

FREQUENTLY ASKED QUESTIONS (FAQS)

UNIFORM SALARY SCALE

1. Why was the Uniform Salary Scale created?

The Uniform Salary Scale was Recommendation 1 by Evergreen. It replaces six current salary scales: Service, Nutrition Services, Specialty, Teaching and Learning Facilitators, Administrative, and Educational Interpreter.

The current system, made up of multiple salary schedules, has a number of inconsistencies. Specifically, Evergreen indicated range spreads, meaning the difference between the minimum and maximum salary levels for each pay grade, vary greatly among the pay plans. In addition, the various pay scales had a different number of levels: Service (Levels 0 to 31+), Nutrition Services (Levels 0 to 31+), Specialty (Levels 0 to 31+), Teaching and Learning Facilitators (Levels 0 to 30), Administrative Salary Scale (Levels 0 to 16), and Educational Interpreter Scale (Levels 0 to 31). Also, Evergreen noted on page 5-2, "Over time, the number of pay grades within the salary schedules has steadily grown, as separate pay grades were established for similar positions with different numbers of contract days and hours. For example, there are separate pay grades for Security Staff 220 and Security Staff 185."

Step salary scales had proven to be unsustainable over time. This is evidenced by the fact that employees had not received a step increase in eight (8) years.

In summary, the Uniform Salary Scale eliminates inconsistencies, reduces the number of salary scales, and simplifies the compensation system.

2. Were all of the suggested recommendations approved and implemented for SCPS Schools?

Recommendation 1: Adopt the proposed uniform salary schedule displayed in Exhibit 5A to simplify and bring consistency to the system.

The board adopted a Uniform Salary Scale in the FY 2020 budget. It is very similar to but not exactly what was proposed by Evergreen.

RECOMMENDATION 2: Slot the non-teaching positions that were not a part of this study into the recommended uniform pay plan to complete the transition to a true uniform structure.

This recommendation refers to the positions (maintenance/operations, technology, paraprofessionals, bus drivers, bus monitors, fleet services, courier, RNs/LPNs (without a minimum of a Bachelor's degree) on the Pay Band. The adopted FY 2020 Uniform Salary

Scale does not incorporate the Pay Band. This recommendation will be reviewed for the FY 2021 budget cycle.

Recommendation 3: Adopt the new classification titles proposed by Evergreen, and place appropriate employees into appropriate classifications.

Some of the new classification titles were adopted and incorporated into the Uniform Salary Scale. See [Uniform Salary Scale](#).

RECOMMENDATION 4: Adopt the proposed grade order list displayed in Exhibit 5C.

The adopted [Uniform Salary Scale](#) is very similar to what was proposed by Evergreen with some revisions/additions.

RECOMMENDATION 5: Adopt the Bring to Minimum option and address the compression issues in a systematic manner over the coming years.

The School Board voted that for the FY 2020 budget, the first action, based on the Evergreen Study, would be to get all employees at least to the minimum of the market. Since there were not sufficient funds to fully implement this initial phase, the School Board determined that those employees below the market minimum would advance halfway to the minimum.

3. What are the criteria to advance to the midpoint of the Uniform Salary Scale? Will my years of experience ever be recognized?

No action was taken by the School Board for the FY 2020 budget to advance employees toward the midpoint or how that might be implemented in the future. At the prerogative of the board, future options could include setting a goal to advance employees to the midpoint or beyond based upon years of experience. This response is not to be construed as guaranteeing that the board will consider or approve this option in the future.

It should be noted that Implementation Options 5E through 5G on pages 5-10 to 5-11 of the report incorporate years of experience recognition. Those options, however, cost between \$3.1 million to \$8.1 million annually.

4. Do years of service or work load differences by school affect your grade? What about having excellent performance evaluations?

Section 1.1 of the report sets forth in detail how the grades were developed by Evergreen. Evergreen used a multi-dimensional approach.

While having excellent performance evaluations is most desired and assist employees in retaining their positions, they do not affect pay as we do not have performance-based pay at this time.

5. The Job Review Form, is that currently available for Department Heads to submit requests?

The Proposed Job Review Form (Exhibit 5H) has not yet been implemented. The form will be reviewed to determine feasibility for future implementation.

6. I noticed my title changed on my contract. Are there also new job descriptions?

Revised job descriptions are being developed with the assistance of Evergreen since they have the JAT information and job descriptions from the divisions that participated in the market study. Hopefully, they will be ready for review by administrators by the end of June and finalized by the end of the summer.

7. The Administrative Assistant position titles have been eliminated. What are they now?

FY 2019 Title

Administrative Assistant 1/Clerical 11
Administrative Assistant 1/Clerical 12
Administrative Assistant 2/Clerical 12
Administrative Assistant 2/Clerical 185
Administrative Assistant 2/Clerical 185
Administrative Assistant 2/Clerical 189
Administrative Assistant 3/Accounting
Administrative Assistant 3/Clerical 11
Administrative Assistant 3/Clerical 12
Administrative Assistant 3/Clerical 12
Administrative Assistant 4/Accounting
Administrative Assistant 4/Clerical 11
Administrative Assistant 4/Clerical 12
Administrative Assistant 4/Clerical 185
Administrative Assistant 5/Accounting
Administrative Assistant 5/Clerical 12
Administrative Assistant 6/Clerical 12

FY 2020 Title

Administrative Support I
Administrative Support I
Administrative Support II
Administrative Support II
Clinic Assistant
Library Assistant
Accounting Assistant I
Administrative Support II
Administrative Support II
Middle School Office Manager
Accounting Assistant I
Administrative Support II
Administrative Support II
Administrative Support II
Accounting Assistant II
High School Office Manager
Executive Assistant

All position title changes are reflected on the FY 2020 contracts.

8. Why were the Administrative Assistants 2-4 consolidated into two (2) levels of Administrative Support (1 and 2)?

On page 2-3 of the Evergreen report, it was noted “Staff provided examples of administrative positions that were classified and paid differently but performed the same core functions with some differences in the level of responsibility. In some instances, there are titles that perform similar jobs and have similar levels of responsibility but are classified and paid differently.” The examples cited above were supported by information obtained from the Job Assessment Tool (JAT) and the Management Issues Tool (MIT) completed by employees and supervisors, respectively. In short, employees essentially performing work of similar complexity and responsibility expect to be compensated similarly.

9. Employees on the Pay Band have a PB code listed as the grade on their contracts. Is there a key for that?

Everyone on the Pay Band received the 5% across the board increase for FY 2020. There were no market adjustments. So you can take your FY 2019 salary and multiply it by 1.05 to determine the annual salary. That should match what’s printed on your contract. (There may be a slight variation due to rounding).

You can also check that you are above the minimum of the Pay Band by finding your job title on the pay band and matching it to the pay band grade. You take the minimum hourly salary, multiply it by the number of contracted day and the hours worked per day which is 7.5 in most cases. That number should be **less** than your FY 2020 contracted salary.

10. Why do the proposed minimums in the adopted Uniform Salary Scale not contain the same hourly rates as listed in the Evergreen Study, (Exhibit 5C), and also identified on the FABC 4-2-2019 document “Proposed Scale Adjustments – Minimum Hourly Rate”?

The FY 2020 Staff Proposed Min column in the FABC 4-2-2019 document did not reflect the 5% across the board increase because the FY 2020 budget had not been adopted by the School Board at that time. In addition, the Proposed Min column in the FABC 4-2-2019 document reflects the Evergreen proposed minimum if fully implemented.

Since the document proposed to the FABC on 4-2-2019, staff have reviewed each individual employee transitioning to the Uniform Salary Scale. The proposed minimum may have been adjusted, for example, when multiple current positions were consolidated into a single position on the Uniform Salary Scale.

11. How can employees who are on the Uniform Salary Scale calculate their FY 2020 salaries?

To assist employees below the market minimum, a Uniform Salary Scale calculator is available on the website at: [Uniform Salary Scale Calculator](#)

Those employees at or above the market minimum received a 5% across the board increase. They can calculate that by multiplying their current salary by 1.05. If these employees calculate their hourly rate, they will see that it is above the market minimum for their grade and position title on the Uniform Salary Scale.