

**DRAFT**

**Classified Pay for Performance Plan  
2008-2009**

**Plan Purpose**

To support classified employees in their professional development beyond the daily scope of their work.

**Plan Values**

- **Employees work best when they are members of an effective team.**
- **Employees are most productive when they own their work and their responsibilities.**
- **SUSD best serves its students when its employees feel valued by the District.**
- **Professional Development is most successful when it is meaningful and relevant.**
- **Learning is valuable as a process, not as setting a goal.**

**Plan Funding**

\$150,000 allocated from the Maintenance and Operations budget for Fiscal Year 2009.

**Plan Eligibility**

All Regular classified employees employed prior to September 1, 2008 and remaining employed through May 27, 2009.

**Plan Exclusions**

1. Employees in temporary assignments or limited assignments are not eligible for the plan.
2. Employees covered by the Nutritional Services incentive plan are not eligible for the plan.

**Plan Approval**

The plan must be approved by the Governing Board.

The plan must be approved by at least 50% of classified employees.

**Legitimacy of the Plan**

1. The plan is part of the Meet and Confer agreement for 2008-09, p. 16, H.
2. The plan is part of the budget adopted by the Governing Board July 1, 2008.
3. The plan falls under District Goal #2, *Comprehensive Professional Development and Exceptional Customer Service*

**Pay for Performance Committee Members**

Andi Furlis

Mark Goldstein

Heidi Frank

Clay McAllester

Donna Billingsley

Dan Granger

Sharon Grant

Harvey Janes

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### **Plan Definitions**

Building connections – employee development in the area of communication. Examples include: customer service, conflict resolution, communication skills.

Cross-training – specific training required for employees who work in the same departments or divisions to be able to function in more than one designated job or position.

Productivity – the measurement of output for employees.

Process Improvement – deliberate steps taken to improve the process and procedures for an individual employee, work team, department or District.

Value Added – how we measure our professional development; that by participating in a particular type of development, the result is the employee is better in his/her job.

### **Plan Components**

Each individual participating in the plan will:

- A) Select an area for your goal(s). There are four areas:  
**Building Connections**  
**Cross-training**  
**Productivity**  
**Process Improvement**
- B) Set goal(s) with immediate supervisor for the performance. Goals must directly pertain to one of the four areas. Goals also should be aligned with District Goals.
- C) Identify opportunities to achieve goal by:
  - Attending or participating in specific professional development opportunities (attend a training or workshop)
  - Focusing on working opportunities to practice or implement learning.
  - Obtaining approval from the supervisor in these activities.
- D) Submit a reflection to your immediate supervisor as a culmination of your goal(s).
- E) The Pay for Performance Committee verifies the components of the plan are completed and submits to the District for processing and pay.

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### **Plan Timeline**

<b>Spring 2008</b>	Plan part of budget design, Meet and Confer with SSPA. Classified Liaison Committee meetings (2/6/08, 3/5/08, 4/2/08, 5/7/08)
<b>July 2008</b>	1 <sup>st</sup> - Board adopts budget with allocation set aside (\$150,000) SSPA and SUSD reach agreement, include PFP.
<b>August 2008</b>	20 <sup>th</sup> – Pay for Performance Committee – continues design of PFP 29 <sup>th</sup> - Pay for Performance Committee – surveys 68 supervisors regarding PFP (36 respondents).
<b>September 2008</b>	3 <sup>rd</sup> – Classified Liaison Meeting – review PFP components
<b>October 2008</b>	2 <sup>nd</sup> - Meeting with Directors for input/feedback. 15 <sup>th</sup> – Classified Liaison Committee reviews draft. 20 <sup>th</sup> – Pay for Performance Committee – review draft. 31 <sup>st</sup> – Draft plan to Governing Board.
<b>November 2008</b>	18 <sup>th</sup> – Governing Board meeting present plan.
<b>December 2008</b>	16 <sup>th</sup> – Governing Board plan approval.
<b>January 2009</b>	Goals set by employees participating in the plan. 30 <sup>th</sup> – Goals due to immediate supervisor.
<b>Spring 2009</b>	Employees participate in activities to support goals.
<b>April 2009</b>	24 <sup>th</sup> - Employees assess goals with supervisor.
<b>May 2009</b>	1 <sup>st</sup> – Goals and reflections due to Pay for Performance Committee for verification. 15 <sup>th</sup> – Deadline for Pay for Performance Committee to turn in all paperwork to payroll.
<b>June 2009</b>	Employees receive pay – no later than June 30, 2009.