
COMPENSATION FOR NON-REPRESENTED EMPLOYEES

The Olympia School District believes it is in the best interest of the organization and our employees to fairly compensate our workforce for the value of the work provided. It is our intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge, and behaviors required to successfully perform the duties of the position. The system used will be objective and non-discriminatory in theory, application and practice.

The Board directs the Superintendent or designee to design and implement a fair and equitable salary system for all non-represented employees that will include:

- A system that will price positions to market by using like sized school districts with similar demographics in Washington State, local private industry, Washington State employee salaries, and industry specific survey data.
- A system that will evaluate **external equity**, which is the relative marketplace job worth and is directly comparable to similar jobs in similar institutions, factored for general economic variances and adjusted to reflect like salaries in school districts, municipalities, and private industry with similar demographics.
- A system that will evaluate **internal equity**, which is the relative worth of each job in the Olympia School District when comparing the required level of job competencies, formal training and experience, responsibility and accountability of one job to another.
- A system that is flexible enough to ensure the Olympia School District is able to recruit and retain a highly qualified workforce, while providing the structure necessary to effectively manage the overall compensation program.
- A system that includes appropriate ranges and steps to honor both skills and experience.

Board is responsible for reviewing recommendations made by the Superintendent or designee and will give final approval for the implementation of the compensation system that will be used by the Olympia School District.

On an annual basis the Board will review and approve, as appropriate, recommended changes to position range and movement as recommended by the Superintendent.

As part of the annual budgeting process the Board will review and approve, as appropriate, funds to be allocated for total compensation, which would include base salaries. During times when finances are not deemed available to fund the recommended salary adjustments, the Board of Directors may defer or delay such adjustments until adequate resources are available to fund the proposed salaries.

MANAGEMENT RESPONSIBILITY

The Superintendent or designee is responsible and accountable to the Board. In that capacity he/she is charged with ensuring the Olympia School District's non-represented staff is highly qualified and fully competent, and all programs are administered within appropriate guidelines and within the approved budget.

The Superintendent or designee shall ensure salary ranges are updated at least bi-annually, that all individual jobs are market-priced at least once every two years and that pay equity adjustments are administered in a fair and equitable manner. The Board of Directors further directs the Superintendent to have necessary flexibility to make individual adjustments to ranges and steps in order to retain a highly-qualified workforce.

The Superintendent or designee is charged with the responsibility of ensuring the total compensation program is managed for consistency and equity.



CROSS REFERENCE

LEGAL REFERENCES

MANAGEMENT RESOURCE



POLICY ADOPTED

September 9, 2013