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Follow-up to CFCE Class Comp Study Questions and District answers

1. How am I placed on the new salary schedule?

a. Years with the District?

Yes, since employees are currently placed on the schedule based upon their years with the District.

CFCE follow-up question: Based on the District's answer to 1.B, if you're E-48 and you get promoted to E-50 when you have 1 year in the position, how is placement going to happen?

Scenario Response (This scenario assumes that the transition to the new schedule occurs January 2017): For initial placement purposes resulting from the class/comp study, if an employee is presently an Instructional Associate placed at E-48-1, hired in August 2016, this employee is expected to be placed at the new Range 115, Step 2 (based upon the proposed 1.5%). This employee would then move to the next step (Range 115, Step 3) in July 1 (Ref: Article 19). If this same employee applies to a new positions and subsequently receives a promotion in September 2017 to what was an E-50 (for example a Financial Aid Specialist), which would now be a Range 117, the new placement would be 117-3 (Reference Article11). See example scenario below.

Note: Initial placement on the new salary schedule resulting from the class/comp study is NOT a promotion. It is a proposed adjustment based upon the results of the class/comp study.

SCENARIO TIMELINE

Timeline	Event	Existing Placement	New Placement	Notes
August 2016	Employee hired as Instructional Associate	E-48-1 [\$3,957/Mo]		
January 2017	New salary schedule takes effect	E-48-1 [\$3,957/Mo]	115-2 [\$4,093/Mo]	Proposed 1.5% increase for placement on new schedule (rounded up to nearest step)
July 2017	Automatic July 1 step increase takes effect	115-2 [\$4,093/Mo]	115-3 [\$4,298/Mo]	(Article 19)
September 2017	Employee applies for & is promoted to Financial Aid Specialist (Level E-50 on old schedule, which is	115-3 [\$4,298/Mo]	117-3 [\$4,727/Mo]	Placement calculated in accordance with the promotional increase of 7.5% (Article 11)

	117 on the new schedule)			
July 2018	Automatic July 1 step increase takes effect	117-3 [\$4,727/Mo]	117-4 [\$4,963/Mo]	(Article 19)

b. Years in current position?

Yes, since employees' current step placement is based upon their years in their current position.

2. Is 1.5% included in the salary schedule?

The schedule has been developed based on the competitive analysis for 2016/2017. The 1.5% is an amount guaranteed as part of the placement of individual employees into their recommended range.

3. Will longevity pay be included in my placement?

Yes, the 1.5 percent increase is added to your current placement on the E Schedule, which already includes your longevity increment.

4. If there are three positions in the same department with the same range, will we all be placed on the same step?

No, the individual will be placed using the 1.5% added to their current range/step for appropriate placement on the new schedule.

CFCE follow-up question: Doesn't this contradict your answer to 1.A and 1.B?

No, because the question did not indicate that the three positions were the same classification with exactly the same longevity increment added to range/step. However, if it is the same classification, same range, same step with longevity and the three positions are going to remain the same moving forward, then yes.

a. If not, how is the placement determined?

Placement is determined by taking current salary (that includes longevity), increasing it by 1.5%, then placing it by rounding up to the closest step in the new range. If step 4 is \$30 per hour and step 5 is \$31.50, a staff member making 29.80 per hour will after the 1.5%, now at \$30.25, be in between steps 4 and 5. That staff member will round up to \$31.50 per hour.

CFCE follow-up question: Doesn't this also contradict your answer to 1.A and 1.B?

No

Please provide the answer to question 4.b in monthly pay.

Scenario Example:

Classification	Current Monthly	Proposed Monthly	Note
Instructional Associate – Employee A	E-48D-5 \$4,966.74	115-8 \$5,153	Increase would be greater than 1.5%
Instructional Associate – Employee B	E-48C-2 \$4,253.18	115-4 \$4,513	Increase would be greater than 1.5%

5. Will there be appeals to my new classification?

- a. **No appeals; but there is a review process for positions that may be incorrectly assessed. The review process will be done with a review of how the job was placed into the new range. This is a technical review only, done by the consultant, who may elect to contact the staff member and supervisor to receive additional clarification and job content information. For staff members who did not supply information during the study, this process will be based on their current description. HR and/or the consultant may ask for additional work related information. Only job content and qualifications information will be considered. Information from other colleges and industries will not be considered.**

CFCE follow-up questions: What does “incorrectly assessed” mean? Please provide an example. Some classified professionals may not have submitted information because they requested an interview and did not receive one.

“Incorrect assessment” means that there was an incorrect initial assessment based upon the consultants review and analysis of the job analysis worksheet and the interview. If an employee believed that occurred, the employee would need to provide a factual basis for what information was incorrect. The consultant would then reevaluate the information and follow up, as appropriate.

All employees who made a request to be interviewed were interviewed by one of the consultants.

How will we address those professionals?

See above.

6. Will there be appeals to the range I'm placed at?

Refer to response #5 above.

7. Numerous people have indicated that they have not had an interview that requested one, will this be addressed? Interviews were selected by position and those individuals who had submitted job description worksheets were interviewed.

All classified staff who contacted District HR were given an interview at their request with some individuals getting additional interview time with the

consultant based upon additional request.

CFCE follow-up question: How will the study address those classified professionals who indicated on their response that they wanted to get an interview and did not receive one?

All requests for interviews were conducted by JB Rewards. Any additional requests received by HR were also scheduled and interviewed by JB Rewards. The District has no record of any employee who requested an interview that has not been interviewed. In fact, multiple employees have been interviewed more than once.

- a. If additional classified staff members would like to meet with the consultant, HR will prepare a list that would be prioritized by available time, and whether or not they participated in the study by providing written input.

CFCE follow-up questions: If somebody requests an interview, aren't they basically appealing?

Questions 5 and 7 contradict each other. If a classified professional wants to meet with the consultant, will HR schedule a meeting to discuss where they were placed, whether in the classification or in the range?

All interviews have concluded and there will be no more interviews conducted related to initial placement. Any employee who has a concern about where they have been placed can initiate a reevaluation per question #5.

8. Were my out of class duties considered in my range placement?

- a. No, out of class duties were considered as temporary and/or a temporary special assignment. However, there were some classified staff that were working in an out of class assignment or special assignment that may or may not have been determined to be permanent or appropriately placed with their existing classifications, upon review of written materials and interviews.

CFCE follow-up question: In the case of those classified professionals who were in the process of filling out the reclass paperwork because they were doing higher level duties, but were told to hold off because of the class/comp study, were the additional duties taken into account for range placement?

This question is not clear. Human Resources did not advise anyone to hold off on completing reclassification paperwork for the 2016/17 year. The reclassification process is proceeding in accordance with the contract language for fiscal year 2016/17.

9. If someone is y-rated and they are placed on step 6 (which includes a 1.5% increase), how and when would they move to step 7?

The District is committed to a 1.5% increase to all employees, including those that were y-rated for reasons other than layoff. (How this will be accomplished within the recommended placement needs to be negotiated)

- a. If a person is y-rated and is placed on step 9 and the 1.5 isn't included – how would they get the 1.5% increase?

How this will be accomplished needs to be negotiated.

10. When looking at the 9 steps, is #1 considered first year, #2 second year, etc.?

Step 1 would be the ideal step when hiring new classified staff. Movement into step 2 would then take place July 1 of the next fiscal year.

CFCE follow-up question: When would a newly hired classified professional not be placed on Step 1?

The current practice for placement of new classified employees on the schedule is step one. However, in some cases, a new classified employee would not be placed on step 1 based upon a combination of verified related work experience and salary history. Placement beyond mid-range (step 4 or 5) requires approval by the Vice Chancellor of Human Resources.

11. How are out of class assignments being taken into account?

See response to number 8 above.

12. What will the standard practice be for placing candidates on the salary schedule?

- a. Will a candidate coming into a new position be automatically placed at Step 1 of the range?

Ideally, yes. The range is set up for placement at step one.

- b. Or will there be exceptions? If so, what could those exceptions be?

Exceptions would be in accordance with the contract language or at the discretion of the Vice Chancellor of Human Resources.

CFCE follow-up questions: Can you clarify what you mean by "discretion of the VCHR"?

Reference Article 11 (11.6 B) for current classified employees. For newly hired classified employees, reference follow-up question #10.

If I'm a current employee and I have 5 years in a position and I'm on Step 5 and a newly hired employee who comes from another district and makes more money than me, could they potentially be placed on Step 9 based on their previous salary?

Reference follow-up question #10.

What is the highlighted center column?

This question is not clear.

- c. How would you go about documenting the exception for placement? According to JB Rewards people need to work in a position to gain knowledge and expertise based on years of service in that position i.e. working through the steps 1,2,3,4... rather than coming in at Step 4. If so, what is the documented criteria for placement?

Some exceptions may be contract driven and other placement decisions may be based upon a combination of verified experience and salary history.

- d. The 1.5% increase based on the old salary schedule or placement on the new schedule?

The 1.5% is an increase offered by the District in the placement of employees in the recommended ranges of the new schedule.

13. Will I move from step 5 of the old schedule to step 5 of the new schedule?

Not necessarily. The step placement is done after applying the increase of 1.5%. (See response to 4a)

14. Is the 1.5% increase on the base salary or on my current base salary plus longevity schedule?

The 1.5% is applied to employee's current schedule placement which includes longevity.

15. Is the new proposed salary schedule the one proposed by JB rewards or his proposed salary schedule with a 1.5% increase?

The new proposed salary schedule is the one proposed by JB Rewards. The 1.5% is what the District proposes to guarantee for placement on the recommended range of the new salary schedule.

16. How are you planning on implementing?

Implementation plans are in the process of being discussed with the appropriate parties. JB Rewards has a standard implementation practice and will work with our District's needs to ensure implementation is done as smoothly as possible.

17. If an employee has 30 years so is an E69 with longevity making \$8,350 and goes to a 124 and the top of their new class is \$8054, how do they get 1.5% increase?

How this is accomplished needs to be negotiated.

18. E-52-1 17

- a. Where will a newly hired employee be placed on the salary schedule?

Refer to question #12 above.

- b. Where will a transfer employee, who has five years as a Division Coordinator be placed

on the salary schedule.

Transfers will continue in accordance with current contract language.

- c. Where will an employee who has seven years in the position be placed on the salary schedule?

Refer to response #4 b above.

- d. Where will an employee who has 22 years in the position be placed on the salary schedule?

Refer to response #4 b above.

19. When are we going to see the job descriptions?

Job descriptions are currently being written. These will be shared for implementation purposes. We have been promised the end of November to begin receiving the descriptions.

20. Vance indicated that employees could move through a 1, 2, 3 series job by competencies, do they have to work to the end of their steps?

JB Rewards has proposed career ladders within job families; however, there are no automatic movements from positions within the career ladder due to length of time in position or for gaining the competencies as described in the Distinguishing Characteristics. All movement within the career ladder must be done through an open opportunity in the career path in accordance with recruitment procedures unless negotiated otherwise.

- a. Or can they move up by showing they meet the competencies?

No, see response #20 above.

21. What is the financial projection after 4 years?

- a. Please provide the how you determined the four-year financial projection. For example, in year one you've indicated that it would cost the District 1 million – how was this figured arrived at? As well as each of the other 3 years. Please provide the how you determined the four-year financial projection. For example, in year one you've indicated that it would cost the District 1 million – how was this figured arrived at? As well as each of the other 3 years.

After four years' no one can accurately predict market trends. The cost projections looking forward for years 2-4 include estimates of step movement, pension contributions, health benefits, and assume a static employee population.

You were going to provide the dollar amount for Step/Column for 16/17 and longevity since July 1, 2016.

Based on the FY 16/17 Adopted Budget for unrestricted general fund:
Steps/Column \$203,832

Longevity \$820,939

Our labor costs for represented staff increased from about \$40MM to 41.4MM last year to the most recent payroll. That increase resulted largely from steps, longevity, pension contributions and adding new positions. Beginning in January 2016, the district moved away from lump-sum longevity pay. Effective July 2016, all eligible employees receive a monthly longevity adjustment.

Can we add a column that reflects if a classification reflects an increase or decrease? This will help us see what is happening with each position.

Classification	Current Range	New Range Result based on Current Salary Schedule (Moved from an E49 to E52)	New Range Result on Proposed Salary Schedule
Division Office Coordinator	E49	E52	112 (?)

The data sheet sent on 11/23/16 shows what is recommended for each position.