



**Department of Human Resources & Finance & Operations
IMPROVEMENT PLAN
2012-13**

Department Goal: Conduct a pay equity study for the school district

District Key Result: Efficient and Effective Operations

Supporting Data (evidence of need): A comprehensive pay equity study was last conducted in the school district in 1999. Job descriptions are outdated, need updating and must be re-evaluated for pay equity purposes. In addition, job descriptions must include physical requirements required, such as lifting, to determine if employees can perform the essential functions of the job with or without reasonable accommodations at the time of hire.

Measures:	Targets:
1. Job descriptions revised	1. Completed by 12/15/2013
2. Pay Equity submitted January 2014	2. In compliance with pay equity tests

Strategies	Person(s) Responsible	Timeline
1. Contact firms to develop a process	Martell	Fall 2012
2. Complete an RFP	Martell/Kawlewski	Winter 2013
3. Inservice managers on process	Martell	Winter 2013
4. Inform unions/employees of process	Martell	Winter 2013
5. Rewrite job descriptions	Martell/Managers	February-June 2013
6. Report Pay Equity	Martell	December 2013

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps: