



*Human Resources Department
Historic Old Central High School
215 N. First Avenue E., Room 200
Duluth, Minnesota 55802
Phone: (218) 336-8719
Fax: (218) 336-8785*

MEMORANDUM

TO: Board Members
FROM: Harrison Dudley
Human Resources Manager
DATE: September 29, 2011
RE: Increase Hourly Rates for Retired and Laid-Off Clerical Employees

The District's current hourly rate of \$9.00 for regular substitutes and \$9.50 for retired clerical employees, are slightly lower rates than rates with similar experience within the local community.

Based on the lower rates, we have had to bring in substitutes who are not familiar with site procedures and operations. They are granted limited access to files and computer based programs.

Therefore, in order to assist in alleviating some of the difficulty this situation creates, and to bring quality temporary workers into the worksite. I am recommending that the rates for clerical substitutes be adjusted to reflect the following.

Retired clerical and Layoff substitutes receive an hourly rate of \$13.50 compared to \$9.50

None affiliated District clerical substitutes remain at the hourly rate of..... \$9.00

Attached is the Hourly/Pay rate sheet