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MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Joel Coleman
Interim Chief Executive Officer

DATE: August 8, 2014

ACTION: Proposed FY 2015 Employee Compensation Adjustment Plan

Background:

During the July meeting of the State Board of Education, a motion was passed to direct the Superintendent to prepare a USOE employee compensation adjustment plan based on available revenues and recommended changes within Section budgets and transfer of budgets from Section to Section.

Key Points:

The Superintendency will present an employee compensation adjustment plan to the Finance Committee for their review and action.

Anticipated Action:

It is anticipated that the Finance Committee will review the Compensation Adjustment Plan, make suggestions and forward the plan to the full Board for approval

Contact: Joel Coleman, State Superintendent, 801-538-7510
Bruce Williams, Associate Superintendent, 801-538-7514

Compensation Adjustment Proposal

Assumptions:

1. All positions in USOE have been evaluated to determine state-wide average pay rates for the job description.
2. All employees have received at least a 1.0% increase based on the Legislative COLA Appropriation.
3. Utilizing the .25% additional amount appropriated by the Legislature, IT staff were increased by an additional 1.4% to an across the board increase of 2.4%
4. Key job titles were identified within USOE for positions which there has been difficulty in recruiting or retaining staff. These positions include:
 - a. Office Specialist
 - b. Executive Secretary
 - c. Administrative Secretary
 - d. IT Analyst II
 - e. IT Analyst III
 - f. Education Specialist
 - g. Education Coordinator
 - h. Education Director
5. Based on the State Average pay rate, a benchmark rate was established for each of these positions. Section Directors who have employees falling into the identified job descriptions will review and make recommendations to the Superintendency concerning proposed employee pay adjustments for employees who merit a raise. These recommendations will be based on the following criteria:
 - a. Annual Employee Evaluation - If an employee does not have a satisfactory evaluation, they will not receive additional pay increases above the 1% Legislative COLA and will be on a plan for improvement
 - b. Individual job responsibilities
 - c. Time within the position at USOE and relevant experience with other employers
6. Recommendations from Section Directors will be combined by job title with all other Sections which utilize the same job descriptions. The Superintendency will review and adjust the recommendations for consistency and fairness across Sections.
7. Based on the pay increase recommendations, a plan of finance will be developed which will comply with the motion passed by the Board during the August meeting of the State Board of Education. This may include recommended changes within Section budgets and transfer of budgets from Section to Section.
8. This plan will be included as a part of the revised FY15 USOE budget which will be presented to the Finance Committee and the full Board for approval in the October Board Meeting.