding certification and years of exp)	8	A	Place current staff as new hires per their years of experience (prior to Haysville and during their time at Haysville). This will include an automatic .20 raise each year (to ensure staff continue receiving their year of experience), plus the additional % that is negotiated through the Negotiations Team	15	A	Remove professional growth as an avenue to move on the Classified Grade Scale. If hours are mandatory, that is part of the job description. This training will be provided by the district, during the work day	0	A	Ensure every job description has "other duties as assigned"	0	A	Review each department and build "levels" (entry level, etc.) and determine salary for each level	6
B	Allow for staff to use any leave days (annual, sick) during days they normally would not be paid (P/T Conferences, Work Days, Inservice Days)	0	B	Implement a policy not allowing staff to use leave for the first 90 days of employment	0	B	Remove professional growth as an avenue to move on the Classified Grade Scale. If hours are mandatory, that is part of the job description. This training will be provided by the district, during a traditional Inservice or PD Day	8	B	Review and write new job descriptions if applicable	0	B	Create a licensed personnel schedule (such as Bus Drivers, Electricians, etc.) with salary based on market value	1
C	When staff leave district, pay for their entire leave rather than a portion (currently stands at 1/3)	3	C	Each year, give current staff the negotiated % raise. For new hires, put half of that % on the base of the Classified Grade Scale to remain competitive with neighboring districts	0	C	Add an incentive schedule for attendance	1	C	Annual review of job descriptions, and ensure State/Federal requirements are included, if applicable	14	C	Attendance incentive for staff	0
D	Make a new salary schedule for classified staff (work through these details if this option is chosen)	6	*	*	*	D	Build a salary schedule based on degrees, certifications, licenses.	6	D	Include any guideline stating supervisor may place employee where needed (employee may not be able to request job location)	0	D	Increase starting/base salary	9

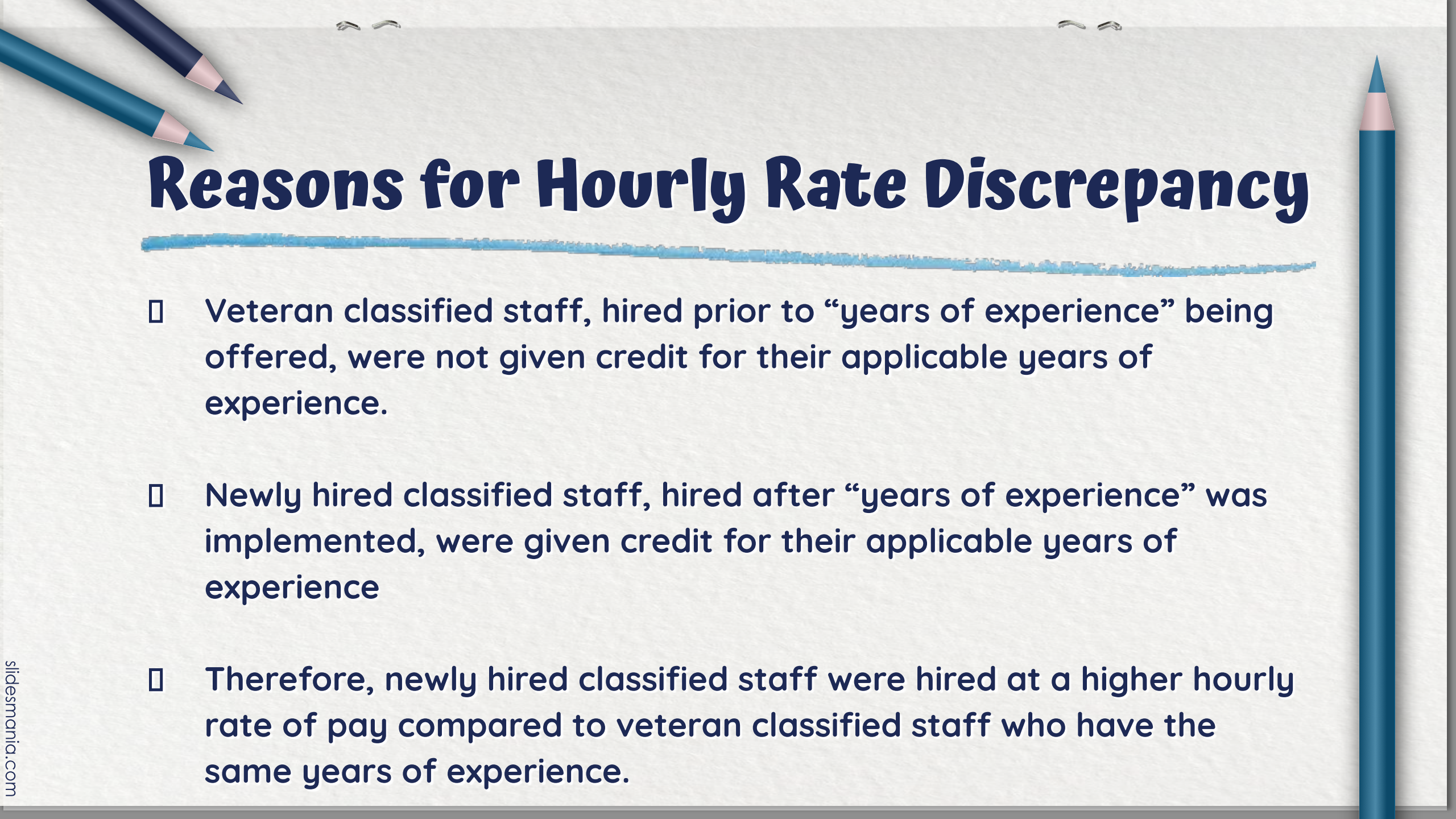


Priority...

“

**Differentiation of hourly rate of pay
between veteran classified staff vs. newly
hired classified staff.**



The slide features a light gray background with a subtle paper texture. In the top left corner, two pencils (one dark blue, one teal) are positioned diagonally. In the top right corner, two small metal clips are visible. A single teal pencil is positioned vertically along the right edge of the slide. The title 'Reasons for Hourly Rate Discrepancy' is written in a large, bold, dark blue font and is underlined with a thick, textured blue line.

Reasons for Hourly Rate Discrepancy

- ❑ Veteran classified staff, hired prior to “years of experience” being offered, were not given credit for their applicable years of experience.
- ❑ Newly hired classified staff, hired after “years of experience” was implemented, were given credit for their applicable years of experience
- ❑ Therefore, newly hired classified staff were hired at a higher hourly rate of pay compared to veteran classified staff who have the same years of experience.

Cost...

\$265,000

Recommended Resolutions...

Bring all classified staff to level of a new hire...giving all classified staff credit for applicable “years of experience.”





Next Steps...

Request for BOE to Approve Authority

We would ask the BOE to vote to approve the recommendation to approve \$265,000 to correct the placement of all classified staff employees on their hourly rate of pay.

****Please Note: Not all classified staff will be affected by this change****

Make Adjustments for the 2023-2024 School Year

For payroll purposes, the sooner this recommendation is approved, the easier it will be to track changes in hourly rate adjustments.

- Retro pay will need to be determined for 12-month classified employees who begin their school year in July.
- 10-month classified employees will begin the school year with correct hourly rate of pay with their first paycheck.



Future Goals...

Correct “Other” Areas if Possible

- Review and write new job descriptions as applicable.
- Annual review of job description, and ensure Federal/State requirements are included, if applicable.

Committee Review to Determine “Next Priority”

- Review structure of classified pay scale.
- Conduct market analysis to ensure district is remaining competitive with hourly rate of pay.

