

To: Board of Education

From: Anna Stubblefield, assistant superintendent, educational support  
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Re: Update on Classified Employee Study

Date: October 20, 2016

Background:

In 2002, the Board of Education approved conducting an in depth study on classified employees. The study included the following:

- Extensive job analysis and update of all job descriptions
- Evaluation and weighting of jobs functions based on complexity, responsibility, knowledge, working conditions, and skills performed
- Completion of market study to determine if classified salaries were competitive in the market

At the time job descriptions were adopted, a single salary structure was implemented and internal equity among positions and market findings were addressed to the extent of what was financially permissible at the time. The district was not able to bring all positions to market; however, all positions were brought up within two to three levels of market at that time with an impact to approximately 487 positions.

As a result of the system adopted in 2002, job functions are put through a job valuation program when current positions are changed or added. This maintains the integrity of the positions and is used to assign level and rate of compensation.

Currently, classified staff members are evaluated on a nonspecific rubric assessing basic skills. By moving to a job description-based evaluation system, classified staff performance will be more accurately assessed.

The district has hired a professional consultant, Educational Management Solutions (EMS), to provide guidance through the process and perform a market study. EMS only works with school districts across the country.

The purpose of the study is summarized as follows:

- Review job descriptions to make sure they are representative of the job functions being performed by the employee
- Perform a market study comparing current compensation of classified positions. *Entities compared against were Baldwin, Blue Valley, Eudora, Olathe, Shawnee Mission, Tonganoxie, University of Kansas, Lawrence Memorial Hospital, Topeka, City of Lawrence, Chaney, Inc.*

- Review current classified salary placement schedule to determine if it is still meeting the needs of the district, addressing starting salary, market, and placement
- Review evaluation tools

Preliminary results of the study show that the district has maintained good job descriptions. Where necessary, revisions were made to capture new or changed essential functions. Since the job descriptions accurately reflect current job functions, they will serve as a valid basis for a new evaluation tool.

The original system has been maintained with fidelity ensuring internal equity and consistent assignment of levels.

The market study reflects that current compensation of certain job families are behind and a few are above. In general, the majority of the families need a starting salary adjustment to be closer to market.

The district is currently evaluating financial implications of the market study and is working with EMS to evaluate the implementation costs for recommended salary schedule options.

Current Report:

Administration will provide a progress report on the Classified Employee Study as part of the 2015-2016 Excellence Goal 5 to *Deliver Quality Programs and Services* by taking steps to *gather and report comparative information on salary and benefits for all employee groups and update evaluation instruments for classified employees.*