

# *West Lafayette Community School Corporation*

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TO: Dr. Shawn Greiner, Superintendent  
Board of School Trustees

FROM: Michelle Cronk, CFO

DATE: June 6, 2023 (June 12, 2023 Board Meeting)

RE: Classified Recommendations for 2023-2024 School Year

The classified wage survey was recently compiled and released by Forecast Five Analytics to all member school corporations. Approximately half of the school districts in the state submitted wage and salary data for the survey for various classified positions. Average minimum, average maximum, and overall average rates for the statewide data, the average for our IASBO regional data, and data for several school districts that are either comparable in size or districts that we are compared to were compiled. In addition, data was gathered from the Occupational Outlook Handbook published by the Bureau of Labor Statistics for industry data. New hourly minimum rates for positions were identified using this data as a whole. The recommended minimum starting wage and salary rates are included in the Classified Wage and Salary Manual included in your board packets.

Any employees that currently are paid below these new minimum rates would receive increases in pay to bring them up to these new rates beginning with hours worked on July 1, 2023. No employee would receive a decrease in pay with this recommendation. The total cost of these changes including wage-related benefits amounts to approximately \$121,000 across the Education, Operations, Food Service and Referendum Funds with the largest amount to the Education Fund. This is an amount that both Mr. Reuter, our financial consultant, and I feel comfortable with at this time.

An analysis of benefits across classified groups has led to further recommendations. Bus Drivers may often drive more hours than assigned on routes or drive trips that would affect their average daily working hours. We would like to recommend that bus drivers currently assigned at least a five-and-a-half-hour route be considered full-time for insurance purposes going forward (health, dental, vision, life and LTD). We would also like to recommend that all food service workers that work six hours or more per day be offered full-time insurance benefits as well. Staff eligible under these new recommendations would have an open enrollment period in July to sign up for benefits that would go into effect on September 1, 2023. The cost of this change would depend upon the number of staff members that sign up for insurance.

Lastly, the Business Office is currently working on finalizing the time clock system for classified hourly staff employees. Our goal is to bring everyone on to the system by the beginning of the school year. New language is needed to explain the time clock processes in the classified employee handbooks. We are recommending the addition of the language outlined on the Time Clock Language attachment.

Please consider the above recommendation for the June 12, 2023 Board meeting. If you have any questions, please don't hesitate to let me know.

## **Attachment**

### **Time Keeping Guidelines for Non-Exempt Classified Staff**

On or about July 1, 2023, WLCSC will begin using electronic time keeping to calculate hours worked for payroll for all non-exempt (hourly) classified staff. Employees will be required to clock in and clock out for work and for lunch periods each day. The method of doing this (actual time clock, computer, etc.) may vary, depending on the position and location of each employee. The use of electronic time keeping will assure compliance with the Fair Labor Standards Act (FLSA), and also ensure accurate and timely reporting of all hours worked.

When using electronic time keeping, employees are not allowed to clock in/out for another individual. Only actual hours worked will be recorded. This time keeping system will work in conjunction with Frontline, the absence reporting system, already in use by a large number of employees. Any missed time clock punches, or errors in clocking in/out must be reported to a supervisor immediately for review and correction. Detailed instructions for each group of employees will be provided prior to the start of school in August.

# West Lafayette Community School Corporation



## Classified Starting Wage Schedule

Minimum hourly wages/salaries for classified  
positions beginning July 1, 2023

\*Proposed June 12, 2023

## Building Secretary/Clerical

<u>Hourly Position</u>	<u>Minimum Hourly Rate</u>
Office/Attendance Clerk	\$15.00 Per Hour
ECA Treasurer (building based) Principal Secretary Athletic Secretary	\$17.00 Per Hour
Building Secretary Guidance Office Secretary	\$16.00 Per Hour

\*Administration is authorized to pay accordingly based upon experience, education, qualifications, and market demand.

## Central Office/Clerical

<u>Hourly Position</u>	<u>Minimum Hourly Rate</u>
Payroll Accountant	\$25.00 Per Hour
HR/Benefits Specialist	\$21.50 Per Hour
Administrative Assistant	\$19.00 Per Hour

<u>Salary Exempt Position</u>	<u>Minimum Annual Salary</u>
Executive Assistant Deputy Treasurer	\$48,750.00
Communications/HR Coordinator	\$45,000.00

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## Food Service

<u>Hourly Position</u>	<u>Minimum Hourly Rate</u>
High School Kitchen Manager	\$21.00 Per Hour
Food Service Administrative Assistant	\$19.00 Per Hour
High School Asst. Kitchen Manager Elementary/Intermediate Kitchen Manager	\$19.00 Per Hour
Cook	\$15.00 Per Hour
Worker	\$14.00 Per Hour
Food Service Substitute Worker	\$13.00 Per Hour

<u>Exempt Salary Position</u>	<u>Minimum Annual Salary</u>
Assistant Food Service Director/Kitchen Manager	\$45,000.00

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## Instructional Assistants

<u>Hourly Position</u>	<u>Minimum Hourly Rate</u>
Behavioral Specialist	\$22.00 Per Hour
Instructional Assistant (Essential Skills)	\$16.00 Per Hour
Instructional Assistant Media Clerk Special Education Clerk	\$15.00 Per Hour
Lunchroom Monitor	\$13.00 Per Hour
Lifeguard	\$12.68 Per Hour
Substitute Instructional Assistant	\$13.00 Per Hour
Substitute Lunchroom Monitor	\$12.00 Per Hour

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## Maintenance/Custodial

<u>Hourly Position</u>	<u>Minimum Hourly Rate</u>
Lead Custodian	\$21.50 Per Hour
Maintenance Administrative Assistant	\$19.00 Per Hour
Custodian	\$16.50 Per Hour
Substitute/Summer Custodian	\$15.00 Per Hour

<u>Exempt Salary Position</u>	<u>Minimum Annual Salary</u>
Grounds Maintenance	\$46,000.00
Skilled Maintenance	\$62,000.00

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## Pupil Support

<u>Hourly Position</u>	<u>Minimum Hourly Rate</u>
Registered Nurse	\$30.00 Per Hour
Substitute Nurse	\$30.00 Per Hour
Security Resource Officer	Hire at current rate

<u>Exempt Salary Position</u>	<u>Minimum Annual Salary</u>
Mental Health Counselor	\$45,000.00
Diversity Director	\$45,000.00
Aquatics Director	\$45,000.00

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## Technology Specialists

<u>Hourly Position</u>	<u>Minimum Hourly Rate</u>
Technology Specialist	\$21.00 Per Hour

<u>Exempt Salary Position</u>	<u>Minimum Annual Salary</u>
Network Specialist	\$50,000.00

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## Transportation

<u>Hourly Position</u>	<u>Minimum Hourly Rate</u>
Bus Driver	\$25.00 Per Hour
Substitute Bus Driver/Bus Driver Trainee	\$22.00 Per Hour
Transportation Administrative Assistant	\$19.00 Per Hour
Bus Aide	\$13.00 Per Hour

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