



## **OE 4: Personnel Administration Summary of Compliance Status**

**Date:** December 11, 2017

### **Superintendent Certification**

With respect to the results of Operational Expectation 4 ([OE 4](#)): Personnel Administration, the superintendent certifies that the following information is accurate and complete, and the School District is:

- ☐ In compliance.  
☒ In compliance with exceptions noted.  
☐ Not in compliance.

### **Executive Summary:**

Compliance Status:

- Of the 28 measures, 20 are in compliance, 6 are needs improvement, and 2 are N/A.
- The measures that are labeled “needs improvement” include (please note that 4.1, measure #3 is the same as 4.12, measure #2):
  - OE 4.1: Measure 3
  - OE 4.10: Measures 1, 2, and 3; and
  - OE 4.12: Measures 1 and 2

While the data has existed in varying forms, we are in our first year of tracking many of the personnel administration measures. In addition to our systemic focus on results, the Human Resources Department Scorecard includes specific and targeted actions aimed at ensuring the administration and management of personnel systems necessary to support the achievement of the district’s student results policies.

### **We have improved personnel administration and management outcomes by employing the following strategies:**

- Establishing diversity and turnover goals cascaded to the department/school level; providing regular data reports to administrators.
- Establishing clear department and individual goals, measures, timelines and process owner, aligned with district strategic plan, with quarterly monitoring.
- Implementing recruitment efforts to increase our teacher pipeline including: Partnering with administrators to attend local and state recruitment events; updating district recruitment materials; hosting a substitute recruitment fair; developing an on-the-spot hiring letter for potential professional educators.
- Implementing efforts to retain our district workforce including: expanding the district Grow Your Own Program; maintaining a stellar district participation rate on the Well Being Assessments; developing an employee orientation program; redesigning exit interview process and tracking of trends; Providing professional development for support staff employees and developing a wellness

committee and programming focused on enhancing the wellbeing of our employees and their families.

- Having processes and policies in place that will allow the district to monitor and track measures on a regular basis. This includes formulating representative employee groups to update the Employee Handbooks.
- Using external software to provide and track compliance training for employees.
- Developing a district staffing allocation plan to track staffing projections and requests; and collaboratively working with the professional educator and leadership group to review and modify the staffing allocation formulas for the elementary “specials” group.
- Establishing regular school visits with a designated HR liaison for every school/department.
- Improving and streamlining HR processes and infrastructure through the integration of technology including professional educator contracts, summer school agreements, and new hire paperwork.

**We are compliant or have made progress in the following areas:**

- Increased the percentage of staff diversity from 10.1% to 10.6%.
- Maintained turnover rate of less than 10%
- All employees and volunteers have successfully cleared all applicable background checks prior to their start date.
- All new hires met the certification requirements that are outlined in the vacancy posting or description.
- All grievances, complaints were resolved or handled in accordance with district policy and associated employee handbook policies and resulted in settlement or ruling in the district’s favor.
- All job descriptions were made available through the intranet and updated as necessary.
- All new teachers participated in the district’s mentoring program.
- With the exception of three people, all new employees hired participated in new employee orientation.
- Any changes to the employee benefit and compensation framework were made with Board approval.

**Action plan to improve/enhance OE 4 areas of non-compliance**

Through the Department of Human Resources and Technology Services, the superintendent will continue to address areas of non-compliance in OE 4. The 2017-18 action plan includes:

OE 4.1: Measure 3. The percent of staff who either “agree” or “strongly agree” with the survey statements will increase each year; OE 4.12: Measures 1 and 2. 80% of Staff will complete the Employee Engagement Survey, and the percent of staff who either “agree” or “strongly agree” with the survey statements will increase each year.

- With our continued focus on retaining talent, the School District will be contracting with a different vendor, School Perception. This will allow us to disaggregate results by staff group and staff demographics. Disaggregation of results will provide additional insights to levels of staff engagement and will provide meaningful context for future strategic retention efforts.
- In addition, multiple communication tools will be used to distribute the survey and ensure 80% participation, including:
  - Weekly newsletter;
  - Communication from department and school administrators;
- Simplifying survey access and links.



OE 4.10: Measures 1, 2, and 3. All employees on cycle (instructional and student services, administrators and support staff personnel) are evaluated as outlined by the Department of Public Instruction Educator Effectiveness System or equivalent evaluation system.

- The district will work to develop and implement an electronic evaluations system that will accurately and automatically notify department managers of all employees due for an evaluation, create the evaluation instrument and send it to managers for completion, store completed evaluations and ratings in the electronic system, and collect the data of the number of employees who complete an evaluation.



**Signed:** \_\_\_\_\_  
Brad Saron, Superintendent

**Date:** December 11, 2017

### **School Board Action**

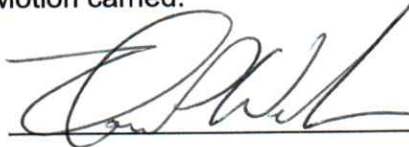
With respect to the results of Operational Expectation 4 ([OE 4](#)): Personnel Administration, the School Board finds that the organization and the superintendent are:

\_\_\_\_\_ In compliance.  
  X   In compliance with exceptions noted.  
\_\_\_\_\_ Not in compliance.

### **Summary Statement/Motion of the School Board:**

Motion by Steve Schroeder, second by Dave Hoekstra to accept the report as complete. Motion carried.

Motion by Dave Hoekstra, second by Steve Schroeder to approve the report as compliant with exceptions noted. Motion carried.

**Signed:**  \_\_\_\_\_

**Date:** 1-8-18

**Title:** Tom Weber, School Board President



# Sun Prairie Area School District

*Futures depend on us...every child, every day.*

## OE 4: Personnel Administration

**OE 4:** The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the District to achieve its Student Results policies.

**Interpretation:** The School Board expects the Superintendent to administer and manage a personnel systems that supports the achievement of the district's Student Results policies.

### Definition of terms:

- **Recruit** shall mean to attract and select a talented and diversified pool of candidates.
- **Development** shall mean opportunities offered by the district that enables employees to strengthen their knowledge, skills and ability to perform their assigned position.
- **Evaluation** shall mean assessing through observations, goal setting, and progress monitoring.
- **Compensation** shall mean wages in the form of licensed salaries or classified hourly wages.
- **Employees** shall mean an individual who provides a service to the District for payment.

## OE 4.1

**OE 4.1:** The Superintendent will proactively recruit, retain and engage talent that reflects and is responsive to our diverse community.

### Interpretation:

The Board expects the Superintendent to have personnel systems that are developed through best practices and aligned with benchmark districts, to attract, retain and support a qualified and diverse workforce.

### Definition of terms:

- **Recruit** shall mean to attract and select a talented and diversified pool of candidates.
- **Retain** shall mean the district's efforts to maintain a working environment which supports current staff in remaining with the district.
- **Engage** shall mean an employee who is fully committed to their work and so takes positive action to further the goals of the district.
- **Talent** shall mean general intelligence or mental ability, aptitude, skills.
- **Reflects and is Responsive** encompasses an individual's talents, languages, life experiences and cultural background and the district's ability to adjust to the changes that are reflected in the workforce.
- **Diverse community** shall mean the characteristics in terms of gender, sexual orientation, race, age, ability, socioeconomic status, and language represented in the Sun Prairie Area School District community.

## OE 4.1

Measure	Superintendent	Board
<b>Measure 1:</b> The annual percentage (currently 10%) of staff diversity increases annually.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 2016-17: 10.6%</li> <li>• 2015-16: 10.1%</li> </ul>	Compliant	
<b>Measure 2:</b> No more than 10% of staff voluntarily leave the District.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 2016-17: 9.6%</li> <li>• 2015-16: 7.6%</li> </ul>	Compliant	
<b>Measure 3:</b> <b>Measure 2:</b> The percent of staff who either "agree" or "strongly agree" with the survey statements will increase each year.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• May 2017: 68.5%</li> <li>• May 2016: 70.4%</li> </ul>	Needs Improvement	



## OE 4.2

**OE 4.2:** The Superintendent will assure that no person is employed by the district without first clearing thorough background inquiries and checks.

### Interpretation:

The Board expects the Superintendent to protect and keep the students and staff of the district safe by checking the background of all personnel prior to a written offer of employment. In addition, the Board expects a fair, equitable and consistent background review process for all hired personnel, permanent or contracted.

### Definition of terms:

- **Background inquiries and checks** shall mean utilizing one or more of the following reference and criminal background check sources prior to hiring including, but not limited to: the Wisconsin Circuit Court Access results, Wisconsin Department of Justice, National Sex Offender Public Registry results, Wisconsin Department of Public Instruction (DPI) credential and licensing verifications, social media and verification of employment eligibility.

## OE 4.2

Measure	Superintendent	Board
<b>Measure 1:</b> 100% of new employees hired have successfully cleared all applicable background checks prior to their start date.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"><li>• 243/243 (includes substitutes and seasonal employees) or 100%.</li></ul>	Compliant	

### OE 4.3

**OE 4.3:** The Superintendent will assure that no volunteer has unsupervised contact with students without first clearing reasonable background inquiries and checks.

**Interpretation:**

The Board expects the Superintendent to protect and keep the students and staff of the district safe by checking the background of all volunteers prior to their first day of volunteer service. In addition, the Board expects a fair, equitable and consistent background review process for all volunteers.

**Definition of terms:**

- **Volunteer** shall mean an individual who provides a service without expectation of payment.
- **Unsupervised contact** shall mean contact with students without Sun Prairie Area School District staff present to supervise or monitor activities.
- **Contact** shall mean any opportunity a volunteer has to be with students under the direction of district personnel.
- **Reasonable background inquiries and checks** shall mean utilizing one or more of the following reference and criminal background check sources prior to hiring including, but not limited to: the Wisconsin Circuit Court Access results, Wisconsin Department of Justice, National Sex Offender Public Registry results, Wisconsin Department of Public Instruction (DPI) credential and licensing verifications, social media and verification of employment eligibility.

### OE 4.3

Measure	Superintendent	Board
<p><b>Measure 1:</b> 100% of individuals reported filling a volunteer position will have successfully cleared all applicable background checks prior to their start date.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"><li>• 1279/1279 or 100% volunteers successfully cleared applicable background checks.</li></ul>	Compliant	



#### OE 4.4

**OE 4.4:** The Superintendent will select the best-suited and qualified candidates for all positions.

**Interpretation:**

The Board expects the Superintendent to make hiring decisions based upon objective criteria without influence from personal or political forces.

**Definition of terms:**

- **Best-suited** shall mean the candidate selected for any position in the District meets the criteria of the position and the expectations of the hiring manager, director, and/or Superintendent.
- **Qualified** shall mean having necessary education, skills, and certifications as expressed on the job description or posting.
- **Candidates** shall mean those who submitted a complete application for employment.

#### OE 4.4

Measure	Superintendent	Board
<p><b>Measure 1:</b> 90% of of all new hires (professional educators, administrators, special education assistants) meet the certification requirements that are outlined in the vacancy posting or description.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"><li>• 54/54 or 100% Professional Educators, 2/2 or 100% Administrators, 16/16 or 100% Special Education Assistants all meet the certification requirements.</li></ul>	Compliant	



**OE 4.5**

**OE 4.5:** The Superintendent will administer clear personnel rules and procedures for employees.

**Interpretation:**

The Board expects the Superintendent to implement and maintain clear, consistent and fair personnel policies for all employee groups.

**Definition of terms:**

- **Administer** shall mean to supervise or oversee that personnel rules and procedures are followed.
- **Clear** shall mean personnel rules and procedures are communicated and accessible to employees.
- **Rules and procedures** shall mean the applicable laws, Board, and District policies that communicate the employment expectations for all District personnel.

**OE 4.5**

Measure	Superintendent	Board
<b>Measure 1:</b> 95% of employees acknowledge receipt of the Employee Handbook which details and communicates personnel rules and procedures.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"><li>• N/A. Safe School Training module for handbooks implemented with the 2017-18 school year.</li></ul>	N/A	
<b>Measure 2:</b> 80% of grievances are resolved or handled without rising to the level of Board action.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"><li>• Two (2) or 100% of grievances resolved or handled without rising to the level of Board action.</li></ul>	Compliant	

## OE 4.6

**OE 4.6:** Effectively handle personnel complaints and concerns.

**Interpretation:**

The Board expects the Superintendent or designee to respond to all complaints in a timely and professional manner, keeping confidentiality as the highest priority.

**Definition of terms:**

- **Effectively handle** shall mean to investigate promptly and accurately with consideration and professionalism, with appropriate corrective action taken when warranted.
- **Personnel** shall mean any person employed by Sun Prairie Area School District.
- **Complaints and concerns** shall mean grievances or complaints related to sexual harassment, discrimination claims, handbook violations, Board and District policies and procedures, and possible violations of state and federal laws.

## OE 4.6

Measure	Superintendent	Board
<p><b>Measure 1:</b> 80% of formal employee complaints and grievances (discrimination, harassment, BDDI-R(2), EEOC cases, etc.) will result in a settlement or ruling in the District's favor.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"> <li>• Two (2) grievances and five (5) complaints were reported. Seven (7) or 100% of complaints received and settled in the District's favor.</li> </ul>	Compliant	
<p><b>Measure 2:</b> 100% of formal written employee complaints and grievances are resolved or handled in accordance with District Policy and associated Employee Handbook policies.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"> <li>• Two (2) grievances and five (5) complaints were reported. Seven (7) or 100% of complaints resolved in accordance with district policies.</li> </ul>	Compliant	
<p><b>Measure 3:</b> 100% of District Leadership is trained in effectively/legally resolving complaints, conflicts, and concerns.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"> <li>• 39/40 - Administrators completed the mandatory harassment/discrimination training.</li> </ul>	Compliant	



## OE 4.7

**OE 4.7:** The Superintendent will maintain adequate job descriptions for all staff positions.

### Interpretation:

The Board expects the Superintendent to maintain formatted, clearly written and accessible job descriptions for each position or category of positions, both licensed and classified.

### Definition of terms:

- **Maintain** shall mean to keep current and accurate.
- **Adequate** shall mean job descriptions reflect the essential functions, knowledge, skills, and abilities of the responsibilities and tasks performed.

## OE 4.7

Measure	Superintendent	Board
<p><b>Measure 1:</b> 100% of job descriptions will be available to employees and for use by administrators during the hiring and evaluation processes.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"><li>• 100% of job descriptions were available through the intranet to all employees and for use by administrators during the hiring and evaluation process.</li><li>• 13/13 or 100% of Athletic &amp; Activity, 33/33 or 100% of Admin Support, 50/50 or 100% Support Staff, 26/26 or 100% Professional Educator, 16/16 or 100% Administration, 2/2 or 100% of Substitutes.</li></ul>	Compliant	
<p><b>Measure 2:</b> 100% of all job descriptions were reviewed and updated as necessary prior to posting and are available to applicants during the hiring process.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"><li>• 140/140 or 100% of job descriptions were reviewed and updated as necessary prior to posting and are available in the posting either in the descriptions and qualifications sections of the posting or via a URL link attached to the posting.</li></ul>	Compliant	

## OE 4.8

**OE 4.8:** The Superintendent shall protect confidential employee information.

### Interpretation:

The Board expects the Superintendent to implement policies, procedures and practices to ensure that all employee records and personnel matters are kept confidential.

### Definition of terms:

- **Protect** shall mean to secure, keep safe, and preserve employee confidential information.
- **Confidential** shall mean access to employee information follows federal and state laws, including Health Insurance Portability and Accountability Act (HIPAA).
- **Employee information** shall mean a record of personal information related to the employment of the employee.

## OE 4.8

Measure	Superintendent	Board
<b>Measure 1:</b> 95% of employees acknowledge receipt of the Employee Handbook which details confidentiality of personnel records.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"><li>• N/A. Safe School Training module for handbooks implemented with the 2017-18 school year.</li></ul>	N/A	
<b>Measure 2:</b> 100% of documented reports of breach of confidentiality by any District staff member have been investigated and appropriate action taken.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"><li>• Two (2) reports of breach of confidentiality. 100% of the reports were investigated and appropriate action taken.</li></ul>	Compliant	



## OE 4.9

**OE 4.9:** Recognizing the value an employee brings to the district, the Superintendent will assure that compensation and benefit plans attract and retain the highest quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.

### Interpretation:

The Board expects the Superintendent to maintain salary and fringe packages that are competitive with those of comparable school districts.

### Definition of terms:

- **Compensation** shall mean wages in the form of salary for exempt staff and hourly wages non-exempt staff.
- **Benefit plan** shall mean health and other insurance, employee leave, wellness, and other similar programs to support employees in their personal lives.
- **Highest quality** shall mean those who are evaluated as effective or higher based on the District's evaluation criteria.

## OE 4.9

Measure	Superintendent	Board
<p><b>Measure 1:</b> Maintain an employee turnover rate that is at or less than 10%.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"> <li>• 2016-17: 9.6% turnover rate. Exit interview data shows no clear patterns for exiting employees. Reasons vary and include, attending school, relocation of spouse, increase in salary.</li> </ul>	Compliant	
<p><b>Measure 2:</b> A periodic review of market study data, as of October 1 of the reporting period reveals the District is competitive and within salary ranges when compared to the market for positions in the Dane County area.</p> <p>Last date of review:  Professional Educators: September 2017  Support Staff: December 2014  Administrative Support: August 2015  Administrators: May 2017</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"> <li>• Administrative wage study conducted and completed. The district remains competitive for 92% or 36 of the 39 administrators.</li> </ul>	Compliant	

**OE 4.10**

**OE 4.10:** Consistent with the Superintendent's own evaluation, evaluate all district employee performance according to their contribution toward achieving the Student Results policies and their compliance with the Board's Operational Expectations policies.

**Interpretation:**

The Board expects the Superintendent to develop and employ formal and informal processes of assessing, determining, supporting, training and developing the performance of employees. These processes will utilize quantitative and qualitative methods of assessment.

**Definition of terms:**

- **Consistent with the Superintendent's own evaluation** shall mean that all employees are evaluated according to outcomes as outlined in the results policies and operational expectations.
- **Evaluate** shall mean assessing through observations, goal setting, and progress monitoring.
- **Achieving** shall mean that the employee performance contributes to accomplishing the Board's goals.
- **Compliance** shall mean district employees are assessed pursuant to the appropriate evaluation.

**OE 4.10**

<b>Measure</b>	<b>Superintendent</b>	<b>Board</b>
<b>Measure 1:</b> All instructional and student services personnel on cycle are evaluated as outlined by the Department of Public Instruction Educator Effectiveness System or equivalent evaluation system.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 98% - 259 Professional Educators on Cycle: 254 completed</li> </ul>	Needs Improvement	
<b>Measure 2:</b> All licensed and district-Level Administrators are evaluated on cycle, and include consideration of goal achievement on scorecards and compliance and reasonable progress on governance monitoring reports.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 88% - 16 Administrators on Cycle: 14 completed</li> </ul>	Needs Improvement	
<b>Measure 3:</b> All support personnel are evaluated on cycle and include consideration of performance and department goals/objectives that are aligned to district expectations.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 97.4% - 277 Support Staff on Cycle: 270 completed</li> <li>• 89.2% - 37 Admin Support Staff on Cycle: 33 completed</li> </ul>	Needs Improvement	



**OE 4.11**

**OE 4.11:** The Superintendent shall ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.

**Interpretation:**

The Board expects the Superintendent to ensure that all incoming employees will maintain the license, certification or skills required by the position and have access to the necessary training and resources to do their job.

**Definition of terms:**

- **Qualified** shall mean that all district employees will meet district-determined criteria and that employees will maintain the license, certification or skills required by the position.
- **Trained** shall mean prepared to accomplish work related tasks and that employees will work to continuously improve their knowledge, skills, and ability to perform their assigned position.

**OE 4.11**

Measure	Superintendent	Board
<b>Measure 1:</b> 100% of instructional staff will be appropriately licensed by the Wisconsin Department of Public Instruction (DPI).  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 864 out of 865 = 99.9% appropriately licensed. One employee didn't renew his or her license.</li> </ul>	Compliant	
<b>Measure 2:</b> 100% of eligible professional educators will participate in the district mentoring program.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 79 teachers were hired that were in their first three (3) years of practice. 100% of these teachers participated in the district mentoring program.</li> </ul>	Compliant	
<b>Measure 3:</b> 98% of all new employees participate in new employee orientation.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 94.3% or 115 of 122 of new employees participated in new employee orientation. Three (3) employees excused from orientation because of department need. Individual department training provided in lieu of orientation.</li> </ul>	Compliant	

## OE 4.12

**OE 4.12:** The Superintendent shall maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.

### Interpretation:

The Board expects the Superintendent to maintain an organizational culture that exemplifies the Sun Prairie Area School District Vision, Mission and Core Values.

### Definition of terms:

- **Organizational culture** shall mean the system of shared beliefs, values, and norms that influence the way employees behave in the district.
- **Responsibly perform their jobs** shall mean fulfill their obligations and responsibilities outlined in the job description and meet the expectations of their supervising administrator.
- **Environment of professional support and courtesy** shall mean a respectful workplace free of hostility and void of harassment and discrimination.

## OE 4.12

Measure	Superintendent	Board
<b>Measure 1:</b> 80% of Staff will complete the Employee Engagement Survey.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• 74% or 810/1100 of employees participated.</li> </ul>	Needs Improvement	
<b>Measure 2:</b> The percent of staff who either "agree" or "strongly agree" with the survey statements will increase each year.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• May 2017: 68.5%</li> <li>• May 2016: 70.4%</li> </ul>	Needs Improvement	
<b>Measure 3:</b> All formal written employee complaints of harassment/discrimination (including grievances) are addressed and resolved according to district policy.  <b>Evidence of Compliance:</b> <ul style="list-style-type: none"> <li>• Seven (7) complaints were reported. 100% of these complaints were resolved in accordance with district policies.</li> </ul>	Compliant	



#### OE 4.13

**OE 4.13:** The Superintendent shall not retaliate against any employee for initiating a legitimate complaint or concern.

#### **Interpretation:**

The Board expects that the Superintendent will not permit, directly or indirectly, by act or omission, any adverse action against an employee for the lawful and prudent exercise of his/her rights as an employee.

#### **Definition of terms:**

- **Initiating** shall mean bringing a written document without coercion by an employee, supervisor or administrator.
- **Retaliate** shall mean to act in revenge.
- **Legitimate complaint** shall mean a written statement of all claims that is neither spurious or false.

#### OE 4.13

Measure	Superintendent	Board
<p><b>Measure:</b> 100% of formal written employee complaints reported (according to district policy and procedures) to the office of the Superintendent are investigated without any retaliation toward the reporting employee.</p> <p><b>Evidence of Compliance:</b></p> <ul style="list-style-type: none"><li>• Four (4) complaints reported to the Superintendent's office. 100% of these complaints were investigated without any retaliation.</li></ul>	Compliant	

## OE 4.14

**OE 4.14:** The Superintendent shall not change the employee benefit and compensation framework.

### Interpretation:

The Board expects the Superintendent to seek Board approval to make changes to the employee benefit and compensation framework.

### Definition of terms:

- **Benefit** shall mean a non-wage compensation provided to employees in addition to their normal wage or salary, i.e., health and dental insurance, short-term and long-term disability insurance, compensated absences (vacations, holidays, sick leave) and retirement/pensions.
- **Compensation** shall mean wages in the form of licensed salaries or classified hourly wages.

## OE 4.14

Measure	Superintendent	Board
<p><b>Measure 1:</b> All changes to the employee benefit and compensation framework are made with Board approval.</p> <p><b>Evidence of Compliance:</b> Examples of approved changes made through the Employee Handbook process:</p> <ul style="list-style-type: none"> <li>● Employees have an option to be paid for 24 pay periods.</li> <li>● Employees who fail to comply with retirement notification requirements will be assessed a penalty of 5% per month.</li> <li>● Elimination of \$4,000 salary stipend to any career and technical education teacher who obtains a degree or industry recognized certification.</li> <li>● Increase in the percentage paid by employees who do not participate in the Well Being/Health Risk Assessment from 15% to 18%.</li> </ul> <p>Examples of approved changes made through the Budget Reallocation process include:</p> <ul style="list-style-type: none"> <li>● Reduction of the Alternative Benefit Plan (ABP) amount from \$3,600 to \$1,800.</li> <li>● Separation of District Dental Insurance Group for retirees.</li> <li>● Changing Long-Term Sub Pay from 20 to 45 Days.</li> <li>● Reduction of Teaching Learning, and Equity Council (TLEC) Stipend Pay from \$2,030 to \$1,200.</li> </ul>	Compliant	