Employee Compensation Forum

February 5 & 6, 2014
Forum Overview

- Committee purpose, membership, and meeting dates
- Benchmarks
- Work completed
- Communication plan
- Compensation plan recommendations
- Placement worksheets
- New hire guidelines
- Next steps
Challenge and Purpose

- Since fiscal year 2009, Mesa Public Schools has experienced financial challenges due to declining student enrollment and reduced state funding.

- Although employees have received cost of living increases, additional one-time stipends, and afforded movement for education during this time, the district has been unable to fund movement on salary schedules for experience as intended, and does not anticipate being able to do so in the future.

- In May, the governing board set a strategic initiative to design a new compensation system, with the assistance of our representative employee groups, that more authentically addresses salaries, fluctuations in education funding, and disbursement of additional funding when available.
Committee

- The 30-member committee included representatives from each employee group (MEA, MPE, MESPA, MACS, MASA), the Governing Board, financial services, the superintendency, human resources, the business community, the City of Mesa, and parents.

- The committee convened every two weeks from September 19 through December 5, with the goal of providing a recommendation in January 2014.

- Subcommittees consisting of the individual employee groups (MEA, MPE, MESPA, MACS, MASA) also met during this timeframe to further discuss compensation priorities specific to their group.
## Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Employee Group</th>
<th>Name</th>
<th>Position</th>
<th>Employee Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tammie Pursley</td>
<td>Junior High Teacher</td>
<td>MEA</td>
<td>Olga Grant</td>
<td>Elementary Teacher</td>
<td>MEA</td>
</tr>
<tr>
<td>Joe Fairchild</td>
<td>High School Teacher</td>
<td>MPE</td>
<td>Rob Parker</td>
<td>Special Education Teacher</td>
<td>MEA</td>
</tr>
<tr>
<td>Lisa Bowen</td>
<td>Specialist</td>
<td>MEA</td>
<td>Becky Salas</td>
<td>School Counselor</td>
<td>MEA</td>
</tr>
<tr>
<td>Frank Hunter</td>
<td>Maintenance Worker</td>
<td>MESPA</td>
<td>Rich Beruman</td>
<td>Sheet Metal</td>
<td>MESPA</td>
</tr>
<tr>
<td>Clara Arvayo</td>
<td>Secretary to Principal</td>
<td>MESPA</td>
<td>David Woods</td>
<td>Transportation</td>
<td>MESPA</td>
</tr>
<tr>
<td>Lou Perdoni</td>
<td>Elementary Principal</td>
<td>MASA</td>
<td>Allen Flax</td>
<td>Junior High Principal</td>
<td>MASA</td>
</tr>
<tr>
<td>Steve Green</td>
<td>High School Principal</td>
<td>MASA</td>
<td>Jim Gowdy</td>
<td>Assistant Principal</td>
<td>MASA</td>
</tr>
<tr>
<td>Loretta Zullo</td>
<td>Director</td>
<td>MASA</td>
<td>Adrian Lopez</td>
<td>Classified Supervisor</td>
<td>MACS</td>
</tr>
<tr>
<td>Bill King</td>
<td>Classified Supervisor</td>
<td>MACS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Employee Group</td>
<td>Name</td>
<td>Position</td>
<td>Employee Group</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------</td>
<td>--------------------</td>
<td>-----------------</td>
<td>---------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Community</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patty King</td>
<td>Human Resources</td>
<td>City of Mesa</td>
<td>Jose Carrera</td>
<td>Mesa Business Owner</td>
<td>Community</td>
</tr>
<tr>
<td>Heather Gray</td>
<td>Parent</td>
<td>Ishikawa</td>
<td>Barb Parker</td>
<td>Parent</td>
<td>Red Mountain High School</td>
</tr>
<tr>
<td>Steven Peterson</td>
<td>Board Member</td>
<td>Mesa Public Schools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Members</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Zeigler</td>
<td>Chief Financial Officer</td>
<td>Financial Services</td>
<td>Bobette Sylvester</td>
<td>Assistant Superintendent</td>
<td>Business and Support Services</td>
</tr>
<tr>
<td>Helen Hollands</td>
<td>Director</td>
<td>Communications and Marketing</td>
<td>Christi Chapman</td>
<td>Supervisor</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Mary Goetz</td>
<td>Analyst</td>
<td>Human Resources</td>
<td>Jill Bonewell</td>
<td>Executive Director</td>
<td>Human resources</td>
</tr>
<tr>
<td>Pete Lesar</td>
<td>Assistant Superintendent</td>
<td>Human Resources</td>
<td>Michael Cowan</td>
<td>Superintendent</td>
<td>Mesa Public Schools</td>
</tr>
</tbody>
</table>
Meeting Dates

- September 19, 2013
- October 3, 2013
- October 17, 2013
- November 4, 2013
- November 14, 2013
- December 5, 2013

- Subcommittees frequently met between scheduled meetings.
The governing board identified several benchmarks intended to guide the development of the new compensation plans:

- Financially responsible
- Sustainable and affordable
- Competitive for the purpose of recruitment and retention
- Flexible in the distribution of available resources
- Rewards unprecedented performance
- Encourages continued education and professional growth
- Eliminates false assumptions
The committee spent several months reviewing, analyzing, and discussing:

- Current compensation plans and benefits
- Needs of the district
- School funding resources and challenges
- Alternative compensation plans
- Compensation research and literature
- Feedback from employees
- Equitable distribution of resources
- Priorities identified by employee groups
Communication with Employees

- A compensation website was constructed, which includes all documents shared and/or developed by the committee.
- Meeting summaries distributed to employees in electronic and paper format.
- Certificated and classified compensation forums are being conducted.
- Surveys will be distributed to all employees asking them to rank the compensation priorities identified by the committee.
- Discussions will continue during the Meet & Confer process.
Compensation Plan Recommendations

The committee developed compensation plan recommendations that look to meet the diverse needs of the district and employees, while keeping the compensation benchmarks developed by the governing board as the guiding framework to measure the appropriateness of the recommendations. The committee has developed recommendations for the following employee categories:

- Transition of existing employees
- New hires
- Annual placement
## Compensation Priorities—Transition

<table>
<thead>
<tr>
<th>MEA</th>
<th>MESPA/MACS</th>
<th>MASA</th>
</tr>
</thead>
</table>
| • Annual salary increase  
• Missed steps  
• University and professional development credit beyond present salary placement  
• Freeze and loyalty stipend  
• Hard-to-fill positions  
• Evaluation performance classification | • Annual salary increase  
• Missed steps  
• AA degree or higher/60 semester hours or more of college or university coursework/professional certifications if not required for position  
• Freeze and loyalty stipend  
• Performance evaluation rating | • Annual salary increase  
• Missed steps  
• University and professional development credit beyond present salary placement  
• Freeze and loyalty stipend  
• Evaluation performance classification  
• Additional consideration for district and school specific demographics and needs (e.g. enrollment, ELL, free & reduced lunch, number & type of special education programs, letter grade) |
## Compensation Priorities - New Hire

<table>
<thead>
<tr>
<th>MEA</th>
<th>MESPA/MACS</th>
<th>MASA</th>
</tr>
</thead>
</table>
| • Base salary  
• Years of experience  
• University credits  
• Advanced degrees  
• Hard-to-fill positions | • Competitive base hourly rate or salary  
• Years of verified like experience beyond minimum requirement  
• AA degree or higher/60 semester hours or more of college or university coursework/professional certifications if not required for position | • Base salary  
• Years of experience  
• University credits  
• Advanced degrees  
• Additional consideration for competitive job market value, unique skills and experiences, and district and school specific needs |
## Compensation Priorities - Annual Placement

<table>
<thead>
<tr>
<th>MEA</th>
<th>MESPA/MACS</th>
<th>MASA</th>
</tr>
</thead>
</table>
| • Annual salary increase  
• University and professional development credit  
• Advanced degrees  
• Hard-to-fill positions  
• Evaluation performance classification  
• Annual increase for teachers new to teaching | • Annual salary increase  
• Job-related education/professional development/AA degree or higher  
• Performance evaluation rating | • Annual salary increase  
• University and professional development credit  
• Advanced degrees  
• Evaluation performance classification  
• Additional consideration for district and school specific demographics and needs (e.g. enrollment, ELL, free & reduced lunch, number & type of special education programs, letter grade) |
## 2014-2015 Compensation Classified Hourly Transition Placement Worksheet

### General Information:
- **Last Name:**
- **EIN:**
- **Site:**
- **First Name:**
- **Job Title:**
- **Position Range:**

### 2013-2014 Salary Information:
- **Hourly Rate:**

### 2014-2015 Hourly Rate Calculation:
<table>
<thead>
<tr>
<th>Factor</th>
<th>2013-2014 Hourly Rate:</th>
<th>2014-2015 Hourly Rate Calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2013-2014 Hourly Rate:</td>
<td>2014-15 Hourly Rate (1+2+3+4+5):</td>
</tr>
<tr>
<td>2</td>
<td>Across the Board Increase:</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of Frozen Steps (since 7/1/09):</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Freeze and Loyalty Stipend (paid 10/17/13):</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Education Compensation:</td>
<td>AA Degree or Higher/60 or more semester hours of College or University Coursework/Professional Certifications</td>
</tr>
<tr>
<td>6</td>
<td>2014-15 Hourly Rate (1+2+3+4+5):</td>
<td></td>
</tr>
</tbody>
</table>

### 2014-2015 Additional Hourly Rate:
- **2013-14 Performance Evaluation Rating:**
- **2014-15 Additional Hourly Rate (7):**

### 2014-2015 Total Hourly Rate (6+8):
## Existing Employee Transition Worksheet

### 2014-2015 Hourly Rate Calculation:

1. **2013-2014 Hourly Rate:**

2. **Across the Board Increase:**

3. **Number of Frozen Steps (since 7/1/09):**

4. **Freeze and Loyalty Stipend (paid 10/17/13):**

5. **Education Compensation:**
   - AA Degree or Higher / 60 or more semester hours of College or University Coursework / Professional Certifications

6. **2014-15 Hourly Rate (1+2+3+4+5):**

### 2014-2015 Additional Hourly Rate:

7. **2013-14 Performance Evaluation Rating:**

8. **2014-15 Additional Hourly Rate (7):**

### 2014-2015 Total Hourly Rate (6+8):
## New Hire Guidelines

### 2014-15 Classified Hourly Hiring Guidelines

<table>
<thead>
<tr>
<th>Base Hourly Rate</th>
<th>Experience</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>The base hourly rate is determined by the position range.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Example

Bus Driver with 3 years of like experience and an AA degree

<table>
<thead>
<tr>
<th>Range</th>
<th>Base Hourly Rate</th>
<th>Range</th>
<th>Base Hourly Rate</th>
<th>Range</th>
<th>Base Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>8.27</td>
<td>21</td>
<td>11.23</td>
<td>34</td>
<td>15.60</td>
</tr>
<tr>
<td>9</td>
<td>8.49</td>
<td>22</td>
<td>11.43</td>
<td>35</td>
<td>15.87</td>
</tr>
<tr>
<td>10</td>
<td>8.69</td>
<td>23</td>
<td>11.63</td>
<td>36</td>
<td>16.13</td>
</tr>
<tr>
<td>11</td>
<td>8.90</td>
<td>24</td>
<td>11.83</td>
<td>37</td>
<td>16.40</td>
</tr>
<tr>
<td>12</td>
<td>9.13</td>
<td>25</td>
<td>12.01</td>
<td>38</td>
<td>16.67</td>
</tr>
<tr>
<td>13</td>
<td>9.36</td>
<td>26</td>
<td>12.24</td>
<td>39</td>
<td>16.94</td>
</tr>
<tr>
<td>14</td>
<td>9.58</td>
<td>27</td>
<td>12.45</td>
<td>40</td>
<td>17.21</td>
</tr>
<tr>
<td>15</td>
<td>9.81</td>
<td>28</td>
<td>12.62</td>
<td>41</td>
<td>17.48</td>
</tr>
<tr>
<td>16</td>
<td>10.03</td>
<td>29</td>
<td>12.83</td>
<td>42</td>
<td>17.75</td>
</tr>
<tr>
<td>17</td>
<td>10.21</td>
<td>30</td>
<td>13.12</td>
<td>43</td>
<td>18.03</td>
</tr>
<tr>
<td>18</td>
<td>10.42</td>
<td>31</td>
<td>13.39</td>
<td>44</td>
<td>18.30</td>
</tr>
<tr>
<td>19</td>
<td>10.64</td>
<td>32</td>
<td>13.65</td>
<td>45</td>
<td>18.57</td>
</tr>
<tr>
<td>20</td>
<td>11.07</td>
<td>33</td>
<td>13.92</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- One percent (1%) of the base hourly rate will be awarded for an AA or higher degree, or 60 or more semester hours of college/university coursework if not required for the position. In addition, professional training and certificates may also be considered for compensation.

- A new employee who has verified like experience within the last ten years may be granted additional compensation. One percent (1%) of the base hourly rate will be granted for each year of verified like experience beyond the minimum requirement up to a maximum of five years.

The base hourly rate is determined by the position range.
# New Hire Placement Worksheet

## General Information:
- Last Name:
- First Name:
- EIN:
- Job Title:
- Site:
- Position Range:

## yyyy-yyyy Hourly Rate Calculation:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Hourly Rate Adjustment</th>
<th>Final Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **yyyy-yyyy Hourly Rate Calculation:**

1. yyyy-yyyy Hourly Rate:

2. Years of Verified Like Experience:

3. Education Compensation:
   - AA Degree or Higher/60 or more semester hours
   - of College or University Coursework/Professional
   - Certifications

## yyyy-yyyy Total Hourly Rate (1+2+3):

<table>
<thead>
<tr>
<th>Final Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
New Hire Placement Worksheet

**yyyy-yyyy Hourly Rate Calculation:**

**yyyy-yyyy Hourly Rate:**

**Years of Verified Like Experience Beyond Requirement:**

**Education Compensation:**

*AA Degree or Higher / 60 or more semester hours of College or University Coursework / Professional Certifications*

**yyyy-yyyy Total Hourly Rate (1+2+3):**
**Annual Placement Worksheet**

---

### yyyy-yyyy Compensation Classified Hourly Annual Placement Worksheet

#### General Information:
- **Last Name:**
- **First Name:**
- **EIN:**
- **Job Title:**
- **Site:**
- **Position Range:**

#### xxxx-xxxx Salary Information:
- **Hourly Rate:**

### yyyy-yyyy Hourly Rate Calculation:

<table>
<thead>
<tr>
<th></th>
<th>Factor</th>
<th>Hourly Rate Adjustment</th>
<th>Final Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>xxxx-xxxx Hourly Rate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Across the Board Increase:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Professional Development Compensation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. AA Degree or Higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>yyyy-yyyy Hourly Rate (1+2+3):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2014-2015 Additional Hourly Rate:

|   | yyyy-yyyy Performance Evaluation Rating: | | |
|---|--------------------------------------|------------------|

|   | yyyy-yyyy Additional Hourly Rate (5): | | |
|---|--------------------------------------|------------------|

### yyyy-yyyy Total Hourly Rate (4+6):

---
Annual Placement Worksheet

**yyyy-yyyy Hourly Rate Calculation:**

1. **xxxx-xxxx Hourly Rate:**

2. **Across the Board Increase:**

3. **Professional Development Compensation:**
   
a. Professional Development

   b. AA Degree or Higher

4. **yyyy-yyyy Hourly Rate (1+2+3):**

**2014-2015 Additional Hourly Rate:**

5. **xxxx-xxxx Performance Evaluation Rating:**

6. **yyyy-yyyy Additional Hourly Rate (5):**

**Yyyyy-yyyy Total Hourly Rate (4+6):**
Next Steps

- Complete the compensation forums
- Survey employees regarding compensation priorities
- Conduct 1st and 2nd hearing for contract and compensation policies
- Complete new hire guidelines for all employee groups
- Complete placement worksheets for all employee groups (transition, new hire, annual)
- Verify education for existing certificated employees beyond present salary placement
- Complete Employee Compensation Steering Committee report to present to the governing board
- Complete spreadsheets to assist in establishing the cost of priorities
- Move for approval of the new hire guidelines and placement worksheets
- Make revisions to the OBARS (personnel and payroll records)
- Make revisions to the regulations for contract and compensation policies
For More Information Visit:

http://www.mpsaz.org/compensation