
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Non-Union Professional Handbook Edit

Submitted by: Dave Rodgers

Date: July 8, 2024

Recommended by: Dave Rodgers / Kevin Philipps

Board Meeting Date: July 15, 2024

RECOMMENDATION: It is recommended that the Board approve a revision to the Non-Union Professional handbook pertaining to how compensation is handled in years after reaching the top step of the Non-Union Professional Salary Schedule.

BACKGROUND:

As approved at the June 2024 Board of Education meeting, Kent ISD now has revised salary scales for Non-Union Professional positions. As part of the process of implementing those new scales for 2024-25, we seek to clarify and clearly communicate with our staff about how compensation adjustments will be applied in years following being at the top step. Currently, the scales have (14) fourteen steps.

In consulting with many other ISD and RESAs (including Muskegon, Kalamazoo, Genesee, Ottawa, Oakland, and Ingham) it seems to be a common practice that in years after being at the top step, the wage increases that may be applied to those already at the top step are generally limited to any percentage that the Board may approve to be added the salary schedule for that year. That has not been consistently practiced here, which has created some challenges with some staff being “off” the scale, which we seek to remedy for the future. We found a couple of ISDs that in addition to the practice detailed above, offer a longevity factor once at the top step.

It is recommended that the Board authorize administration to amend the Non-Union Professional Staff Handbook to include the following:

In contract years that follow being on the top step of the salary scale for one-year, any compensation increases shall be determined by:

1. *any increases to the Non-Union Professional salary scale that may be approved by the Board for that year, and*
2. *Longevity eligibility: (off-schedule paid in June)*
 - a. *Years 1-3 after top step: 1,000*
 - b. *Years 4-6 after top step: 1,400*
 - c. *Years 7-10 after top step: 1,800*