

POSITION CLASSIFICATION AND COMPENSATION PLAN

The Lafayette Parish School Board Compensation Plan assigns each job class to a salary range based upon knowledge, worth and effort of work, comparability to prevailing rates, organizational relationships and other pertinent salary and economic data. The plan includes all administrative, professional, technical, clerical, support and crafts and trades employees. The Superintendent will maintain and update the compensation plan.

I. ADJUSTMENTS

The salary plan will be evaluated periodically to determine its internal consistency with the teachers' salary plan and external consistency compared to other comparably sized school systems and Lafayette area business salaries. Salary compression between employee groups should be avoided in order to have an equitable pay schedule.

The Pay Grade Review Committee will evaluate each new classification using the Job Analysis Questionnaire, consider related prevailing wage rates and other salary and economic data and recommend a proposed salary rate to the Superintendent who will make a recommendation to the Board.

Adjustments in the compensation plan will be made as a result of salary surveys and relationship studies made, except that the Board may authorize pay grade adjustments apart from such surveys and studies, if adjustments are necessitated by the creation of new positions or classes, authorized reorganization or major changes in work.

The Superintendent will review and evaluate the plan every two (2) or three (3) years to assure consistency.

II. HIRING

All individuals who are new employees of the plan will be hired at the pay grade assigned to the class to which they are appointed. Upon recommendation of the Superintendent and approval by the Board, an employee who is new will be placed in the appropriate pay grade, based on knowledge, worth and effort of the position.

Some flexibility will be allowed in hiring individuals with special skills and unique experiences. On the other hand, newly hired employees should not receive more favorable treatment than the plan's existing employees.

III. REHIRING

A. Rehiring Following RIF (Reduction in Force)

Former employees of the School Board rehired within two (2) years into a position with the same pay grade as the one previously held prior to being released (RIF) will be placed in the pay grade at their previous salary. If the salary schedule has been increased and the employee's salary is below the minimum, they will be placed at the minimum.

B. Rehiring Following Resignation/Termination

Employees will be rehired on the same basis as a new employee.

IV. LEAVE OF ABSENCE

Employees granted a leave of absence will return at their old salary plus any percentage raise given to the midpoint.

V. PROMOTION/PROMOTION TRIAL PERIOD

A. Promotion

Any pay plan employee appointed to a position with a higher pay grade should be placed at the new pay grade with a salary set by the Superintendent and approved by the Board. All promotions will have a trial period.

B. Promotion Trial Period

Employees should successfully complete one-half ($\frac{1}{2}$) of a contract employment year trial period in any job to which they are promoted. If for any reason employees are transferred back to their former position or a position within the same grade as their former position during the one-half ($\frac{1}{2}$) of a contract employment year trial period, salaries will be immediately reduced to the amount earned prior to promotion. If a fiscal year increment has been awarded during the trial period, the employee will receive a percentage of the midpoint in the old pay grade.

VI. JOB RECLASSIFICATION

When a position is reclassified to a higher category because reevaluation indicates the duties have increased, the employee should be placed on the new pay grade at a salary set by the Superintendent.

When a position is reclassified to a lower grade because a reevaluation indicates reduced duties (e.g., staff reductions due to program cutbacks), no salary reduction

will occur. If the employee's salary is above the maximum of the new grade, increases will be given at half of the percent of midpoint. If the individual's salary has not reached the maximum of the new pay grade, the increase will be a percent of the midpoint.

VII. VOLUNTARY TRANSFER TO A LOWER PAY GRADE

If employees are transferred at their own request to a position with a lower pay grade, the employee will immediately be placed at the lower grade at a salary set by the Superintendent and approved by the Board. If an increase in pay is given and this employee is not above maximum, a percentage of the midpoint will be given. However if this employee is above maximum, half of the percentage midpoint will be given.

VIII. INVOLUNTARY TRANSFER TO A LOWER PAY GRADE

When an employee is given an involuntary transfer to a lower grade due to the abolition of a job such as in RIF (Reduction in Force), no salary reduction will occur. If the employee's salary is above the maximum of the lower grade, increases will be given at half of the percent of the midpoint. If the individual's salary has not reached the maximum of the new grade, the increase will be a percent of the midpoint.

IX. VOLUNTARY/INVOLUNTARY TRANSFER TO SAME PAY GRADE

If an employee is transferred to an equally valued position there will be no change in compensation.

X. SALARY COMPUTATION

All employees in the plan will be compensated at one of the rules established in the compensation schedule. Administrative/professional employees will be paid at a daily rate of pay. This will be determined by multiplying the daily pay rate by the number of days worked. Support, technical and crafts and trade staff will be paid on an hourly rate of pay. This will be determined by multiplying the hourly rate of pay times the number of hours worked. The number of days and hours worked per year is determined as follows:

	<u>DAYS</u>	<u>HOURS PER YEAR (8)</u>	<u>HOURS PER YEAR (7)</u>
- 9 month contract	180 days	1440	1260
-10 month contract	201 days	1608	1407
-10 ½ month contract	211 days	1688	1477
-11 month contract	222 days	1776	1554
-12 month contract	244 days	1952	1708

XI. CLASSIFICATION OF A NEW POSITION

The Deputy Superintendent or immediate supervisor will submit a written request for the classification to the Director of Human Resources/Risk Management.

The Director of Human Resources/Risk Management will provide the Deputy Superintendent or immediate supervisor with a copy of the Job Analysis Questionnaire.

Upon completion of the questionnaire, the Deputy Superintendent or immediate supervisor will send the information to the Human Resources Department. Human Resources personnel will review the documentation to determine that all sections are complete and refer it to the Pay Grade Review Committee for consideration.

The questionnaire should contain a recommended pay grade with the request.

The Director of Human Resources/Risk Management, who serves as Chairman of this Committee, will call a meeting of the Pay Grade Review Committee. (These meetings are called quarterly). They may interview the immediate supervisor and make revisions in the original request.

The Pay Grade Review Committee is composed of the Deputy Superintendent and Chief Academic Officer, Deputy Superintendent and Chief Financial Officer, Chief Operations Officer, Director of Special Education and the Director of Human Resources/Risk Management.

The recommendation of the committee is sent to the Superintendent.

Upon approval by the Superintendent, the request will be taken to the Board for approval.

The Committee minutes will be reported to the Board.

XII. RECLASSIFICATION/ADJUSTMENT OF A POSITION

The employee must submit a request for a reclassification or adjustment within a pay grade. This request must be approved by their immediate supervisor.

This request is sent to the Human Resources Department

The employee is sent a Job Analysis Questionnaire and Reclassification Form, with instructions. Upon completion of this document, it is reviewed and signed by the immediate supervisor for approval. The immediate supervisor sends the Job Analysis Questionnaire document to the Human Resources Department.

The completed document is reviewed by the Director of Human Resources/Risk Management or designee. If the document is completed, the employee's request will be placed on the agenda of the next Pay Grade Review Committee Meeting.

The Pay Grade Review Committee will review all requests quarterly and determine the validity of the pay grade request. The Committee may interview the applicant and immediate supervisor and make revisions in the original request. Upon approval of the Pay Grade Review Committee, the request will be sent to the Superintendent of Schools.

The Superintendent will review the request. Upon approval by the Superintendent, the request will be presented to the Board for approval.

If the Pay Grade Review Committee or the Superintendent refuses the request, it may not be presented again for one (1) calendar year.

The Committee minutes will be reported to the Board.

XIII. APPEAL OF PAY GRADE PLACEMENT

A. STEPS TO APPEAL A POSITION (No major Change in Job Responsibilities)

1. The employee submits a written request (approved by immediate supervisor and appropriate Deputy Superintendent) to the Director of Human Resources/Risk Management.
2. The Director of Human Resources/Risk Management provides the employee with a copy of the Job Analysis Questionnaire and Appeal Form with instructions.
3. The completed questionnaire, appeal form and class specification with proposed revisions are submitted to the Director of Human Resources/Risk Management.

4. The Director of Human Resources/Risk Management or designee reviews the questionnaire and other materials to determine that all sections are completed.
5. As Chairman of the Job Evaluation Committee, the Director of Human Resources/Risk Management schedules a meeting of the Committee.
6. The immediate supervisor and employee are interviewed separately by the Committee.
7. The recommendation of the Committee is submitted to the respective Deputy Superintendent for his/her comments/opinions.
8. The recommendation is submitted to the Superintendent who reviews it and if approved, submits it to the Board.
9. If the Pay Grade Review Committee or the Superintendent refuses the request, it may not be presented again for one (1) calendar year.
10. The Committee minutes will be reported to the Board.

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