



Shrewsbury Public Schools

Barbara A. Malone
Director of Human Resources

June 14, 2017

To: Shrewsbury School Committee
Re: Non-Classified Staff Hourly Rate Adjustments/COLA

Please note the following requested rate changes for non-classified staff. Both requests are part of the FY18 school budget as approved at town meeting.

1. Administration is requesting that we implement part two of the market shift for 15 secretaries. Last year we discussed movement of secretaries in two phases. Phase one was approved for FY 17 and phase two is proposed for FY 18. This year we would eliminate the need for “transition” rates and move these 15 individuals to their proper classification on the secretary scale. The total cost of this transition is budgeted at \$36,893.79. Please note that this request is based on extensive work done in a job analysis and market study of secretarial roles in our district in the 2015-2016 school year.
 - Secretary to the Director of Special Education, moving from “Transition Lane AA to A” to Lane A
 - High School Secretaries to the Assistant Principal, moving from “Transition Lane B to BB” to Lane BB
 - High School Special Education Secretary, moving from “Transition Lane C to B” to Lane B
 - Middle School Secretaries, moving from “Transition Lane B to BB” to Lane BB
 - Elementary School Secretaries (Group I), moving from “Transition Lane BB to A” to Lane A
 - Elementary School Secretaries (Group II), moving from “Transition Lane B to BB” to Lane BB

2. Administration is requesting a 2% COLA increase for all non-classified roles, including secretaries, IT, and other roles not negotiated through association (union) contracts. The total cost of the 2% increase for these individuals (including those receiving market adjustments) is budgeted at \$83,641.79. This cola increase is in keeping with the 2% increase negotiated for paraprofessionals for the third year of their contract.

Thank you for your support.