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To: Board of Education Members

From: Dr. Mary B. Pfeiffer, District Administrator *MP*

RE: 2013-2014 Compensation Plan for Non-Certified Staff (former Support Staff)

Date: May 29, 2014

Following is a summary of my recommendation for salary adjustments to the identified non-certified employees for the 2013-2014 school year. I am recommending that the Board of Education support an overall salary increase of 2.13%. The 2.13% reflects a comparison of the same positions in the 2012-13 school year.

The money we will be distributing to this group of employees would normally have been distributed beginning in July, 2013. With our commitment to engage in a wage compensation review process, the money was not distributed. We budgeted 2% for salary increases and 2% as a one-time stipend for all groups of employees. For this non-certified employee group, it amounted to \$97,837 in each pool for a total of \$195,674. We are asking that the Board support a .13% overage for this group in the salary schedule. That will amount to an additional \$6,354 more than budgeted. Similar to our approach last year with the certified staff, we will reduce this amount from the one-time stipend pool in order to remain within budget. The total amount of pay available for non-certified staff is well above the 2013-14 Consumer Price Index (CPI) of 2.07%.

At our Board of Education meeting held on May 20, 2014, the recommended non-certified staff wage compensation model was approved. Administration then reviewed the performance of all employees in the identified pay grades. With the elimination of steps and lanes, salary increases will be allocated based upon performance as well as market comparables. Several employees are currently being paid less than the minimum amount in their pay grade. For those individuals, we will be bringing them up to at least the minimum amount in the appropriate pay grade. For those employees who are currently paid below the mid-range of their respective pay grade, we will give them at least a 2% increase. Individuals currently being paid above the mid-range (but not more than the maximum amount in the pay grade) will receive a 1% increase. For those individuals who are being paid more than the maximum amount in their pay grade, they will not receive an increase in salary, but they will remain eligible for a one-time stipend. Finally, any employee with identified performance concerns will not receive a salary increase regardless of where they fall within their range.

Administration will be in attendance at the June 3, 2014 meeting to answer any questions.