



Shrewsbury Public Schools

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Director of Human Resources

June 15, 2016

To: Shrewsbury School Committee
Re: Salary Increase Proposal Non-Represented Staff

By this memo I am making two recommendations for our non-represented staff, which includes the roles listed in the attached proposed pay rate charts.

Recommendation #1:

I am recommending a 2% increase across the board for these roles, which includes school secretaries, central office staff, door monitors, extended learning childcare providers, and other roles. This recommendation is in keeping with both the external and internal market and will help to keep the rates for these roles competitive.

Recommendation #2:

I am recommending additional increases for 15 staff members within the secretarial group. I conducted a thorough job analysis of these roles in the summer and fall of 2015 and the results of that analysis indicated that 15 staff members should be placed in a higher lane, based on increased complexity in their role, as follows:

- Secretary to the Director of Special Education, moving from lane A to the Transition AA to A lane
- High School Secretaries to the Assistant Principal, moving from lane B to the Transition B to BB lane
- High School Special Education Secretary, moving from lane C to the Transition C to B lane
- Middle School Secretaries, moving from lane B to the Transition B to BB lane
- Elementary School Secretaries, moving from lane BB to the Transition BB to A lane
- Elementary School Secretaries, moving from lane B to the Transition B to BB lane

Please note that while lane movement in the Shrewsbury Education Association's contract is based on educational attainment, movement in the secretarial/administrative roles is based on role complexity.

While ideally we would place employees entirely in their correct lane for the FY17 school year I am recommending a multi year process to move 15 individuals to the correct lane, in order to absorb these new costs to the district over a 2-3 year period.

As a result, we would like to introduce a "T" or Transition/Temporary Lane for FY17, which assigns an hourly rate partway between the current hourly rate and the new hourly rate in the appropriate lane.

The total cost of the movement of 15 individuals to this transition lane rate for FY17 is \$14,771. Because this work has been planned since last summer, this transition cost is included already in

the FY17 budget. The resulting percentage increases range from 2.48% to 7.27%, and these percentages do include a planned 2% cost of living increase.

FY18:

I plan to make a recommendation for the FY18 budget that either includes a second "T2" lane or brings all secretarial staff into the existing structure, placed fully in their new lane.