
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X _____

Item: Adult Education Staff Manual

Submitted by: Dave Rodgers

Date: 6-6-24

Recommended by: Sue Gardner & Laura Preuss

Board Meeting Date: June 17, 2024

RECOMMENDATION:

It is recommended that the Board approve a new Adult Education Staff Manual, inclusive of the terms and conditions of employment for program staff.

BACKGROUND:

As a non-union program, Human Resources has worked closely with Sue Gardner, Dr. Laura Preuss and Kevin Philipps in the development of a much needed program manual. We have carefully considered benchmarking data from other adult education programs that indicates that our program is consistently among the highest paid for adult education instructors. This manual includes a revised instructor wage scale. It is recommended that the instructor wage scale be increased in 2025-26 and 2026-27 by 3%. Another notable change is providing the option of two-person and full-family medical insurance, versus what has been limited to single subscriber only. That option may have to be revisited in the future subject to program funding.