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MEMORANDUM

TO: Board of Education
Dr. Mary B. Pfeiffer, District Administrator

FROM: Vicky Holt, Assistant District Administrator of Human Resources & Instructional Support Services *vlh*

DATE: May 15, 2014

RE: **Wage Compensation Study**

Administration is recommending the Board of Education support the attached Wage Compensation model for implementation in 2013-14 for support staff and 2014-15 for Non-Certified staff (support/exempt) as proposed at the May 6, 2014 Board meeting. Please find a copy of the recently updated Pay Grade structure which includes the position of Wellness Coordinator.

I will be in attendance at the May 20, 2014 Board meeting to answer any questions from Board members.

**NEENAH SCHOOL DISTRICT
NON-CERTIFIED STAFF WAGE SCHEDULE**

JOB TITLE	MINIMUM	TARGET PAY RATE	MAXIMUM
GRADE K Communications Manager Help Desk Manager Supervisor of Accounting	\$24.00	\$30.00	\$36.00
GRADE J Network Operations Manager Instructional Systems Analyst NHS Operations/Maintenance Manager Systems & Workstation Deployment Manager	\$21.60	\$27.00	\$32.40
GRADE I Benefits Specialist Executive Assistant-District Administrator Student Database Manager	\$19.44	\$24.30	\$29.17
GRADE H Administrative Asst.-Asst. Superintendent Wellness Coordinator Maintenance Mechanic Payroll Specialist Technical Director	\$18.40	\$23.00	\$27.60
GRADE G Carpenter Facilities Services Coordinator	\$17.40	\$21.75	\$26.10
GRADE F Administrative Assistant II Bookkeeper (HS) Help Desk Technician Shattuck Operations Supervisor	\$16.36	\$20.45	\$24.54
GRADE E Administrative Assistant I Maintenance & Grounds Theater Technician Assistant	\$15.36	\$19.20	\$23.04
GRADE D Academic Assistants-Special Education Attendance Clerks Educational Assistant-Special Education English Language Learners Horace Mann Day Custodian Lead 2nd Shift High School Custodian Relief Custodian	\$14.32	\$17.90	\$21.48
GRADE C Educational Assistant-Regular Education Elementary School Day Custodian Food Delivery Driver/Custodian Health Assistant High School Day Custodian	\$13.28	\$16.60	\$19.92
GRADE B 2nd Shift Custodian Receptionist	\$12.48	\$15.60	\$18.72

Administrative Assistant I (Grade E)

School Counselor Administrative Assisant/Shattuck Middle and Neenah High School
 Elementary Administrative Assistants
 Scheduler/Neenah High School
 Registrar/Neenah High School
 Administrative Assistant to Pupil Services/School Psychologists/District Office
 Administrative Assistant to Business Office(Acct. Receivable)/District Office
 Administrative Assistant to Director of IT/District Office
 Administrative Assistant Human Resources/AESOP Coordinator/District Office
 Administrative Assistant to Principal/Horace Mann
 Administrative Assistant/Attendance/Health/Horace Mann
 Administrative Assistant to Associate Principals/Neenah High School

Administrative Assistant II (Grade F)

Accounts Payable Clerk/District Office
 Administrative Assistant to Director of Pupil Services/District Office
 Administrative Assistant to Principal/Shattuck Middle and Neenah High School

NEENAH SCHOOL DISTRICT NON-CERTIFIED STAFF ESTIMATED BASE SALARY COST OF IMPLEMENTATION FOR 2013-14 SCHOOL YEAR

	Number of Employees	% of Employees
Below Min	18	10%
80%-89%	46	26%
90% -99%	74	41%
At Control	1	1%
101%% -110%%	11	6%
111% to Maximum	17	9%
At Max	1	1%
Above Max	12	7%
Total	180	

CURRENT NON-CERTIFIED STAFF BASE PAYROLL: \$5,278,784

ESTIMATED COST OF BRINGING EMPLOYEES TO MINIMUM: \$26,000

ESTIMATED TOTAL ANNUAL DOLLAR AMOUNT OF EMPLOYEES ABOVE MAXIMUM: \$10,300

Note: These are preliminary estimated costs. The District will want to calculate the costs independently.