

The Raytown C-2 School District's Board of Education has contracted with an outside consulting firm, Evergreen Solutions, LLC, to conduct a Compensation and Pay Classification Plan Study for all employees. Evergreen is a public sector management consulting firm with extensive experience in conducting this type of study. This study is being conducted to ensure your position's classification reflects its duties and responsibilities and/or its salary range assignment is internally equitable and competitive within our employment markets.

The process will have several phases, including:

1) **Job Assessment Tool Survey:** The online Job Assessment Tool (JAT) will give each employee an opportunity to describe the type of work done within his/her job title. Work described in the JAT will be examined and grouped into job classes based on similar types of work performed. This process has been designed to give employees the opportunity to explain the scope and complexity of their individual positions rather than simply relying on department designations and job titles. This effort will last approximately three weeks. **Employees will receive information (instructions and login) about the JAT via email on September 7, 2021.**

2) **Supervisor Review and Input:** Shortly after completion of the JAT (approximately September 23, 2021), supervisors will be asked to review their employee responses to the JAT and provide additional feedback if necessary. Supervisors may also complete the Management Issues Tool (MIT) during this time to share specific classification or compensation issues related to positions supervised.

3) **Employee Outreach:** Several employees will be asked to attend focus groups and interviews the week of September 20, 2021. Employees will be invited to attend these sessions and will be individually notified.

4) **Salary Survey:** Evergreen will conduct a salary survey of peer organizations with whom we compete for high quality staff, looking at how the Raytown C-2 School District compares in terms of compensation. From this, Evergreen will recommend a plan that is competitive with compensation offered for similar occupations in those markets.

5) **Recommendations:** Once the job questionnaires and survey are completed, Evergreen will provide the District with a suggested pay plan and supporting recommendations to assist us in achieving an internally equitable and externally competitive compensation system. We cannot promise any salary increases; however, no salaries will be reduced as a result of this study.

I am very pleased that the District is conducting this important study and look forward to completing the project in December 2021. If you have any questions, please contact Dr. Marlene DeVilbiss, Assistant Superintendent of Human Resources, at (816) 268-7000 or marlene.devilbiss@raytownschools.org.