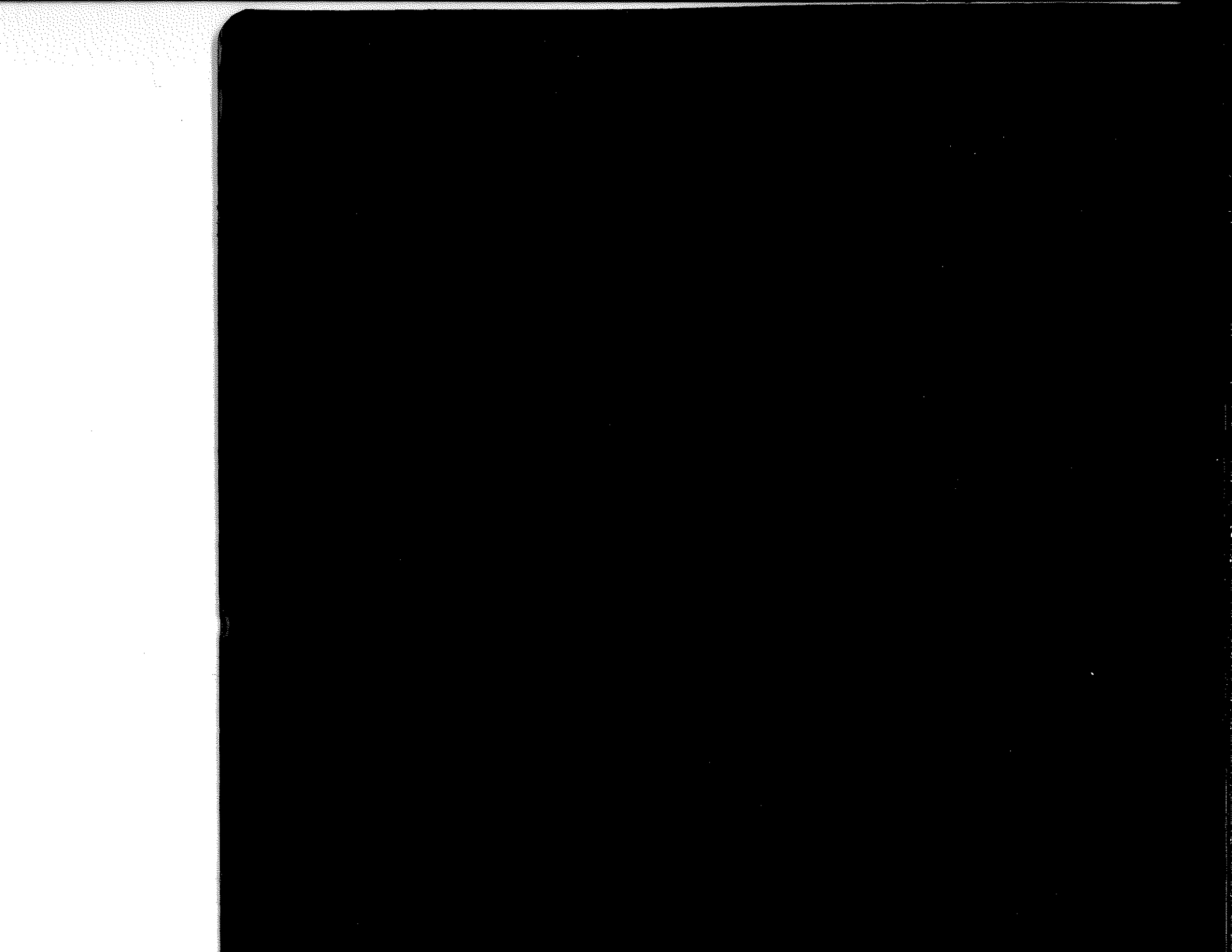


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ATTACHMENTS TO
REPORT OF PROFESSIONAL SALARY STUDY
COMMITTEE
July 1974

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LIST OF ATTACHMENTS

1. The Consumer Price Index: A Short Description, U.S. Department of Labor, Bureau of Labor Statistics, 1971.
2. Consumer Price Index - U.S. All Items and Major Groups, U.S. Department of Labor, Bureau of Labor Statistics.
3. News Release, U.S. Department of Labor, May 21, 1974.
4. "Escalating the Dollar's Purchasing Power"; The Journal of the State Bar of California, July-August, 1964.
5. Comparability and Applicability of the Department of Public Instruction's Employment Needs in Relation to Those of the Merit System, Report of Salary Subcommittee #1.
6. Study of Small Salary Study Groups and Identification of Specific Concerns, Report of Salary Subcommittee #3.
7. Study of Salary Schedule II, Report of Salary Subcommittee #4.
8. Memo dated April 30, 1974, to all Department Heads from Governor Robert D. Ray (Policy Statement on Training and Development for State Employees).
9. Comparative and Competitive Salary Data, Report of Salary Subcommittee #2.
10. Projected Costs of Implementation of Cost of Living Adjustments for July 1, 1976.
11. Projected Costs of Implementation of Performance Increases Based Upon Various Percentages of Eligible Employees for July 1, 1976.
12. Minutes of Professional Salary Study Committee.
13. Memo dated March 26, 1974, to Professional Salary Study Committee Members from Dr. Robert D. Benton, State Superintendent.

THE CONSUMER PRICE INDEX

a Short Description

U.S. DEPARTMENT OF LABOR
James D. Hodgson, Secretary

BUREAU OF LABOR STATISTICS
Geoffrey H. Moore, Commissioner

ATTACHMENT 1

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THE CONSUMER PRICE INDEX

What the Index Is

The Consumer Price Index (CPI) is a statistical measure of changes in prices of goods and services bought by urban wage earners and clerical workers,¹ including families and single persons. The index is often called the "cost-of-living index," but its official name is Consumer Price Index for Urban Wage Earners and Clerical Workers. It measures changes in prices, which are the most important cause of changes in the cost of living, but it does not indicate how much families actually spend to defray their living expenses. Prior to January 1964, the complete name for the index was: Index of Change in Prices of Goods and Services Purchased by City Wage-Earner and Clerical-Worker Families to Maintain Their Level of Living.

The index covers prices of everything people buy for living--food, clothing, automobiles, homes, housefurnishings, household supplies, fuel, drugs, and recreational goods; fees to doctors, lawyers, beauty shops; rent, repair costs, transportation fares, public utility rates, etc. It deals with prices actually charged to consumers, including sales and excise taxes. It also includes real estate taxes on owned homes, but it does not include income or personal property taxes.

¹The definition of wage earners and clerical workers is based on the occupational classification used by the Bureau of the Census for the 1960 Census of Population and listed in the Alphabetical Index of Occupations and Industries. The group includes craftsmen, foremen, and kindred workers, such as carpenters, bookbinders, etc.; operatives and kindred workers, such as apprentices in the building trades, deliverymen, furnacemen, smelters, and pourers, etc.; clerical and kindred workers; service workers, except private household, such as waitresses, practical nurses, etc.; sales work-

Since January 1964, the index has applied to single workers living alone, as well as to families of two persons or more. The average size of families represented in the index is about 3.7 persons, and the average family income in 1960-61 was about \$6,250 after taxes. The average income after taxes of single persons represented in the index was about \$3,560.

The Meaning of the Index Measurement

The index measures price changes from a designated reference period. Beginning January 1971, the base reference period for the CPI is the annual average for 1967--as 100.0. (Index numbers are also available regularly on 1939=100, 1947-49=100, and 1957-59=100 bases, and they can be converted to any desired base period.) An index of 110 means there was a 10-percent increase in prices since the base period; similarly, an index of 90 means a 10-percent decrease.

Movements of the index from one date to another are usually expressed as percent changes rather than changes in index points because index points are affected by the base period, while percent changes are not. The following example illustrates the difference between percent change and index points change:

ers; and laborers, except farm and mine. It excludes professional, technical, and kindred workers, such as engineers and teachers; farmers and farm managers; managers, officials and proprietors, except farm; private household workers; and farm laborers and foremen. A consumer unit included in the 1960-61 Survey of Consumer Expenditures was classified in the index group if more than half the combined income of all family members was obtained in a wage-earner and clerical-worker occupation and at least one family member was a full-time earner (i.e., worked 37 weeks or more during the survey year).

Period	Index		
	Base A	Base B	Base C
I.....	112.5	168.8	225.0
II.....	121.5	182.3	243.0
Index points			
change.....	9.0	13.5	18.0
Percent change.....	$\frac{9.0 \times 100}{112.5} = 8.0$	$\frac{13.5 \times 100}{168.8} = 8.0$	$\frac{18.0 \times 100}{225.0} = 8.0$

The Bureau calculates a monthly index representing all urban places in the United States --The U.S. City Average Index--and a separate index for each of 23 Standard Metropolitan Statistical Areas.² The individual city indexes measure how much prices have changed in a particular city, from time to time; but they do not show whether prices or living costs are higher or lower in one city than in another. For example, consider the prices of a single item in two cities in 2 years:

	Price		Index, Year II
	Year I	Year II	(Year I=100)
City A.....	\$0.30	\$0.60	200
City B.....	.40	.70	175

The price is higher in City B in each of the 2 years, but the relative increase in price in City B is less and therefore the index is lower.

Uses of the Index

The Consumer Price Index is used widely by the general public to guide family budgeting and to understand what is happening to family finances. It is used extensively in labor-management contracts to adjust wages. Automatic adjustments based on changes in the index are incorporated in some wage contracts and in a variety of other types of contracts, such as long-term leases. In addition, the CPI is used as a measure of changes in the purchasing power of the dollar for such diverse purposes

²For New York and Chicago, the more extensive Standard Consolidated Areas are used. For a list of areas for which separate indexes are published, see table 1.

as adjusting royalties, pensions, welfare payments, and occasionally alimony payments. It also is used widely as a reflection of inflationary or deflationary trends in the economy.

Brief History of the Index

The Bureau of Labor Statistics has been calculating the Consumer Price Index for nearly five decades. The weighting factors, the list of items included in the market basket, and the cities in which price data were collected for calculating the index have been updated several times during that period. Initially, they were based on a survey of expenditures by wage earners and clerical workers in 1917-19. Because people's buying habits changed substantially by the mid-1930's, a new study was made covering expenditures in the years 1934-36 which provided the basis for a comprehensively revised index introduced in 1940 with retroactive calculations back to 1935.

During World War II, when many commodities were scarce and goods were rationed, the index weights were adjusted to reflect these shortages. Again in 1950, the Bureau made interim adjustments, based on surveys of consumer expenditures in seven cities between 1947 and 1949, to reflect the most important effects of immediate postwar changes in buying patterns. This adjustment was followed by the first comprehensive postwar revision of the index, which was completed in January 1953. At that time, not only were the weighting factors, list of items, and sources of price data updated, but many improvements in pricing and calculation methods also were introduced.

The most recent comprehensive revision of the index was completed in January 1964. To determine the current pattern of expenditures

for goods and services by wage earners and clerical workers, the Bureau made a Consumer Expenditure Survey (CES) covering the period 1960-61.³ The sample of cities in the survey included 72 urban areas which were chosen to represent all urban places in the United States, including Alaska and Hawaii.⁴ Only 56 of the 72 areas comprise the list of cities in which price quotations are obtained for the index. (A list of the areas and cities is given in table 1.) In this most recent survey, as in those conducted earlier, the BLS obtained a detailed record of the kind, qualities, and amounts of all goods and services bought by each consumer unit (family or single person living alone) and of the annual amount spent for each item. A total of 4,912 urban wage-earner and clerical-worker families and 585 single workers provided such records.

The Market Basket

It is not feasible or necessary to obtain current price quotations on everything that consumers buy in order to calculate a valid index of changes in consumer prices. About 400 items have been selected objectively to compose the "market basket" for current pricing, beginning with the January 1964 indexes. Not all items are priced in every city. In order to make possible estimates of sampling error, two subsamples of items have been set up. These are priced in different cities and in different outlet samples, as indicated in table 1. The list includes the most important goods and services and a sample of the less important ones.⁵ In combination, these represent all items purchased. The content of this market basket in terms of items, quantities, and qualities is kept essentially unchanged in the index calculation between major revisions so that any movement of the index from one month to

the next is due solely to changes in prices. A comparison of the total cost of the market basket from period to period yields the measure of average price change.

Price Data Collection

Prices are obtained by personal visit to a representative sample of about 18,000 retail stores and service establishments where wage and clerical workers buy goods and services, including among the establishments chain stores, independent grocery stores, department and specialty stores, restaurants, professional people, and repair and service shops. Rental rates are obtained from about 40,000 tenants. Reporters are located both in the city proper and in suburbs of each urban area. Cooperation of reporters is completely voluntary and generally excellent.

To insure that the index reflects only changes in prices and not changes due to quantity or quality differences, the Bureau has prepared detailed specifications to describe the items of the market basket. Specially trained Bureau representatives examine merchandise in the stores to determine whether the goods and services for which they record prices conform to the specifications. Where the precisely specified item is not sold at a particular retail establishment, the Bureau's representative obtains a detailed technical description of the item on which prices are quoted, in order to insure that prices will be quoted on the same quality and quantity from time to time.

Prices are collected in each urban location at intervals ranging from once every month to once every 3 months, as indicated in table 1, with a few items surveyed semiannually or annually. Because food prices change frequently, and because foods are a significant part of total spending, food pricing is conducted every month in each urban location. Prices of most other goods and services are collected every month in the five largest urban areas and every 3 months in all other places. Pricing of foods is done on 3 consecutive days each month; rents and items for which prices are obtained by mail are reported as of the 15th of the month; pricing of other items extends over the entire calendar month. The Bureau uses mail questionnaires to obtain data on streetcar and bus

³The Surveys for Cincinnati and Anchorage covered expenditures in 1959, and those for Houston, Kansas City, Milwaukee, Minneapolis-St. Paul, and San Diego covered expenditures in 1963.

⁴The selection of the city sample is described in "The Revised City Sample for the Consumer Price Index," Reprint No. 2352 from the October 1960 Monthly Labor Review.

⁵The complete list is available on request.

fares, public utility rates, newspaper prices, and prices of certain other items which do not require personal visit by Bureau agents. For a number of items, e.g., home purchase, college tuition, used cars, magazines, etc., data collected by other Government agencies or private organizations are used.

Index Calculation

A standard statistical formula⁶ is used to calculate the Consumer Price Index from prices for the market basket items. Average price changes from the previous pricing period to the current month are expressed in percentage terms for each item, and the percent changes for the various goods and services are combined, using weighting factors based on the item's importance in family spending and that of other items which it represents. This composite importance is called the cost weight of the market basket item. Table 2 shows the relative importance of the various groups and subgroups in the U.S. index as of December 1963, together with the number of items priced. There is a set of separate cost weights for each of the 56 urban locations included in the index. The following hypothetical example for pork illustrates the index procedure. (See table A.)

Identical results could be obtained for pork by multiplying prices each period by the implied physical quantities included in the market basket, as illustrated in table B.

The average change in pork prices is computed by comparing the sum of the cost weights in October with the comparable sum for September, as follows:

$$\frac{\text{October cost weight } \$33.85}{\text{September cost weight } \$33.00} \times 100 = 102.6$$

This means that pork prices in October were 102.6 percent of (or 2.6 percent higher than) pork prices in September.

Although the second method may appear simpler, in reality it is not. Deriving the implied quantity weights is an extra operation. Furthermore, the second formulation greatly complicates the handling of the numerous substitutions of reporters and items which occur constantly in repetitive index work. Consequently, the first method is the one actually used for the CPI. The second illustration, however, may assist the user to understand the meaning of the index mechanism.

After the cost weights for each of the items has been calculated, they are added to area totals for commodity groups and all items. The U.S. totals are obtained by combining area totals, with each area total weighted according to the proportion of the total wage-earner and clerical-worker population which it represents in the index based on 1960 Census figures.⁷ In

Table A

Sample item	September price	October price	Price relative Sept.=100	September cost weight	October cost weight
Pork chops . . .	\$0.75	\$0.77 1/4	103.00	\$15.00	\$15.45
Ham80	.82	102.50	8.00	8.20
Bacon	1.00	1.02	102.00	10.00	10.20
				<u>\$33.00</u>	<u>\$33.85</u>

Table B

Sample Item	Implied quantity (pounds)	September price	September cost weight	October price	October cost weight
Pork chops	20	\$0.75	\$15.00	\$0.77 1/4	\$15.45
Ham	10	.80	8.00	.82	8.20
Bacon	10	1.00	10.00	1.02	10.20
			<u>\$33.00</u>		<u>\$33.85</u>

⁷ Table 1 shows the cities in the CPI as of January 1966, their population weights, and their pricing schedules.

⁶ See Explanation of the Index Formula, p. 7.

this process, it is necessary to make estimates for cities in which price data are not collected in a given month. Finally, the U.S. totals for the current and previous months are compared to compute the average price change.

Seasonally Adjusted Indexes

In January 1966, the Bureau initiated publication of seasonally adjusted national indexes for selected groups and subgroups of the CPI for which there is a significant seasonal pattern of price change. Previously, the Bureau had made available seasonal factors, permitting users who wished to do so to calculate seasonally adjusted indexes.⁸ Percent changes in the seasonally adjusted CPI have been published since February 1970. Seasonal factors and seasonally adjusted indexes used in these computations only are carried to two decimals. The factors used initially in computing the seasonally adjusted indexes were derived by the BLS Seasonal Factor Method using data for 1956-65.⁹ These factors are updated at the end of each calendar year.

The seasonal adjustment does not affect the procedure for computing the original indexes. The unadjusted all items and group indexes are derived as described above. The seasonal calculations are a separate operation designed to make available data from which normal seasonal fluctuations have been removed to facilitate analysis.

Limitations of the Index

The Consumer Price Index is not an exact measurement of price changes. It is subject to sampling errors which cause it to deviate somewhat from the results which would be obtained if actual records of all retail purchases

by wage earners and clerical workers could be used to compile the index. These estimating or sampling errors are not mistakes in the index calculation. They are unavoidable. They could be reduced by using much larger samples, but the cost is prohibitive. Furthermore, the index is believed to be sufficiently accurate for most of the practical uses made of it.

Another kind of error occurs because people who give information do not always report accurately. The Bureau makes every effort to keep these errors to a minimum, and corrects them whenever they are discovered subsequently. Precautions are taken to guard against errors in pricing, which would affect the index most seriously. The field representatives who collect the price data and the commodity specialists and clerks who process them are well trained to watch for unusual deviations in prices which might be due to errors in reporting.

The Consumer Price Index represents the average movement of prices for wage earners and clerical workers as a broad group, but not necessarily the change in prices paid by any one family or small group of families. The index is not directly applicable to any other occupational group. Some families may find their outlays changing because of changes in factors other than prices, such as family composition. The index measures only the change in prices and none of the other factors which affect family living expenses.

In many instances, changes in quoted prices are accompanied by changes in the quality of consumer goods and services. Also, new products are introduced frequently which bear little resemblance to products previously on the market; hence, direct price comparisons cannot be made. The Bureau of Labor Statistics makes every effort to adjust quoted prices for changes in quality, and has developed special procedures for this purpose, including the use of technical specifications and highly trained personnel referred to previously. Nevertheless, some residual effects of quality changes on quoted prices undoubtedly do affect the movement of the Consumer Price Index either downward or upward from time to time.

⁸See Seasonal Factors, Consumer Price Index: Selected Series, May 1963. (Bulletin 1366), U.S. Department of Labor, Bureau of Labor Statistics.

⁹A detailed description of the BLS Seasonal Factor Method is available upon request.

Explanation of the Index Formula

In the absence of major weight revisions or sample changes, the index formula is most simply expressed as:

$$(1) \quad I_{i:o} = \frac{\sum (q_o p_i)}{\sum (q_o p_o)} \times 100 = \frac{\sum (q_o p_o) \left(\frac{p_i}{p_o} \right)}{\sum (q_o p_o)} \times 100$$

This is the customary, oversimplified way of writing a price index formula to show that the q 's are held constant between major revisions. In actual practice, the basic data for weights are values, and the quantity and price elements of the " pq " values (p 's and q 's) are not separated.

With a weight revision, the formula becomes:

$$(2) \quad I_{i:o} = \frac{\sum (q_o p_{i-s})}{\sum (q_o p_o)} \times \frac{\sum (q_a p_i)}{\sum (q_a p_{i-s})} \times 100$$

where q is a derived composite of the annual quantities purchased in a weight base period for a bundle of goods and services to be represented by the specific item priced

p and p' are the average prices of the specific commodities or services selected for pricing (the superscript indicates that the average prices are not necessarily derived from identical samples of outlets and specifications over long periods)

$i-s$ is the month preceding a weight revision (most recently, December 1963)

i is the current month

a is the period of the most recent consumer expenditure survey (1960-61) from which the revised weights were derived

o is the reference base period of the index (1967).

The $(q_o p_o)$ or $(q_a p_{i-s})$ base "weights" for a given priced item are the average expenditures in a weight base period represented by that item (including expenditures for the item itself and for other similar non-priced items).

In actual practice, this expenditure is projected forward for each pricing period by the price relative for the priced item:

$$(q_a p_i) = (q_a p_{i-1}) \left(\frac{p_i}{p_{i-1}} \right)$$

In practice, then, the index formula is as follows:

$$(3) \quad I_{i:0} = \frac{\sum (q_o p_{i-s})}{\sum (q_o p_o)} \times \frac{\sum (q_a p_{i-1}')}{\sum (q_a p_{i-s}')} \times \frac{\sum (q_a p_{i-1}') \left(\frac{p_i'}{p_{i-1}'} \right)}{\sum (q_a p_{i-1}')} \times 100$$

Thus, although the cost weight changes with every change in price, the implicit quantity (q_o) or (q_a) remains fixed between major weight revisions.

The long-term price relative for each priced item $\left(\frac{p_i}{p_o} \right)$ in reality is:

$$R_{i:0} = \left(\frac{p_1}{p_o} \right) \cdot \left(\frac{p_2'}{p_1} \right) \cdot \left(\frac{p_3''}{p_2'} \right) \cdot \dots \cdot \left(\frac{p_i' \dots \dots \dots}{p_{i-1}' \dots \dots \dots} \right)$$

That is, $R_{i:0}$ is the product of a number of short-term relatives. The superscripts on the p 's indicate that these average prices are not necessarily derived from identical samples of outlets and specifications over long periods. This chaining of monthly, or quarterly, price relatives based on comparable specifications in successive periods allows the requisite flexibility to make substitutions of items, specifications, and outlets.

**Table 1. Cities, Population Weights, and Pricing Schedule
for the Consumer Price Index**

CITY AND SIZE STRATUM	POPULATION WEIGHT ¹	PRICING SCHEDULE ²					
		FOOD ³	OTHER ITEMS				SCHEDULE ³
			SAMPLES	M	1	2	
A. Standard Metropolitan Statistical Areas of 1,400,000 or more in 1960:							
*Baltimore, Md -----	1.402	1A,1B,2A,2B	1A,2B				x
*Boston, Mass -----	1.930		1A,2B		x		
*Chicago-Northwestern Indiana ⁴ ----	5.552		1A,1B,2A,2B	x			
*Cleveland, Ohio -----	1.325		1A,2B			x	
*Detroit, Mich -----	2.895		1A,2B	x			
*Los Angeles-Long Beach, Calif----	5.017		1A,2B	x			
*New York-Northeastern New Jersey ⁴	12.577		1A,2B	x			
*Philadelphia, Pa -----	2.703		1A,2B	x			
*Pittsburgh, Pa -----	1.565		1A,2B		x		
*St. Louis, Mo -----	1.428		1A,2B				x
*San Francisco-Oakland, Calif -----	2.372		1A,1B,2A,2B				x
*Washington, D. C. -----	1.255		1A,1B,2A,2B			x	
B. Standard Metropolitan Statistical Areas of 250,000 to 1,399,999 in 1960: ⁵							
*Atlanta, Ga -----	2.934	1A,2B	1A,2B				x
*Buffalo, N.Y. -----	2.347		1A,2B			x	
*Cincinnati, Ohio-Ky -----	.740		1A,2B				x
*Dallas, Tex -----	2.934		1A,2B			x	
Dayton, Ohio -----	1.096		1A,2B			x	
Denver, Colo -----	1.838		1A,2B		x		
Hartford, Conn -----	2.348		1				x
*Honolulu, Hawaii -----	.354		1A,2B				x
*Houston, Tex -----	.999		1A,2B	x			
Indianapolis, Ind -----	1.095		2				x
*Kansas City, Mo.-Kans -----	.710		1A,2B				x
*Milwaukee, Wis -----	.850		1A,2B			x	
*Minneapolis-St. Paul, Minn -----	1.042		1A,2B	x			
Nashville, Tenn -----	2.933		2		x		
*San Diego, Calif -----	.672		1A,2B			x	
*Seattle, Wash -----	1.837		1A,2B			x	
Wichita, Kans -----	1.096		1A,2B	x			
C. Standard Metropolitan Statistical Areas of 50,000 to 249,999 in 1960:							
Austin, Tex -----	1.250	1	1		x		
Bakersfield, Calif -----	1.323	2	2				x
Baton Rouge, La -----	1.250	2	2			x	
Cedar Rapids, Iowa -----	1.284	1A,2B	1A,2B		x		
Champaign-Urbana, Ill -----	1.284	1A,2B	1A,2B		x		

Table 1. Cities, Population Weights, and Pricing Schedule
for the Consumer Price Index--Continued

CITY AND SIZE STRATUM	POPULATION WEIGHT ¹	PRICING SCHEDULE ²					
		FOOD ³	OTHER ITEMS				
			SAMPLES	SCHEDULE ³			
				M	1	2	3
Durham, N.C.	1.250	1A,2B	1A,2B				x
Green Bay, Wis.	1.284	1	1			x	
Lancaster, Pa.	1.803	1	1		x		
Orlando, Fla.	1.250	1A,2B	1A,2B				x
Portland, Maine.	1.803	2	2			x	
D. Urban Places of 2,500 to 49,999 in 1960:							
Anchorage, Alaska.065	1,2	1,2		x		
Crookston, Minn.	1.352	1	1				x
Devils Lake, N. Dak.	1.352	2	2				x
Findlay, Ohio.	1.352	1	1			x	
Florence, Ala.	1.227	1	1		x		
Kingston, N.Y.	1.171	2	2				x
Klamath Falls, Oreg.	1.338	1	1			x	
Logansport, Ind.	1.352	2	2		x		
Mangum, Okla.	1.226	1	1				x
Martinsville, Va.	1.227	2	2			x	
McAllen, Tex.	1.227	2	2				x
Millville, N.J.	1.171	2	2			x	
Niles, Mich.	1.351	1	1		x		
Orem, Utah.	1.339	2	2		x		
Southbridge, Mass.	1.170	1	1			x	
Union, S.C.	1.227	1	1			x	
Vicksburg, Miss.	1.226	2	2		x		

* Indicates areas for which separate indexes are published.

¹ The 18 largest Standard Metropolitan Statistical Areas as defined for the 1960 Census of Population were selected on a certainty basis and represent themselves only in the population weight patterns. The other sample selections carry not only their own population weights but also prorata shares of the population weights of all cities in their region in the same population class.

² Item samples are identified as samples "1" and "2." Outlet samples are identified as samples "A" and "B." The determination as to the extent of sampling within an area depended on plans for publishing separate area indexes and on plans for developing estimates of sampling error and its components.

³ Foods, fuels, and several other items are priced every month in all cities. Prices of a few items are collected semiannually or annually in all cities. Prices of other goods and services are obtained on the schedule indicated:

M = Every month.

1 = January, April, July, and October.

2 = February, May, August, and November.

3 = March, June, September, and December.

⁴ Standard Consolidated Areas.

⁵ Population weights revised for this group beginning January 1966.

Table 2. Groups of Goods and Services Priced for the Consumer Price Index,
Their December 1963 Relative Importance, and Number of Items Priced

GROUPS	RELATIVE IMPORTANCE					NUMBER OF ITEMS PRICED				
*All items	100.00					398				
*Food	22.43					105				
*Food at home		17.89					96			
*Cereals and bakery products			2.45					9		
Cereals				0.80					4	
Bakery products				1.65					5	
*Meats, poultry, and fish			5.63					29		
Meats				4.45					21	
Beef and veal					2.21					9
Pork					1.30					6
Other meats94					6
Poultry73					3	
Fish45					5	
*Dairy products			2.80					7		
*Fruits and vegetables			3.02					29		
Fresh fruits76					8	
Fresh vegetables94					11	
Processed fruits and vegetables				1.32					10	
*Other food at home			3.99					22		
Eggs64					1	
Fats and oils55					3	
Sugar and sweets64					4	
Nonalcoholic beverages				1.01					6	
Prepared and partially prepared foods				1.15					8	
*Food away from home		4.54					9			
*Housing	33.23					81				
*Shelter		20.15					18			
*Rent			5.50					1		
Hotels and motels38					1		
*Home ownership			14.27					16		
Purchase and financing				9.11					2	
Taxes and insurance				2.13					3	
Maintenance and repairs				3.03					11	
Commodities98					6
Services					2.05					5
*Fuel and utilities		5.26					10			
*Fuel oil and coal73					2		
*Gas and electricity			2.71					6		
Other utilities			1.82					2		
*Household furnishings and operation		7.82					53			
Textile housefurnishings61					6		
Furniture			1.44					11		
Floor coverings48					4		
Appliances			1.36					8		
Other housefurnishings83					8		
Housekeeping supplies			1.55					8		
Housekeeping services			1.55					8		

Table 2. Groups of Goods and Services Priced for the Consumer Price Index,
Their December 1963 Relative Importance, and Number of Items Priced--Continued

GROUPS	RELATIVE IMPORTANCE				NUMBER OF ITEMS PRICED			
*Apparel and Upkeep	10.63				77			
*Men's and boys' apparel		2.86				19		
Men's apparel			2.21				15	
Boys' apparel65				4	
*Women's and girls' apparel		4.08				35		
Women's apparel			3.23				26	
Girls' apparel			0.85				9	
*Footwear		1.51				11		
Other apparel		2.18				12		
Commodities71				6	
Services			1.47				6	
*Transportation	13.88				34			
*Private		12.64				29		
Autos and related goods			9.02				17	
Auto purchase				5.02				12
Gasoline and motor oil				3.78				3
Auto parts72				2
Automobile services			3.62				12	
Auto repairs and maintenance98				6
Other automobile expenses ..				2.64				6
*Public		1.24				5		
*Health and recreation	19.45				101			
*Medical care		5.70				38		
Drugs and prescriptions			1.14				20	
Professional services			2.59				12	
Hospital services			0.36				2	
Health insurance ¹			1.61				4	
*Personal care		2.75				12		
Toilet goods			1.52				8	
Services			1.23				4	
*Reading and recreation		5.94				34		
Recreation			4.36				27	
Recreational goods				2.78				20
Recreational services				1.58				7
Reading and education			1.58				7	
*Other goods and services		5.06				17		
Tobacco products			1.89				5	
Alcoholic beverages			2.64				9	
Personal expenses53				3	
Miscellaneous	2 .38							

*Indicates groups and subgroups for which separate indexes are published monthly.

¹Represented by prices of hospital and professional services, most of which are included in the count of number of items priced for other subgroups of medical care, and the overhead cost of insurance. The four items shown are three additional services not included in other subgroups and the overhead cost.

²Not priced; imputed from priced items.

U.S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
WASHINGTON, D.C. 20212

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

THIRD CLASS MAIL

POSTAGE AND FEES PAID
U.S. DEPARTMENT OF LABOR



LAB - 441

CONSUMER PRICE INDEX - U.S. ALL ITEMS AND MAJOR GROUPS
(1967=100)

All Items (1957-59=100)	Year and Month	All Items	Food	Housing Total	Rent	App. & Upkp.	Trans- por- tation	Health and Recreation Total	Med. Care	Index Release Date
1973:										
148.5	Jan.	127.7	128.6	131.4	121.5	123.0	121.0	127.8	134.9	2/22/73
149.5	Feb.	128.6	131.1	132.0	122.1	123.6	121.1	128.1	135.3	3/21/73
150.9	Mar.	129.8	134.5	132.3	122.6	124.8	121.5	128.6	135.8	4/20/73
152.0	April	130.7	136.5	132.8	123.0	125.8	122.6	129.2	136.2	5/22/73
153.0	May	131.5	137.9	133.3	123.5	126.7	123.5	129.6	136.6	6/21/73
154.0	June	132.4	139.8	133.9	123.9	126.8	124.6	130.0	137.0	7/20/73
154.4	July	132.7	140.9	134.2	124.3	125.8	124.8	130.3	137.3	8/21/73
157.1	Aug.	135.1	149.4	135.2	125.0	126.5	124.5	130.5	137.6	9/21/73
157.6	Sept.	135.5	148.3	136.6	125.4	128.3	123.9	131.1	138.3	10/19/73
158.8	Oct.	136.6	148.4	138.1	125.9	129.6	125.0	132.1	140.6	11/21/73
160.0	Nov.	137.6	150.0	139.4	126.3	130.5	125.8	132.6	140.9	12/21/73
161.1	Dec.	138.5	151.3	140.5	126.9	130.5	126.7	133.0	141.4	1/22/74
154.7	An.Av.	133.1	141.4	135.0	124.2	126.8	123.8	130.2	137.7	1/22/74

All Items (1957-59=100)	Year and Month	All Items	Food	Housing Total	Rent	App. & Upkp.	Trans- por- tation	Health and Recreation Total	Med. Care	Index Release Date
1974:										
162.5	Jan.	139.7	153.7	142.2	127.3	128.8	128.1	133.7	142.2	2/22/74
164.6	Feb.	141.5	157.6	143.4	128.0	130.4	129.3	134.5	143.4	3/21/74
_____	Mar.	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	April	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	May	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	June	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	July	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Aug.	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Sept.	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Oct.	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Nov.	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Dec.	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	An.Av.	_____	_____	_____	_____	_____	_____	_____	_____	_____

1936	41.4	41.2	41.0	41.0	41.0	41.4	41.9	42.0	41.9	41.9	41.9	41.5
1937	42.2	42.3	42.6	42.8	43.0	43.1	43.3	43.4	43.8	43.6	43.3	43.0
1938	42.6	42.2	42.2	42.4	42.2	42.2	42.3	42.2	42.2	42.0	41.9	42.0
1939	41.8	41.6	41.5	41.4	41.4	41.4	41.4	41.4	42.2	42.0	42.0	41.8
1940	41.7	42.0	41.9	41.9	42.0	42.1	42.0	41.9	42.0	42.0	42.0	42.2
1941	42.2	42.2	42.4	42.8	43.1	43.9	44.1	44.5	45.3	45.8	46.2	46.3
1942	46.9	47.3	47.9	48.2	48.7	48.8	49.0	49.3	49.4	49.9	50.2	50.6
1943	50.6	50.7	51.5	52.1	52.5	52.4	52.0	51.8	52.0	52.2	52.1	52.2
1944	52.1	52.0	52.0	52.3	52.5	52.6	52.9	53.1	53.1	53.1	53.1	53.3
1945	53.3	53.2	53.2	53.3	53.7	54.2	54.3	54.3	54.1	54.1	54.3	54.5
1946	54.5	54.3	54.7	55.0	55.3	55.9	59.2	60.5	61.2	62.4	63.9	64.4
1947	64.4	64.3	65.7	65.7	65.5	66.0	66.6	67.3	68.9	68.9	69.3	70.2
1948	71.0	70.4	70.2	71.2	71.7	72.2	73.1	73.4	73.4	73.1	72.6	72.1
1949	72.0	71.2	71.4	71.5	71.4	71.5	71.0	71.2	71.5	71.1	71.2	70.8
1950	70.5	70.3	70.6	70.7	71.0	71.4	72.1	72.7	73.2	73.6	73.9	74.9
1951	76.1	77.0	77.3	77.4	77.7	77.6	77.7	77.7	78.2	78.6	79.0	79.3
1952	79.3	78.8	78.8	79.1	79.2	79.4	80.0	80.1	80.0	80.1	80.1	80.0
1953	79.8	79.4	79.6	79.7	79.9	80.2	80.4	80.6	80.7	80.9	80.6	80.5
1954	80.7	80.6	80.5	80.3	80.6	80.7	80.7	80.6	80.4	80.2	80.3	80.1
1955	80.1	80.1	80.1	80.1	80.1	80.1	80.4	80.2	80.5	80.5	80.6	80.4
1956	80.3	80.3	80.4	80.5	80.9	81.4	82.0	81.9	82.0	82.5	82.5	82.7
1957	82.8	83.1	83.3	83.6	83.8	84.3	84.7	84.6	84.9	84.9	85.2	85.2
1958	85.7	85.8	86.4	86.6	86.6	86.7	86.8	86.7	86.7	86.7	86.8	86.7
1959	86.8	86.7	86.7	86.8	86.9	87.3	87.5	87.4	87.7	88.0	88.0	88.0
1960	87.9	88.0	88.0	88.5	88.5	88.7	88.7	88.7	88.8	89.2	89.3	89.3
1961	89.3	89.3	89.3	89.3	89.3	89.4	89.8	89.7	89.9	89.9	89.9	89.9
1962	89.9	90.1	90.3	90.5	90.5	90.5	90.7	90.7	91.2	91.1	91.1	91.0
1963	91.1	91.2	91.3	91.3	91.3	91.7	92.1	92.1	92.1	92.2	92.3	92.5
1964	92.6	92.5	92.6	92.7	92.7	92.9	93.1	93.0	93.2	93.3	93.5	93.6
1965	93.6	93.6	93.7	94.0	94.2	94.7	94.8	94.6	94.8	94.9	95.1	95.4
1966	95.4	96.0	96.3	96.7	96.8	97.1	97.4	97.9	98.1	98.5	98.5	98.6
1967	98.6	98.7	98.9	99.1	99.4	99.7	100.2	100.5	100.7	101.0	101.3	101.6
1968	102.0	102.3	102.8	103.1	103.4	104.0	104.5	104.8	105.1	105.7	106.1	106.4
1969	106.7	107.1	108.0	108.7	109.0	109.7	110.2	110.7	111.2	111.6	112.2	112.9
1970	113.3	113.9	114.5	115.2	115.7	116.3	116.7	116.9	117.5	118.1	118.5	119.1
1971	119.2	119.4	119.8	120.2	120.8	121.5	121.8	122.1	122.2	122.4	122.6	123.1
1972	123.2	123.8	124.0	124.3	124.7	125.0	125.5	125.7	126.2	126.6	126.9	127.3
1973	127.7	128.6	129.8	130.7	131.5	132.4	132.7	135.1	135.5	136.6	137.6	138.5
1974	139.7	141.5										
1975												
1976												

**U.S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
911 WALNUT STREET
KANSAS CITY, MISSOURI 64106**

CONSUMER PRICE INDEX FOR URBAN WAGE EARNERS AND CLERICAL WORKERS

U.S. CITY AVERAGE

ALL ITEMS

(1967 =100)

YEAR	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	AVG.
1913	29.4	29.3	29.3	29.4	29.2	29.3	29.6	29.8	29.9	30.1	30.2	30.1	29.7
1914	30.1	29.8	29.7	29.4	29.6	29.8	30.1	30.5	30.6	30.4	30.5	30.4	30.1
1915	30.3	30.1	29.8	30.1	30.2	30.3	30.3	30.3	30.4	30.7	30.9	31.0	30.4
1916	31.3	31.3	31.6	31.9	32.0	32.4	32.4	32.8	33.4	33.8	34.4	34.6	32.7
1917	35.0	35.8	36.0	37.6	38.4	38.8	38.4	39.0	39.7	40.4	40.5	41.0	38.4
1918	41.8	42.2	42.0	42.5	43.3	44.1	45.2	46.0	47.1	47.9	48.7	49.4	45.1
1919	49.5	48.4	49.0	49.9	50.6	50.7	52.1	53.0	53.3	54.2	55.5	56.7	51.8
1920	57.8	58.5	59.1	60.8	61.8	62.7	62.3	60.7	60.0	59.7	59.3	58.0	60.0
1921	57.0	55.2	54.8	54.1	53.1	52.8	52.9	53.1	52.5	52.4	52.1	51.8	53.6
1922	50.7	50.6	50.0	50.0	50.0	50.1	50.2	49.7	49.8	50.1	50.3	50.5	50.2
1923	50.3	50.2	50.4	50.6	50.7	51.0	51.5	51.3	51.6	51.7	51.8	51.8	51.1
1924	51.7	51.5	51.2	51.0	51.0	51.0	51.1	51.0	51.2	51.4	51.6	51.7	51.2
1925	51.8	51.6	51.7	51.6	51.8	52.4	53.1	53.1	52.9	53.1	54.0	53.7	52.5
1926	53.7	53.5	53.2	53.7	53.4	53.0	52.5	52.2	52.5	52.7	52.9	52.9	53.0
1927	52.5	52.1	51.8	51.8	52.2	52.7	51.7	51.4	51.7	52.0	51.9	51.8	52.0
1928	51.7	51.2	51.2	51.3	51.6	51.2	51.2	51.3	51.7	51.6	51.5	51.3	51.3
1929	51.2	51.1	50.9	50.7	51.0	51.2	51.7	51.9	51.8	51.8	51.7	51.4	51.3
1930	51.2	51.0	50.7	51.0	50.7	50.4	49.7	49.4	49.7	49.4	49.0	48.3	50.0
1931	47.6	46.9	46.6	46.3	45.8	45.3	45.2	45.1	44.9	44.6	44.1	43.7	45.6
1932	42.8	42.2	42.0	41.7	41.1	40.8	40.8	40.3	40.1	39.8	39.6	39.2	40.9
1933	38.6	38.0	37.7	37.6	37.7	38.1	39.2	39.6	39.6	39.6	39.6	39.4	38.8
1934	39.6	39.9	39.9	39.8	39.9	40.0	40.0	40.1	40.7	40.4	40.3	40.2	40.1
1935	40.8	41.1	41.0	41.4	41.2	41.1	40.9	40.9	41.1	41.1	41.3	41.4	41.1

U.S. DEPARTMENT OF LABOR Bureau of Labor Statistics
911 Walnut Street, Kansas City, Missouri 64106

CONSUMER PRICE INDEX - U.S. ALL ITEMS AND MAJOR GROUPS
(1967=100)

All Items (1957-59=100)	Year and Month	All Items	Food	<u>Housing</u>		App. & Upkp.	Trans- por- tation	<u>Health and Recreation</u>		Index Release Date
				Total	Rent			Total	Med. Care	
1971:										
138.6	Jan.	119.2	115.5	122.7	112.9	117.6	117.5	119.8	124.9	2/19/71
138.9	Feb.	119.4	115.9	122.6	113.6	118.1	117.5	120.2	125.8	3/19/71
139.3	March	119.8	117.0	122.4	113.9	118.6	117.8	120.6	126.8	4/21/71
139.8	April	120.2	117.8	122.5	114.4	119.1	118.1	121.2	127.5	5/21/71
140.5	May	120.8	118.2	123.2	114.7	120.2	118.8	121.6	128.1	6/21/71
141.3	June	121.5	119.2	124.0	115.2	120.1	119.6	122.1	128.6	7/23/71
141.7	July	121.8	119.8	124.5	115.4	119.3	119.5	122.6	129.3	8/20/71
142.0	Aug.	122.1	120.0	125.1	115.8	119.0	119.3	123.1	130.0	9/22/71
142.1	Sept.	122.2	119.1	125.5	116.1	120.6	118.6	123.6	130.4	10/22/71
142.4	Oct.	122.4	118.9	125.9	116.4	121.6	119.3	123.5	129.6	11/19/71
142.6	Nov.	122.6	119.0	126.4	116.6	121.9	118.8	123.7	129.7	12/22/71
143.1	Dec.	123.1	120.3	126.8	116.9	121.8	118.6	123.9	130.1	1/21/72
141.0	An.Av.	121.3	118.4	124.3	115.2	119.8	118.6	122.2	128.4	1/21/72

All Items (1957-59=100)	Year and Month	All Items	Food	<u>Housing</u>		App. & Upkp.	Trans- por- tation	<u>Health and Recreation</u>		Index Release Date
				Total	Rent			Total	Med. Care	
1972:										
143.3	Jan.	123.2	120.3	127.3	117.1	120.2	119.0	124.3	130.5	2/23/72
143.9	Feb.	123.8	122.2	127.6	117.5	120.7	118.3	124.7	131.0	3/23/72
144.3	March	124.0	122.4	127.9	117.7	121.3	118.4	125.0	131.4	4/21/72
144.6	April	124.3	122.4	128.2	118.1	121.8	118.6	125.5	131.7	5/19/72
145.0	May	124.7	122.3	128.5	118.3	122.5	119.5	125.8	132.0	6/21/72
145.4	June	125.0	123.0	129.0	118.8	122.1	119.8	126.1	132.4	7/21/72
145.9	July	125.5	124.2	129.5	119.0	121.1	120.3	126.3	132.7	8/22/72
146.2	Aug.	125.7	124.6	129.9	119.4	120.8	120.5	126.5	132.9	9/22/72
146.8	Sept.	126.2	124.8	130.1	119.9	123.1	121.0	126.8	133.1	10/20/72
147.2	Oct.	126.6	124.9	130.4	120.3	124.3	121.2	127.2	133.9	11/21/72
147.6	Nov.	126.9	125.4	130.8	120.5	125.0	121.4	127.4	134.1	12/22/72
148.0	Dec.	127.3	126.0	131.2	121.0	125.0	121.3	127.5	134.4	1/23/73
145.7	An.Av.	125.3	123.5	129.2	119.2	122.3	119.9	126.1	132.5	1/23/73

NEWS



U. S. DEPARTMENT OF LABOR OFFICE OF INFORMATION

FOR RELEASE:
Tuesday
May 21, 1974
9:00 a.m. CDT

BUREAU OF LABOR STATISTICS
911 WALNUT STREET
KANSAS CITY, MISSOURI 64106
AREA CODE 816 374-2481

CONSUMER PRICE INDEX - U. S.* (1967=100)

APRIL 1974

GROUP	INDEX FOR APRIL 1974	PERCENT CHANGE	
		FROM MARCH 1974	FROM APRIL 1973
ALL ITEMS	144.0	0.6	10.2
FOOD	158.6	-0.3	16.2
FOOD AT HOME	159.4	-0.7	16.9
FOOD AWAY FROM HOME	155.6	1.2	13.6
HOUSING	146.0	0.8	9.9
SHELTER	150.2	0.5	8.8
RENT	128.8	0.3	4.5
HOMEOWNERSHIP	158.2	0.6	10.2
FUELS AND UTILITIES	147.0	1.4	17.5
HOUSEHOLD FURNISHINGS AND OPERATIONS	134.0	1.1	8.4
APPAREL AND UPKEEP	133.6	1.1	6.2
TRANSPORTATION	134.4	1.8	9.6
PRIVATE	133.1	2.1	10.6
PUBLIC	146.3	-0.2	1.7
HEALTH AND RECREATION	136.3	0.7	5.5
MEDICAL CARE	145.6	0.6	6.9
PERSONAL CARE	133.1	1.0	7.5
READING AND RECREATION	130.4	0.7	4.2
OTHER GOODS AND SERVICES	133.6	0.6	4.2

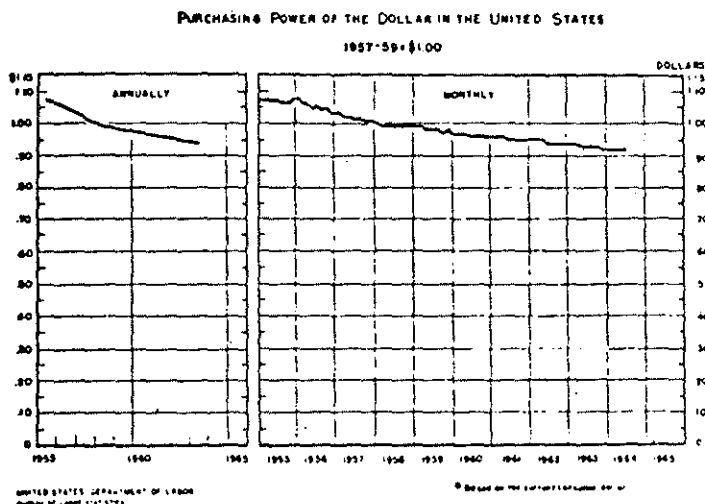
U.S. CONSUMER PRICE INDEX FOR ALL ITEMS APRIL 1974 (1957-59=100) = 167.5

*UNITED STATES CITY AVERAGE FOR URBAN WAGE-EARNERS AND CLERICAL WORKERS

This brief release of the U.S. Consumer Price Index is issued for the convenience of users who have need for the information as soon as it is available. A more comprehensive U.S. release, containing both a narrative report and more detailed tables of national and city data, is available about two weeks after this brief release.

Escalating The Dollar's Purchasing Power

By Max D. Kossoris
Director, Western Region
Bureau of Labor Statistics
U. S. Department of Labor



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Escalating The Dollar's Purchasing Power

By Max D. Kossoris

Director, Western Region
Bureau of Labor Statistics
U. S. Department of Labor

Attorneys frequently are called upon to draw leases, wills, personal performance agreements and other forms of legal documents which run for a substantial number of years and in which the future value of the dollar presents a foreseeable but uncertain deterioration. The generally used technique for solving this problem, and which is coming more into use in a great variety of situations, is to escalate by means of the Consumer Price Index of the Bureau of Labor Statistics of the U.S. Department of Labor. The Consumer Price Index is being used in wage contracts, leases, wills, trusts, alimony and welfare benefits, to name only the major areas of escalation.

To put the problem in its simplest form, let us consider a 20-year lease for a piece of property. The parties agree on a present rental of \$40,000 a year. Should that rental remain at that figure throughout the 20-year period, the lessor may find that the value of \$40,000 in the interval, and very likely 20 years from now, is worth only a fraction of what it will buy now. Obviously that is not a satisfactory proposition. What is needed is a yardstick that will yield throughout the entire period, and at any time during the period, a number of dollars that will have the same purchasing power as \$40,000 has now. The yardstick most frequently used is the Consumer Price Index, generally shortened to CPI.

What is the CPI?

What is the CPI and what does it do? Perhaps the simplest way to describe the CPI is to say that it measures the trend of the retail prices of the goods and services customarily bought by wage earners and salaried clerical workers and their families. These goods and services are built into a fixed market basket which represents the items

purchased by this large segment of our population as well as the relative significance of the items to each other. The price of this basket at any one time compared with the price of it at any other time yields the difference in the purchasing power of the dollar in the hands of the consumer. And the ratio of the price of the basket of goods and services at a future period compared with the price at the time of agreement between the contracting parties provides the ratio by which the original \$40,000 needs to be increased to match the original purchasing power of this sum. If the CPI has gone up by 20 percent by the end of 10 years, for example, then the amount required to reconstitute the value of the original sum will be 120 percent of \$40,000, or \$48,000.

To arrive at the contents of the market basket, the Bureau of Labor Statistics (BLS) studies the expenditures of thousands of families in cities ranging from the size of a city like New York to one as small as Orem, Utah. The cities selected for study include all metropolitan areas with 1960 populations over 1 million and a statistical sampling of medium and small urban areas. From the thousands of completed schedules BLS obtains expenditure patterns for these areas. These patterns, which frequently cover as many as 1,500 to 2,000 separate items, provide the ultimate contents of the market baskets. The large numbers are reduced to about 400 items which represent by far the major portion of expenditures and which make up the market basket. The same analysis also provides the weight for each item, which permits a proper measure of the significance of an increase of \$50 for a T.V. set as against a change of 1 cent per quart of milk or gallon of gasoline. Many of the priced items also carry the weights of unpriced items, thereby including most of these items in the index.

Escalating Change in the Value of the Dollar

The changes in the cost of the composite market basket are expressed as index numbers. The average cost during a base period of 3 years is set at 100. Changes in cost are shown as index numbers which reflect the change from this base. For instance, an index of 110 means the price for the market basket has gone up by 10 percent, 125 that the price has gone up 25 percent, from the base period. However, one need not go back to the base to make comparisons. It is just as simple to compare an index of 125 for one year with that

of 110 for an earlier year. The ratio of 125/110, or 1.14 means that the average price level has risen 14 percent during the interval.

The simplest way of escalating for the changing value of the consumer dollar is the percent of change method just described. But it is not the only method. Some parties prefer a fixed number of dollars for a specified change in points in the index. For example, they may agree on an increase of \$10,000 for every change, upward or downward, of 5 points of the index. Or they may agree to a fixed sum for a change of every point or fraction of a point. For example, a wage agreement may call for an increase of 3 cents per hour for every point of change, or 1 cent for every .5 point, or any other ratio the negotiating parties find acceptable.

Similarly, they may agree on periodic adjustments of various lengths. For example, a contract may provide for an adjustment of the sum payable whenever a payment is due. Or the adjustment may be called for annually, or biennially, or every 5 years—or any other period acceptable to the parties.

Examples of Escalation Agreements

The great variety of uses to which the CPI can be put has already been indicated. The following excerpts are from current wage agreements and indicate some of the ways in which the desired objectives are being accomplished. However, the examples cited are intended only as suggestive. They by no means exhaust all possibilities. Nor are all of them good examples of how such clauses should be written.

Wage Contracts

Example 1. Master Freight Agreement Covering Employees of Private, Common and Contract Carriers - Western States Area

All employees covered by this Agreement shall be covered by the provisions for a cost-of-living allowance, as set forth in this section. The amount of the cost-of-living allowance shall be determined and redetermined as provided below on the basis of the "Consumers' Price Index for Moderate Income Families in Large Cities, New Series (All Items) Published by the Bureau of Labor Statistics, U.S. Department of Labor (1947-49=100)," and referred to herein as the "Index." The first cost-of-living allowance shall be effective the first pay period beginning on or after July 1, 1962, and shall continue in effect until the first pay period, beginning on or after July 1, 1963.

At the time and thereafter during the life of the Agreement, adjustments in the cost-of-living allowances shall be made annually on the basis of changes in the index as follows:

Effective Date of Adjustment	Based Upon
First pay period beginning on or after July 1, 1962, and at annual intervals thereafter.	As of December, 1961, and as of annual intervals thereafter.

In the event that the Bureau of Labor Statistics shall not issue the appropriate index on or before the beginning of one of the pay periods referred to in the above table, any adjustment in the allowance required by such index shall be effective at the beginning of the first pay period after receipt of such index. No adjustments, retroactive or otherwise, shall be made in the amount of the cost-of-living allowance due to any revision which later may be made in the published figures for the index for any month on the basis of which the allowance has been determined.

The amount of the cost-of-living allowance which shall be effective for any such annual period shall be determined in accordance with the following table:

Index	Allowances	
127.5-127.8	None	
127.9-128.2	1c per hour	.25 mill/mile
128.3-128.6	2c per hour	.50 mill/mile
128.7-129	3c per hour	.75 mill/mile
129.1-129.4	4c per hour	1.00 mill/mile
129.5-129.8	5c per hour	1.25 mill/mile
129.9-130.2	6c per hour	1.50 mill/mile
130.3-130.6	7c per hour	1.75 mill/mile
130.7-131	8c per hour	2.00 mill/mile
131.1-131.4	9c per hour	2.25 mill/mile
131.5-131.8	10c per hour	2.50 mill/mile

and so forth, with 1 cent per hour or .25 mill per mile adjustments thereafter for each .4 change in the Index. The cost-of-living allowance shall not become a fixed part of the base rates for any classification. A decline in the Index shall not result in a reduction of classification base rates. Continuance of the cost-of-living allowance shall be contingent upon the continued availability of official monthly Bureau of Labor Statistics Price Index in its present form and calculated on same basis as Index for December, 1954, unless otherwise agreed upon by the parties.

It is understood that the parties hereto may determine during the life of this contract what application shall be made of such cost-of-living increases in reference to where the same will be applied on provisions of this contract.

Example 2. Master Agreement; California Metal Trades Association and International Association of Machinists, AFL-CIO

(a) If, during the period of this Agreement, the Bureau of Labor Statistics Consumers' Price Index, hereinafter referred to as the BLS, shall increase, a cost-of-living adjustment will be made in each classification wage rate in accordance with the following formula:

(b) **COST-OF-LIVING FORMULA:** If, during the yearly period from May 15, 1963 to May 15, 1964, the BLS shall increase from the May 15, 1963 level, to a level .5 or more above the May 15, 1963 level, there shall be added to the straight time hourly wage rate of each employee a cost-of-living adjustment of one-cent (1c) increase for each .5 point change in the Index, provided, however, that the maximum increase allowable due to the application of this formula shall be three-cents (3c) per hour.

The cost-of-living adjustment under this formula, if any, shall be made on the first pay period beginning on or after October 1, 1964. The cost-of-living adjustment due on this date shall be based on the first published BLS Consumers' Price Index for May 15, 1963, and May 15, 1964, respectively.

Cost-of-living adjustments shall be used in computing overtime, vacation payments, holiday payments, call-in and call-back pay, and supplemental sick leave payments.

(c) No adjustments, retroactive or otherwise, shall be made due to any revision which may later be made in the published figures for the BLS Consumers' Price Index for any base period.

(d) It is agreed that the cost-of-living adjustments are to be based on the revised Bureau of Labor Statistics index. However, should there be a complete revision of the method used by the United States Department of Labor to calculate the Index (Consumers' Price Index) the Index will be invalidated as a means of computing cost-of-living wage adjustments in this Agreement. In such event, this Agreement will be reopened for the sole purpose of developing a new basis for computing adjustments in wages due to changes in the cost-of-living.

Example 3. Agreement between Aerojet-General Nuclear Corporation and the International Association of Machinists

a) **Basis for Determination:** The "Amount of Cost-of-Living Adjustment" shall be determined in accordance with changes in the "Revised Consumer Price Index for Moderate-Income Families in Large Cities in the United States," published monthly by the Bureau of Labor Statistics, United States Department of Labor (1947-1949 equals 100) and hereafter referred to as the BLS Consumer Price Index.

During the term of this Agreement, any change in the BLS Consumer Price Index to 126.7 or below shall not be used as a basis for reducing the hourly wage rate ranges of job classifications, and basic hourly wage rates of employees below the rates set forth in this Agreement. In the event the Bureau of Labor Statistics ceases monthly publication of such Revised Consumer Price Index in its present form and calculated upon the same basis as the Index for January, 1953, this Section shall be converted to continue cost-of-living adjustments on the basis of such conversion tables as compiled by the BLS.

b. **Amount of Cost-of-Living Adjustment:** The amount of any cost-of-living adjustment to be in effect during any three (3) month period covered by this Agreement shall be determined from the following table:

BLS Consumer Price Index	Amount of Cost-of-Living Adjustment (Cents)
126.7 and below	0
126.8-127.2	1
127.3-127.7	3
127.8-128.2	3
128.3-128.7	4
128.8-129.2	5
129.3-129.7	6

In the event the BLS Consumer Price Index rises above 129.7 this table shall be extended by adding one cent (1c) to the "Amount of Cost-of-Living Adjustment" for each additional 0.5 rise in the BLS Consumer Price Index.

c. Time of Adjustment: Adjustments under this Section shall be made the first Monday following June 1, September 1, December 1, and March 1, during the existence of this Agreement, based, respectively, on the Index issued as of the preceding April, July, October and January, which denotes the BLS figure for the preceding months. Any adjustment required shall be effective the start of the payroll period next following the date of adjustment and shall continue for the ensuing three (3) month period. In the event the appropriate BLS Consumer Price Index is not published on or before the beginning of the effective payroll period, any adjustment required will be made effective at the beginning of the first payroll period after publication of the BLS Consumer Price Index. No adjustments, retroactive or otherwise, shall be made because of any revision which may later be made in the published figures in the BLS Consumer Price Index.

Leases can be phrased similarly, providing for fixed dollar amounts of change when the index reaches specified points. Or they can provide that at fixed time intervals, or at specified dates, the rental be adjusted on the basis of points of change in the index, with a given dollar increase per point of increase in the index. Even simpler would be a provision—applicable to all types of contracts—that at specified dates the wage, rent, alimony, etc. be adjusted by the same percentage as the CPI had changed over the specified interval. Similarly, a testator could leave an heir a sum equivalent in purchasing power at the time of the testator's death to a fixed sum now, using the CPI as the escalator.

The examples which follow are taken respectively from two wills and two commercial leases.

Example 1. Will

"to pay to my wife Catherine, so long as she shall live, or until she shall remarry, the entire net income from my said trust estate up to but not exceeding the sum of \$ _____ per month, provided however, said maximum monthly payment from the net income shall be increased or decreased on the first day of January of each calendar year during the life of this trust in

proportion to the increase or decrease, if any, in the Consumer Index of the United States Department of Labor, Bureau of Labor Statistics, from the level of said index on July 1, which was 114.7; and provided further that no increase or decrease in the monthly payment to my wife under this Article of less than Ten Dollars (\$10.00) per month shall be taken into account.

Example 2. Will

Trustee shall pay to Trustor's wife from said income so much or all thereof as may be necessary when added to income payments made to the Trustor's surviving wife pursuant to paragraph (d) of this Article III will result in the receipt by her of the sum of \$7,500 per year. Said sum of \$7,500 as used in this paragraph (e) shall be deemed and taken to mean that amount of money which at the time of payment has the purchasing power of \$7,500 computed as of September 1, 1953. The Trustee in its discretion may use, and is hereby requested to use, in calculating the purchasing power of said sum the Cost of Living Index published by the United States Department of Labor if such index be then published, and, if no such index be published, then the Trustee in its discretion shall employ such other standards of comparison, whether derived from governmental or from private sources, as it may from time to time determine in its discretion to be most reliable. Said calculation of purchasing power shall be made not less frequently than annually, and it is recommended to the Trustee that the Trustee use the average, or mean, of the purchasing power of the dollar for the last three months of each calendar year in arriving at its determination of the amount to be paid to Trustor's said wife for the entire year."

Example 3. Lease (Commercial Building)

"On each September 1st of every year of the duration of this lease after the beginning, the monthly rental for the ensuing twelve months shall be adjusted upward or downward in the same percentage proportion that the Consumer Price Index for the San Francisco area of the U. S. Department of Labor, Bureau of Labor Statistics, shall be increased or decreased over the price index of March 15, 1963."

Example 4. Lease (Commercial Building)

"If Lessee shall exercise this option to extend this Lease for an additional FIVE years commencing April 15, 1964, and ending April 14, 1969, the rental shall be \$2100. On April 15, 1964 and on every April 15 thereafter the monthly rental for the ensuing twelve months shall be adjusted upward or downward in the same percentage proportion that the Consumer Price Index for the San Francisco Area of the U. S. Department of Labor, Bureau of Labor Statistics, shall have increased or decreased over the price index on April 15, 1963."

While it would not be difficult to suggest clauses to meet specific situations, so many variations are possible

that this had better be left to the contracting parties.

Problems

Many problems face the users of the all-items index aside from those already discussed. Will the index be available for the foreseeable future? Will the base be the same? Will the point values remain the same? If the index is revised—as it is about every 10 years so as to keep it reasonably in line with changing expenditure patterns—will it be possible to make the necessary conversions? Will BLS provide the conversion factors? Must the all items index be used or can one use any portion of it? Should one use the composite U. S. index of all cities or can one use the index for a given city? Are the data readily available?

Taking the last question first, BLS will be glad to supply published data on request. It is possible to use either the U. S. or a particular city index, provided one is available. It is safer to use the U. S. index, however, because there is always the possibility that the composition of cities in the index may be changed in subsequent index revisions. It is not likely that New York or Los Angeles will drop out, but it is possible that, over a period of years, a smaller city—such as Portland, Oregon—may be dropped when the index is revised.

As the CPI is one of the most important statistical measures compiled by a federal agency, there is very little likelihood that it will be discontinued. Data are available now back to 1913 and no break is likely in the foreseeable future.

However, the index is revised periodically to take account of changes in expenditure habits or patterns of the wage and salary group of consumers. These changes are linked statistically to earlier data and present no problem to the users of the CPI. On the contrary, the revision assures them that the index is reasonably current in what it measures and that it is not tied to an archaic expenditure pattern of 20 years ago which takes no account of the shifts in consumer habits since then. But a change in the base period may present a problem if the contract is geared to points of change in the index rather than to percent of change. For the value of an index point in an index on one base period probably will be different from that in an index on a different base.

To take care of such situations, BLS provides conversion

factors which permit converting the new index figure to the earlier base or vice versa. If, on the other hand, the adjustment is to be made on the basis of the percent of change in the index, then the change in the base offers no problem. The percent of change between any set of months or years remains the same, no matter what the base period is. The Bureau links the revised index to the earlier index and converts the earlier index figures to the new base. What is important for the attorney to remember is that the agreement should provide for the contingency of the index revision and change in base when an agreement is expressed in terms of index points. This can be done by specifying the use of conversion factors—or by the more laborious process of renegotiation of the contract. This obviously—as is the use of the CPI in all of its other aspects—is a matter for the contracting parties to decide.

Again, it is safer to use the all-items index than any one specific item. Obviously, some categories—such as food—will always be in the index. But the subgroup of dairy or bakery products within this group could conceivably be modified so as to make a direct comparison difficult over a period of years.

Another contingency is that the Bureau may change the composition of the group covered by the index. At present the index covers urban wage-earner and clerical-worker families. The time may come when the Bureau may expand the coverage to include the total non-farm population. Or it may decide to issue more than one index simultaneously—for example, one for the presently covered group of wage- and clerical-worker families and another for the total non-farm population. Again, beginning with January 1964, for example, the Bureau has three all-items indexes—the old index (planned to be carried through June of 1964), a revised index for families (comparable with the pre-1964 index), and a new revised index for families and single persons, which will be the Bureau's official index.

There are, of course, various ways of dealing with this problem of coverage. One way is to specify in the contract the actual index used, describing it in sufficient identifying detail, and with the addition of a phrase such as "calculated according to the procedures in effect as of _____." Another method is simply to specify that the index to be used is the "official" index of the Bureau, on the assumption that

this designation will select the measure which the Bureau believes to most accurately reflect changes in the purchasing power of the dollar. In any case, a contract should specify what to do in such cases. In the absence of specific instructions, the least that should be done by way of providing a safeguard is to require renegotiation when major changes are made or when a choice of index is presented.

Available Data

This discussion is particularly timely because the Bureau published a revised index in February 1964, for the month of January 1964. This updated index has a somewhat different composition for the U. S. as a whole than earlier indexes, but more accurately represents price trends for the country as a whole as well as for individual cities. The base remains 1957-59=100—which is the base now common to most indexes provided by agencies of the federal government. Consequently conversion factors will not be needed.

The correct title of the index is the *Consumer Price Index*. It should further be identified as published by the Bureau of Labor Statistics of the U. S. Department of Labor. If adjustments are for points of change, the base to be used should be specified.

The U. S. index is computed monthly and is available, as a rule, about the fourth week of the month with data for the preceding month. The index for January, for example, is published about February 23—or a few days later. Individual city indexes for the largest cities also are available monthly. But for smaller metropolitan areas data are published only quarterly. And for still smaller urban areas, no data are published at all, although the data collected for these areas enter into the computation of the U. S. index.

City Indexes

The cities for which data will be published, beginning with January 1964, and the months for which data are available are as follows:

National Index Status	Metropolitan Area	Data Months
A.		
Cities Included in Revised CPI	New York	Monthly
	Chicago	Monthly
	Detroit	Monthly
	Los Angeles	Monthly
	Philadelphia	Monthly
	Atlanta	Mar., June, Sept., Dec.
	Baltimore	Mar., June, Sept., Dec.
	Boston	Jan., April, July, Oct.
	Cleveland	Feb., May, Aug., Nov.
	Pittsburgh	Jan., April, July, Oct.
	St. Louis	Mar., June, Sept., Dec.
	San Francisco	Mar., June, Sept., Dec.
	Seattle	Feb., May, Aug., Nov.
	Washington, D. C.	Feb., May, Aug., Nov.
	Cincinnati ^{1/}	Mar., June, Sept., Dec.
	Houston ^{1/}	Feb., May, Aug., Nov.
	Revised basis	*Jan., April, July, Oct.
	Kansas City ^{1/}	†Jan., April, July, Oct.
	Revised basis	*Mar., June, Sept., Dec.
	Minneapolis ^{1/}	Jan., April, July, Oct.
B.		
Cities to be Added in January 1964	Buffalo	Feb., May, Aug., Nov.
	Dallas	Feb., May, Aug., Nov.
	Honolulu	Mar., June, Sept., Dec.
C.		
Cities to be Added in 1966	San Diego	Feb., May, Aug., Nov.
	Milwaukee ^{1/}	Feb., May, Aug., Nov.
D.		
Cities to be Dropped in June 1964	Portland (Oreg.)	Jan., April, July, Oct.
	Scranton	Feb., May, Aug., Nov.

†Old basis

*Thus, separate indexes will be available on the revised basis for 17 cities and on the old basis for 5 additional cities through 1964 and the first half of 1965. Beginning in July 1965, indexes on the revised basis will be published for 23 cities.

*^{1/}Published only on the old basis during 1964 and the first half of 1965, and will be added to the new national index in 1966.

The updated index introduced some changes in group and subgroup indexes. The make-up of the index data which will be available for the U. S. and for individual city indexes, and an indication of the contents of designations where these are not self-explanatory, follows:

Groups and subgroups	Comments
Food	
Food at home	
Cereals and bakery products	
Meats, poultry, and fish	
Dairy products	
Fruits and Vegetables	
Food away from home	
Housing	
Shelter	Also includes hotel and motel rates
Rent	
Rent	Rent of dwelling
Homeownership	Includes home purchase, mortgage interest, taxes, insurance and repairs and maintenance
Fuel and utilities	Includes telephone, water and sewerage, not shown separately
Fuel oil and Coal	
Gas and electricity	
Household furnishings and operation	Includes housefurnishings and housekeeping supplies and services
Apparel	Includes other apparel not shown separately
Men's and boys'	
Women's and girls'	
Footwear	
Transportation	
Private	Car purchase, repairs, insurance, gasoline, tires, etc.
Public	Bus, streetcar, railroad, air, etc.
Health and Recreation	
Medical care	Doctor, dentist, eye glasses, hospital, surgery, drugs, etc.
Personal Care	Haircuts, permanents, etc.
Reading and recreation	Papers, magazines, movies, T.V., etc.
Other goods and services	Alcoholic beverages, cigarettes, tobacco, etc.

Do's and Don'ts Summary

1. Properly identify the index as the Consumer Price Index of the Bureau of Labor Statistics of the U.S. Department of Labor. Do not refer to it in such general terms as "the government's cost of living index" or simply as "The Consumer Price Index."

2. Identify the index to be used as either the U.S. index or as a city index, if one is intended.

3. Identify the points in time for which change is to be measured. For example, June 1959 and May 1965. Do not specify a particular date within a month, as the index figure applies to the entire month. For example, specify "July 1965," but not "July 15, 1965." If a yearly average is to be used, the agreement should make this clear.

4. If a city index is to be used, be sure one is published for the month for which the adjustment is to be made. For example, it would be confusing to specify July for the San Francisco index because no index is provided for July.

5. The agreement should specify whether the change depending on the movement of the index is to work both ways—i.e. up or down—or only in one direction. Careless language may rule out downward trends if these are intended to be included.

6. The escalation clause should specify when the changed rate in wages, rents, etc., is to go into effect. Some wage escalation contracts, for example, base the adjustment for the CPI in July but do not effect the change in wage rates until the following January. There is no reason, however, why the effective date can not be anything the parties agree on, even to making it retroactive.

7. The escalator clause should provide for the probability that the CPI may be revised and what the parties will do when this happens. When in doubt as to the availability of CPI data or a method of adjustment, feel free to consult the regional office of BLS. This is a public service, available on request.

Assistance

Users of the Consumer Price Index, whether for the U.S. or for a specified city, should regard the revised (1964) indexes as continuations of the present indexes. Where diff-

culties arise because of legal considerations or differences in definitions, the Bureau will be glad to be of assistance. As already indicated, the Bureau will carry the revised index back and will provide conversion factors to permit shifting the revised index over to the earlier index. This will be necessary in many of existing contracts for the escalation of wages, for example, most of which are tied to the value of index points. In any case, in the western states questions pertaining to the CPI may be directed to the Western Regional Office of the Bureau at 450 Golden Gate Avenue, Room 10468, Box 36017, San Francisco, California. (This office serves thirteen Western States, including Hawaii and Alaska). Similarly, the CPI data for the U. S. or any of the cities for which data are published may be obtained from this office. There is no charge for either the assistance or data. Other regional offices are located in Atlanta, Cleveland, Chicago, New York and Boston, each serving a group of States.

A few of the available Bureau reports dealing with the Consumer Price Index, and available on request, are:

The Consumer Price Index - A Short Description

The CPI As A Price Escalator: An Aid to Users of the Index

Information for Contractors Using the Consumer Price Index For Escalation Purposes

Consumer Price Indexes for Individual Cities

Computing the Consumer Price Index

Consumer Price Index - Western Cities and U. S. Average (monthly)

Another escalating measure, the Wholesale Price Index, frequently used in industrial contracts, will be discussed in a later article.

REPORT OF SALARY SUBCOMMITTEE #1

COMPARABILITY AND APPLICABILITY TO THE EMPLOYMENT NEEDS
OF THE DEPARTMENT WITH COMPARABLE MERIT SYSTEMS POSITIONS

SUBCOMMITTEE
DAVE ALVORD, CHAIRMAN
DEAN CROCKER
DAVE MILLS
DON PERKINS

REPORT OF SUBCOMMITTEE #1

The task assigned to this subcommittee was to study the comparability and applicability of the Department of Public Instruction's employment needs in relation to those of the Merit System.

An examination of the Merit System's job classification scheme was undertaken to discover which job classifications had educational, certification and experience requirements most similar to those of the Department of Public Instruction's professional staff. The examination revealed that the following eight general Merit System employment areas contained job classifications which were somewhat similar with respect to those three factors:¹

- 1.) General Administration
- 2.) Human Services
- 3.) Public Health and Environmental
- 4.) Library Services
- 5.) Engineering
- 6.) Fiscal
- 7.) Information Services
- 8.) Research and Statistics

Within the eight general Merit System employment areas there were 96 individual job titles which, to some degree, partially met educational, certification and experience requirements similar to those met by the Department of Public Instruction's professional staff. Of these 96, only nine met all three Department of Public Instruction employment requirements; certification of some nature, five years of work experience and an MA degree.² All but two of these nine, however, allowed for some type of "equivalent" field or work experience

¹"College and University Grads, How About ME?" Iowa Merit Employment Department, Grimes State Office Building, Des Moines, Iowa 50319.

²It is understood that occasionally the Department of Public Instruction had made exceptions in hiring professional staff who do not meet all three of these conditions. However, employees who do not meet such requirements suffer financial loss in terms of starting below the normal entry level salary, a loss they would not otherwise have incurred had they been able to satisfy each of the three employment requirements.

to be substituted for the degree requirement. Thus, leaving only two Merit System job titles which met each of the Department of Public Instruction's educational, certification and experience requirements.

A second approach was undertaken to compare the Department of Public Instruction and Merit System positions on the basis of salary ranges. The Department of Public Instruction positions of consultant, supervisor, chief, director, and associate superintendent were paired with Merit System pay grades which were most closely associated with the salary ranges of the Department of Public Instruction positions. As reflected in Table 1, the Merit System pay grades most closely associated with DPI professional positions range from pay grade 30 to pay grade 36. The ranges for both the Department and the Merit System are shown for the present fiscal year and are also projected for fiscal 1975.

After the identification of Merit System pay grade salary ranges which matched specific Departmental positions was made, a request was issued to Mr. Floyd Sievers to secure Merit System job descriptions which fell within these pay grades and also met at least one of the three Department's professional staff employment conditions (MA degree, certification and five years experience). From these job descriptions, comparisons in terms of the three employment conditions were made with Merit positions for each of the general DPI job positions of consultant, supervisor, chief, and director. The comparisons are presented in Tables 2 through 6.

Table 2 compares the Department's consultant position with 16 Merit positions at pay grade 30. The comparison, on the basis of certification, indicates only one Merit position which requires any type of certification, while all Departmental consultant positions require certification. In terms of the minimum education requirement, all Departmental consultant positions require an MA degree, while only two of the 16 Merit positions had an MA requirement and two had only high school graduation requirements. The minimum experience

requirement for Departmental consultant positions was five years and the mean experience requirement for the 16 Merit positions was only 4.69 years.

Table 3 presents a comparison of six Merit System pay grade 31 positions with the Department's consultant level position. None of the six Merit positions required certification of any kind and educational requirements averaged only a high school diploma plus two years of college. Although the Merit positions required an average of 7.5 years of experience while the Departmental requirement was only 5 years, it should be noted that Merit education requirements can be substituted with work experience credit, thus the Merit averages for experience requirements are considerably higher when the minimum education requirements for Merit positions are graduation from high school.

In Table 4 the Department's supervisor position was compared with 10 Merit positions of pay grade 32. All Departmental positions required certification while only two of the 10 Merit positions required certification. The average educational requirement for Merit positions was a BA degree, while an MA degree was required for all Departmental positions. The average experience requirements were 5 years for Departmental positions and 6.4 years for Merit positions.

Table 5 displays a comparison of eight Merit pay grade 33 positions with the Department's chief position. Two of the eight Merit positions required certification while, again all Department positions have certification as a requirement. For Merit positions the minimum educational requirement was 3.5 years of college, and an MA degree for Departmental positions. The experience requirements for Merit positions were 1.1 years higher on the average than the Departmental experience requirements.

In Table 6 nine Merit positions, pay grades 34 and 35, were compared to Departmental director positions. Departmental requirements across the two comparison factors, certification and education, were higher. Merit positions, however, required slightly more experience.

The comparisons reflected in Tables 2 through 6 indicate in all cases that regardless of which Departmental position is compared to the set of Merit positions, the certification and minimum education requirements of the Department of Public Instruction far exceed those of the comparable salaried Merit System positions. The experience requirements for Merit positions compared are generally the same or slightly higher, although the reason for this, as earlier mentioned is due to the practice of substituting experience for educational requirements.

A third aspect of this investigation dealt with a comparison of job functions and responsibilities of Departmental and Merit System positions. The comparison was made at only one position level due to time constraints. The comparison involved three Departmental consultant positions and three Merit System pay grade 30 positions. As indicated in Table 1 pay grade 30 is the Merit salary range which most closely matches that of the consultant salary range. The comparisons of job functions were made on the basis of two scales developed by Fine and Wiley.³

Fine and Wiley suggested that all jobs have two elements in common: One element involves working with data and the other involves interacting with people. For each element, Fine and Wiley have developed a scale which depicts a hierarchy of various levels of sophistication in working with data and people. These are presented in Tables 7 and 8.

Utilizing the two classification scheme developed by Fine and Wiley, six Department of Public Instruction employees were given six identically formatted job descriptions which contained no job titles, experience or educational requirement references. Three of the job descriptions were Departmental consultant

³Fine, Sidney A. and Wiley, Wretha W. An Introduction to Functional Job Analysis: A Scaling of Selected Tasks from the Social Welfare Field. Methods for Manpower Analysis No.4. Eric Document Number ED060221, September 1971.

positions now in use in the Department of Public Instruction and three were Merit System pay grade 30 positions. The descriptions were not identified as Departmental or Merit jobs in any manner and were sequenced alternately with DPI and Merit job descriptions. The six participants were then asked to read each job description and decide for each of the data and people function hierarchies which level or levels of operation each job required. Each participant performed this task independently and without knowledge of the purpose of the investigation. The participant's ratings are presented in the form of graphs in Tables 9 and 10.

Since there were six raters, each rating three DPI and three Merit positions, each position had a total of 18 values assigned to it. The tables indicate the number of times the three Department and the three Merit positions were assigned a given value. For example, in terms of the data function, the three Departmental positions were assigned the highest value eight times while the three Merit positions were assigned the highest value only seven times.

Graphically the results of classifying the six positions appear to be quite similar both in terms of the data and people functions. The question of whether Departmental or Merit positions required a higher level of sophistication in terms of data and people functions is left unanswered by the graphic comparison in Tables 9 and 10. In order to answer this question a statistical technique called the Mann Whitney U Test was applied. The results of the test indicated that the Departmental and Merit positions were not significantly different in terms of the way they were rated on either the data or people function hierarchies.

Three basic assumptions were made in drawing conclusions from this aspect of the comparison of DPI and Merit positions: 1) The six job descriptions accurately reflected the functions and responsibilities of the job described; 2) Participants who classified the jobs according to the two Fine and Wiley scales used only the information within the job descriptions to do so; and 3) The Fine and Wiley scales are valid.

The first assumption appears justified since, in the case of the three Departmental job descriptions each was written by the individual performing the job and reviewed by management within the same division. In the Merit situation, it has been suggested that considerable care is taken and continual revision and review are made to assure that job descriptions accurately reflect actual job functions.

Both the second and third assumptions can be somewhat verified by calculating a rater reliability coefficient which will suggest if raters tended to rate the same jobs in the same manner and also if the scales are functioning as intended. The data from Table 11, which displays the actual ratings assigned to each of the six positions by the six raters, were used to calculate correlation coefficient which describe the inter-rater reliability. The coefficients, shown in Table 12, were combined to compute an average correlation coefficient of .39. This figure indicates that the correlation is significantly greater than zero. In other words, there is a certain degree of inter-rater reliability which in turn suggests that the classification scales appear to be operating as intended and also that raters tended to rate the same jobs in a similar manner.

It should, however, be pointed out that if the same calculation was made omitting rater number three, the reliability would increase from .39 to .56, thus further strengthening the validity of assumptions two and three.⁴ In calculating a reliability coefficient on the basis of such a small number of raters and positions, only a slight disagreement among raters is required to significantly lower the reliability coefficient.

In addition to rating each of the six jobs in terms of Fine and Wiley's data and people function hierarchies, raters were also asked to rate each job in terms of the scope of responsibility required by the position. Scope of

⁴An inspection of Table 11 points out that rater three assigned values to both DPI and Merit positions which differed considerable in some cases from values assigned the same positions by the other.

responsibility was defined in terms of geographical considerations. The scope of responsibility, as defined, ranged from: 1.) responsibility for a single operating unit (i.e. a given school building or a given correctional institution); 2.) responsibility for a multi-unit operation (i.e. several schools within the same district or a number of different law enforcement departments with the same law enforcement agency); 3.) responsibility for a regional operation (i.e. several school districts within a given geographic area or several health services agencies within a given county); 4.) responsibility for a statewide operation (i.e. all school districts within the state or all drug treatment programs within the state).

A value of one to four was assigned to each level of responsibility in the following manner:

<u>Lowest</u>	Value 1 - single operating unit
	Value 2 - multi-unit operation
	Value 3 - regional operation
<u>Highest</u>	Value 4 - statewide operation

The actual values assigned to the six jobs by the six raters are presented in graphic form in Table 13. Again, since six raters rated three DPI and three Merit positions, there were 18 possible values which were assigned to DPI positions and 18 to Merit positions. Seventeen of the 18 values assigned to DPI positions were the highest possible ratings while only 12 Merit positions received the highest ratings. Again, to answer the question of whether Departmental or Merit positions were assigned higher values in terms of scope of job responsibility, the Mann Whitney U Test was made. Results indicated that Merit and Departmental positions compared were not significantly different in terms of the scope of job responsibility.

Conclusions

1. Minimum educational requirements for DPI positions consultant, supervisor, chief, and director are considerably higher than requirements for comparable salaried Merit positions.

2. Minimum experience requirements for DPI positions studied are, in general, slightly lower than requirements for comparable salaried Merit positions.
(The exception is DPI consultant vs. Merit pay grade 30.)
3. All DPI professional positions require certification while only 9 of 96 comparable salary range Merit positions examined had some certification or licensing requirement.
4. DPI and Merit positions with comparable salary ranges are not significantly different in terms of the level of sophistication required in working with data or in dealing with people.
5. DPI and Merit positions with comparable salary ranges are not significantly different with respect to the scope of job responsibility.
6. Only two Merit positions, of the 96 studied, met all education, certification, and experience conditions required of professional staff employees of the DPI.
7. Merit education, certification and experience requirements were found to be somewhat inconsistent with respect to pay grade. For example, one would expect the requirements to increase as pay grades increased. However, in this study of these particular Merit positions it was not the case.

In terms of certification requirements, the ratio of the Merit jobs studied which required certification to those not requiring certification decreased from pay grade 30 to 31, increased from pay grade 31 to 32, increased from pay grade 32 to 33, and then decreased from pay grade 33 to 34 and 35.

Similar inconsistencies were also found in terms of the minimum educational and experience requirements for the Merit positions studied. Minimum educational requirements decreased from pay grade 30 to 31, increased from pay grade 31 to 32, decreased from pay grade 32 to 33 and remained consistent from pay grade 33 to pay grade 34 and 35.

Merit minimum experience requirements increased from pay grade 30 to 31, decreased from 31 to 32 and from 32 to 33, and finally increased again from pay grade 33 to 34 and 35.

8. Regardless of the DPI position (consultant, supervisor, chief, director) used for comparison, the minimum DPI education and certification requirements exceed all Merit requirements for most comparable salaried positions at each pay grade from grade 30 up to and including grade 35. No comparisons were made beyond pay grade 35.
9. Based upon the comparison of DPI and Merit positions using the factors: minimum education; certification; data function; people function; and scope of job responsibility; all professional DPI consultant, supervisor, chief, and director positions, which do not deviate from minimum employment conditions (MA degree, 5 years experience, and certification), meet or exceed comparable salaried Merit positions studied on each factor compared.

Based upon the above overall conclusions, it is evident that DPI Fiscal Year 1975 projected salary ranges for professional staff at various levels of positions are certainly "in line" with comparable salaried Merit positions. Indeed, the findings of this investigation suggest that DPI salary ranges when compared to comparable salaried Merit positions are very similar, in spite of the fact that they meet or exceed Merit requirements on many factors compared.

Table 1. DPI Positions and Salary Ranges and Corresponding Merit Salary Ranges and Associated Pay Grades

DPI Position Title	Fiscal Year	DPI Salary Range		Fiscal Year	M-E Salary Range		M-E Pay Grade
		Entry	Maximum		Entry	Maximum	
Consultant	74 ^a	11,900	17,000	74 ^c	11,928	16,788	30
	75 ^b	13,113	18,732	75 ^d	12,823	18,047	
	76	14,500	21,500	76	13,257	19,357	
				74	12,528	17,628	31
				75	13,467	18,950	
				76	14,445	20,325	
Supervisor	74	13,090	18,190	74	13,152	18,504	32
	75	14,424	20,044	75	14,138	19,892	
	76	15,950	22,950	76	15,167	21,341	
Chief	74	13,685	18,785	74	13,152	18,504	32
	75	15,080	20,699	75	14,138	19,891	
	76	16,675	23,675	76	15,167	21,341	
				74	13,812	19,428	33
				75	14,848	20,885	
				76	15,925	22,408	
Director	74	14,875	19,975	74	14,508	20,400	34
	75	16,391	22,010	75	15,596	21,930	
	76	18,125	25,125	76	16,721	23,528	
				74	15,228	21,420	35
				75	16,370	23,026	
				76	17,557	24,704	
Associate Superintendent	74	16,065	21,165	74	15,984	22,488	36
	75	17,702	23,322	75	17,183	24,175	
	76	19,575	26,575	76	18,435	25,939	

^aFigures based upon May 1970 DPI adopted salary schedule.

^bFigures based upon 2.5% increase from DPI monies on hand and the projected 75% cost of living increase proposed by the Iowa Legislature (10.19% actual).

^cFigures based upon present Merit Employment salary schedule (10.19% actual).

^dFigures based upon proposed Fiscal 1975 Merit Employment salary schedule and projected 7.5% cost of living increase proposed by Iowa Legislature.

Table 2. Comparison of 16 Randomly Selected Merit Jobs
(Pay Grade 30) with DPI Consultant Level Positions
in Terms of Certification, Minimum Education and
Experience Requirements

<u>Job Title</u>	<u>Certification Requirement</u>		<u>Min. Education Requirement</u>	<u>Min. Experience Requirement</u>
	<u>Yes</u>	<u>No</u>		
<u>DPI</u> Consultant	X		MA	5
<u>Merit</u> Transportation Planner II		X	BA	3
Law Enforcement Instructor		X	BA	5
Social Worker VI		X	BA	5
Parole and Probation Admin.		X	BA	6
Environmental Specialist III		X	BA	3
Treatment Services Director		X	BA	4
Water Resources Engineer II		X	BA	3
Revenue Admin. I			HS	4
Youth Services Assistant		X	MA	3
Superintendent				
Manpower Research Economist IV		X	HS	11
County Social Services Director III		X	BA	5
Higher Education Facilities Specialist		X	BA	2
Dietary Administrator		X	BA	7
Assistant Director, Public Health Nursing	X		MA	4
Environmental Specialist III		X	BA	3
Fisheries Superintendent		X	BA	7
			<u>DPI</u> MA	<u>Merit</u> BA
X Degree Requirement				
X Experience Requirement			5 years	4.69 Years
Percent of Jobs Studied Requiring Certification			100%	6%

Table 3. Comparison of Six Randomly Selected Merit Jobs
(Pay Grade 31) with DPI Consultant Level Positions
in Terms of Certification, Minimum Education and
Experience Requirements

	<u>Certification Requirement</u>		<u>Min. Education Requirement</u>	<u>Min. Experience Requirement</u>
	Yes	No		
<u>DPI</u>				
Consultant	X		MA	5
<u>Merit</u>				
Resource Conservationist		X	HS	12
Utilization Review Office		X	BA	5
Revenue Supervision III		X	HS	8
County Social Services		X	BA	6
Director IV				
Budget Analyst IV		X	HS	8
Developmental Disabilities		X	BA	6
Project Administration				
			<u>DPI</u>	<u>Merit</u>
\bar{X} Degree Requirement			MA	HS + 2 yr. college
\bar{X} Experience Requirement			5 years	7.5 yrs.
Percent of Jobs Studied Requiring Certifications			100%	0%

Table 4. Comparison of Ten Randomly Selected Merit Jobs
(Pay Grade 32) with DPI Supervisor Positions
in Terms of Certification, Minimum Education
and Experience Requirements

<u>Job Title</u>	<u>Certification Requirement</u>		<u>Min. Education Requirement</u>	<u>Min. Experience Requirement</u>
	Yes	No		
<u>DPI</u> Supervisor	X		MA	5
<u>Merit</u> Treatment Team Leader		X	MA	4
Statistical Research Analyst IV		X	HS	12
Revenue Admin. II		X	HS	3
Social Work Admin. I		X	BA	6
Water Resources Engineer III	X		BA	5
Vital Statistics Administrator		X	BA	5
Transportation Planner III		X	HS	9
Asst. Law Enforcement Academy Director		X	BA	6
Mental Health Nursing Consultant	X		MA	5
Psychologist III		X	MA	4

	<u>DPI</u> MA	<u>Merit</u> BA
X Degree Requirement		
X Experience Requirement	5 years	6.4 years
Percent of Jobs Studied Requiring Certification	100%	20%

Table 5. Comparison of Eight Randomly Selected Merit Jobs
(Pay Grade 33) with DPI Chief Positions in Terms
of Certification, Minimum Education and Experience
Requirements

<u>Job Title</u>	<u>Certification Requirement</u>		<u>Min. Education Requirement</u>	<u>Min. Experience Requirement</u>
	<u>Yes</u>	<u>No</u>		
<u>DPI</u> Chief	X		MA	5
<u>Merit</u> Central Services Director		X	HS	9
Environmental Engineer III		X	BA	3
Director of Public Health Nursing	X		MA	5
Crime Lab Administration		X	BA	7
Health Facilities Engineering Consultant		X	BA	5
Mental Retardation Assistant Superintendent	X		MA	5
Manpower Research Economist V		X	HS	13
Data Processing Director I		X	HS	3

<u>X</u> Degree Requirement	<u>DPI</u> MA	<u>Merit</u> HS + 3½ yr. college
<u>X</u> Experience Requirement	5 years	6.4 years
Percent of Jobs Studied Requiring Certification	100%	25%

Table 6. Comparison of Nine Randomly Selected Merit Jobs
(Pay Grades 34 and 35) with DPI Director Positions
in Terms of Certification, Minimum Education and
Experience Requirements

<u>Job Title</u>	<u>Certification Requirement</u>		<u>Min. Education Requirement</u>	<u>Min. Experience Requirement</u>
	<u>Yes</u>	<u>No</u>		
<u>DPI</u> Director	X		MA	5
<u>Merit</u> Assistant Director, Medical Health Service		X	BA	5
Revenue Administrator III		X	HS	9
Psychologist IV		X	MA	6
Lands and Waters Admin.		X	BA	9
Health Facilities Officer				
Deputy Corrections Programs Admin.	X		BA	6
Assistant Commissioner for Health Administration		X	HS	11
Assistant to Director of Highways		X	MA	5
Social Work Admin. II		X	BA	8

	<u>DPI</u>	<u>Merit</u>
<u>X</u> Degree Requirement	MA	HS + 3½ yr. college
<u>X</u> Experience Requirement	5 years	6.5 years
Percent of Jobs Studied Requiring Certification	100%	11%

Table 7. Data Function Hierarchy

The arabic numbers assigned to definitions represent the successive levels of this ordinal scale. The A, B, and C definitions are variations on the same level. There is no ordinal difference between A, B, and C definitions on a given level.

LEVEL	DEFINITION	LEVEL	DEFINITION
1	<p>COMPARING</p> <p>Selects, sorts, or arranges data, people, or things, judging whether their readily observable functional, structural, or compositional characteristics are similar to or different from prescribed standards.</p>	5A	<p>INNOVATING</p> <p>Modifies, alters, and/or adapts existing designs, procedures, or methods to meet unique specifications, unusual conditions, or specific standards of effectiveness within the overall framework of operating theories, principles, and/or organizational contexts.</p>
2	<p>COPYING</p> <p>Transcribes, enters, and/or posts data, following a schema or plan to assemble or make things and using a variety of work aids.</p>	5B	<p>COORDINATING</p> <p>Decides time, place, and sequence of operations of a process, system, or organization, and/or the need for revision of goals, policies (boundary conditions), or procedures on the basis of analysis of data and of performance review of pertinent objectives and requirements. Includes overseeing and/or executing decisions and/or reporting on events.</p>
3A	<p>COMPUTING</p> <p>Performs arithmetic operations and makes reports and/or carries out a prescribed action in relation to them.</p>		
	<p>COMPILING</p>		
3B	<p>Gathers, collates, or classifies information about data, people, or things, following a schema or system but using discretion in application.</p>	6	<p>SYNTHESIZING</p> <p>Takes off in new directions on the basis of personal intuitions, feelings, and ideas (with or without regard for tradition, experience, and existing parameters) to conceive new approaches to or statements of problems and the development of system, operational, or aesthetic "solutions" or "resolutions" of them, typically outside of existing theoretical, stylistic, or organizational context.</p>
4	<p>ANALYZING</p> <p>Examines and evaluates data (about things, data, or people) with reference to the criteria, standards, and/or requirements of a particular discipline, art, technique, or craft to determine interaction effects (consequences) and to consider alternatives.</p>		

Source: Fine, Sidney A. and Wiley, Wretha W. An Introduction to Functional Job Analysis: A Scaling of Selected Tasks from the Social Welfare Field. Methods for Manpower Analysis No. 4 Eric Document No. ED 060221, September, 1971.

Table 8. People Function Hierarchy

The arabic numbers assigned to definitions represent the successive levels of this ordinal scale. The A, B, C definitions are variations on the same level. There is no ordinal difference between A, B, and C definitions on a given level.

LEVEL	DEFINITIONS	LEVEL	DEFINITIONS
	TAKING INSTRUCTIONS-HELPING		CONSULTING
1A	Attends to the work assignment, instructions, or orders of supervisor. No immediate response or verbal exchange is required unless clarification of instruction is needed.	4A	Serves as a source of technical information and gives such information or provides ideas to define, clarify, enlarge upon, or sharpen procedures, capabilities, or product specifications (e.g., informs individuals/families about details of working out objectives such as adoption, school selection, and vocational rehabilitation; assists them in working out plans and guides implementation of plans).
	SERVING		INSTRUCTING
1B	Attends to the needs or requests of people or animals, or to the expressed or implicit wishes of people. Immediate response is involved.	4B	Teaches subject matter to others or trains others, including animals, through explanation, demonstration, and test.
	EXCHANGING INFORMATION		TREATING
2	Talks to, converses with, and/or signals people to convey or obtain information, or to clarify and work out details of an assignment within the framework of well-established procedures.	4C	Acts on or interacts with individuals or small groups of people or animals who need help (as in sickness) to carry out specialized therapeutic or adjustment procedures. Systematically observes results of treatment within the framework of total personal behavior because unique individual reactions to prescriptions (chemical, physical, or behavioral) may not fall within the range of prediction. Motivates, supports, and instructs individual to accept or cooperate with therapeutic adjustment procedures when necessary.
	COACHING		SUPERVISING
3A	Befriends and encourages individuals on a personal, caring basis by approximating a peer or family-type relationship either in a one-to-one or small group situation; gives instruction, advice, and personal assistance concerning activities of daily living, the use of various institutional services, and participation in groups.	5	Determines and/or interprets work procedure for a group of workers; assigns specific duties to them (delineating prescribed and discretionary content); maintains harmonious relations among them; evaluates performance (both prescribed and discretionary) and promotes efficiency
	PERSUADING		
3B	Influences others in favor of a product, service, or point of view by talks or demonstrations.		
	DIVERTING		
3C	Amuses to entertain or distract individuals and/or audiences or to lighten a situation.		

Table 8 Continued

	and other organizational values; makes decisions or procedural and technical levels.
6	<p>NEGOTIATING</p> <p>Bargains and discusses on a formal basis as a representative of one side of a transaction for advantages in resources, rights, privileges, and/or contractual obligations, "giving and taking" within the limits provided by authority or within the framework of the perceived requirements and integrity of a program.</p>
7	<p>MENTORING</p> <p>Works with individuals having problems affecting their life adjustment in order to advise, counsel, and/or guide them according to legal, scientific, clinical, spiritual, and/or other professional principles. Advises clients on implications of analyses or diagnoses made of problems, courses of action open to deal with them, and merits of one strategy over another.</p>

Source: Fine, Sidney A. and Wiley, Wretha W. An Introduction to Functional Job Analysis: A Scaling of Selected Tasks from the Social Welfare Field. Methods for Manpower Analysis No. 4 Eric Document No. ED 060221, September, 1971.

Table 9. Comparison of Data Function Values Assigned by Six Raters to Three DPI and Three Merit Pay Grade 30 positions

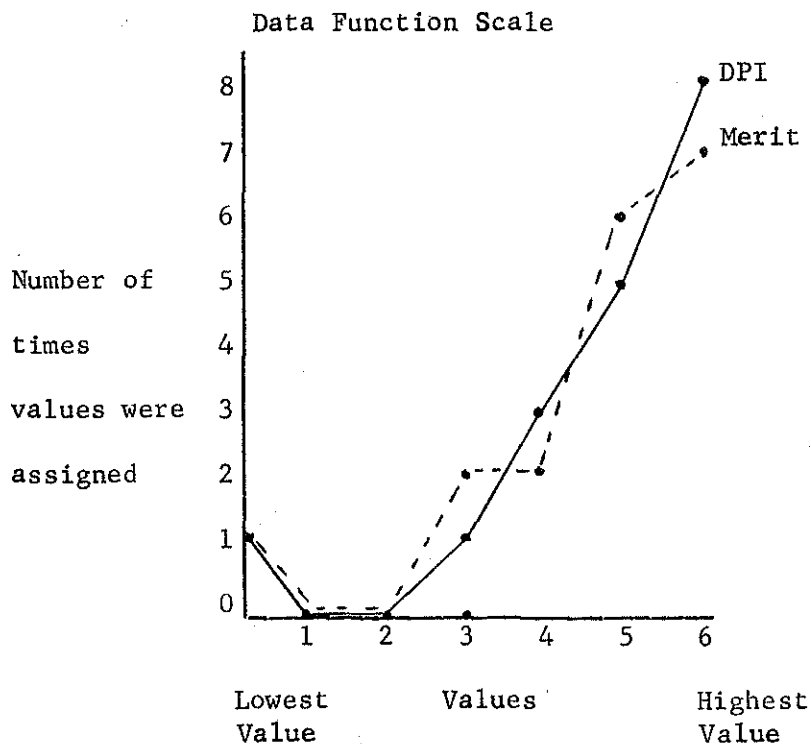


Table 10. Comparison of People Function Values Assigned by Six Raters to Three DPI and Three Merit Pay Grade 30 positions

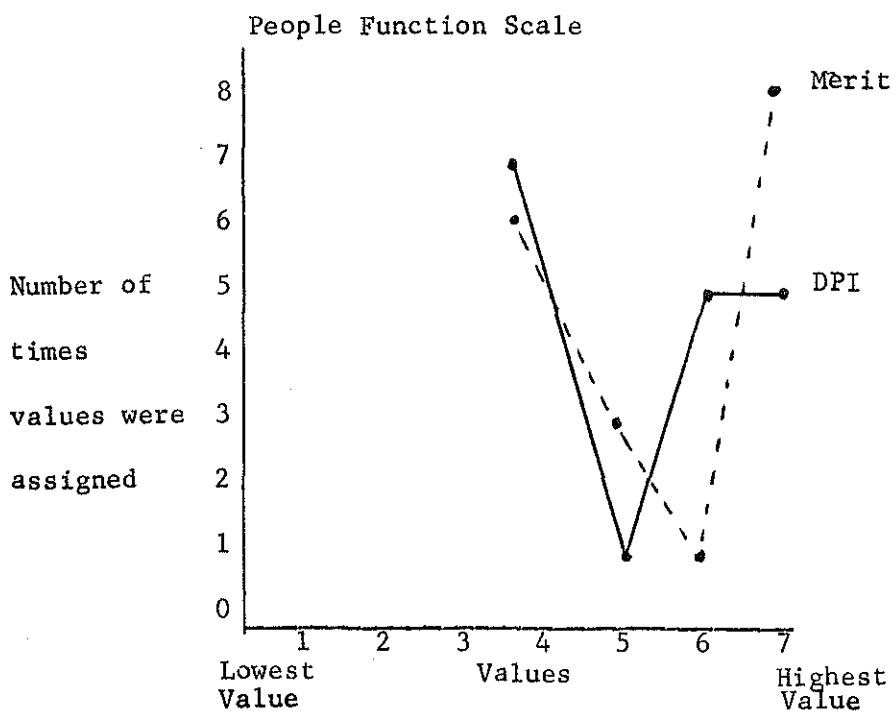


Table 11. Ratings of DPI and Merit Jobs on Data and People Functions

Rater	Jobs Rated											
	DPI						MERIT					
	J ₁		J ₂		J ₃		J ₁		J ₂		J ₃	
	Data	People	Data	People	Data	People	Data	People	Data	People	Data	People
1	6 ^b	5	4	6	4	6	6	7	4	4	6	7
2	6	6	6	6	6	6	5	6	5	7	6	7
3	4	4	3	4	2	4	5	4	3	4	0	4
4	6	7	5	7	6	7	6	7	3	4	6	7
5	6	7	4	7	5	4	5	7	6	7	5	5
6	5	4	6	4	5	4	6	5	4	4	5	5

a_{J₁} = Job 1

b Value Assigned to Data Function of Job 1.

Table 12.

Table of Correlation Coefficients
 Depicting Inter-rater Reliability

Raters	1	2	3	4	5	6
1	1.0					
2	.50	1.0				
3	.06	- .20	1.0			
4	.77	.62	- .05	1.0		
5	.40	.76	.01	.50	1.0	
6	.55	.66	- .18	.44	.47	1.0

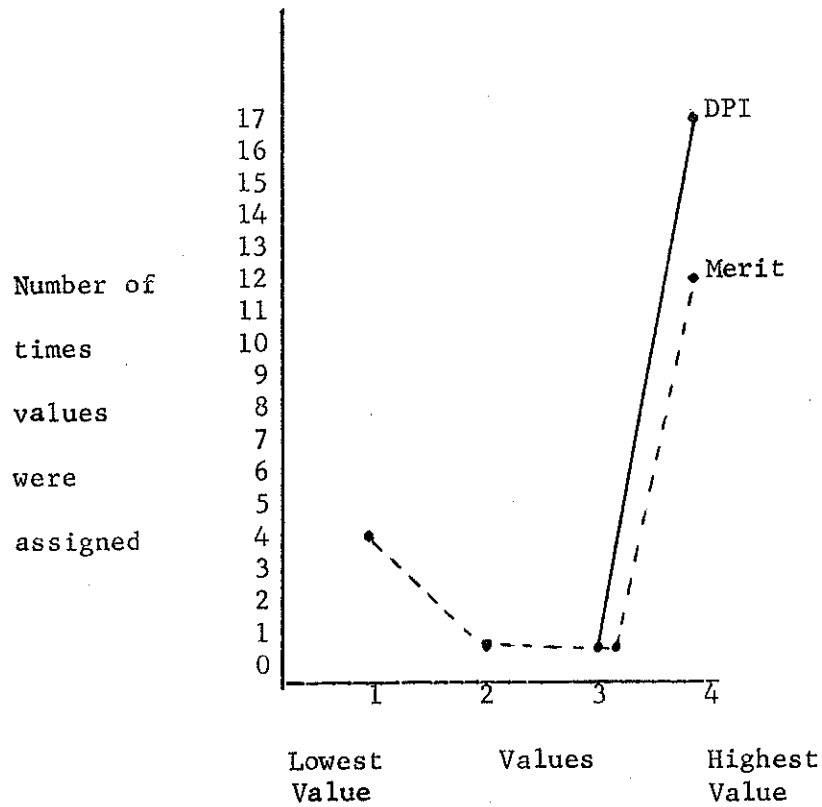
$$\bar{r} = .39^*$$

$$\bar{r}^a = .56^*$$

* $p > .05$ (significantly greater than zero)

^a excludes rater 3 from calculation

Table 13. Comparison of Scope of Job Responsibility Values Assigned by Six Raters to Three DPI and Three Merit Pay Grade 30 Positions.



REPORT OF SALARY SUBCOMMITTEE #3

STUDY OF THE PREVIOUS SALARY STUDY SMALL GROUPS
AND IDENTIFICATION OF SPECIFIC CONCERNS

SUBCOMMITTEE
L. L. GUSTAFSON, CHAIRMAN
RONALD HALLOCK
DAVE SCHREUR

Report of Sub-Committee #3

The task assigned to this sub-committee was to study the reports of the small salary study groups and to identify specific concerns.

Each member was given a copy of all the reports of the small groups for study and was asked to identify the major concerns as expressed by these groups and compile a list showing these concerns.

The committee then met and compiled a master list of the major concerns and used this list to see how many of the small groups felt that it was a major concern.

Listed below are the major concerns as developed by the committee and also the number of groups expressing these concerns.

Number of Small Groups Expressing Concerns	Listing of Specific Concerns
9	Work toward the implementation of the adopted Salary Schedule at a 100% level.
3	The present two schedules should be combined into one schedule.
10	A cost of living factor should be built into the schedule.
7	All positions except the State Superintendent and Deputy State Superintendent, should be included on the salary schedule.
4	There should be no deviations from the adopted salary schedule.
5	The entrance level at any position is not competitive with like positions outside the Department.
6	Additional steps should be added or some type of longevity pay should be instituted for extended service beyond the limits of the schedule.
7	There was an expression of concerns for differentiation of consultants.

Rationale

During the last six month period, all professional employees were provided an opportunity to discuss the salary schedule of the department. This was accomplished through small group meetings whereby staff members were provided an opportunity to present any information they wanted regarding a salary schedule and its accompanying provisions. As a result of these small study groups, Dr. Smith developed a summary paper regarding concerns of the staff. These concerns were presented to the small study groups for discussion. As a result of the study group meetings, each chairman developed a summary statement which was also submitted to the Deputy Superintendent. One of the first assignments of the Professional Salary Study Committee was to name a subcommittee to analyze and review the comments, concerns, and questions raised by the previous established small study groups. The primary reason for this study was to assure the concerns of the staff were well in mind by the total Salary Committee and that the ultimate recommendations would reflect these concerns.

The subcommittee did identify several different areas, one of which was a concern regarding the broadness of job titles. Listed below are statements taken from seven of the ten small study group reports.

1. Consultant classification too broad. The schedule should reflect the varying responsibilities required.
2. The administrative structure and the Table of Organization should be examined.
3. Develop specific job descriptions so that the position responsibility is specifically outlined. This would allow more steps within a consultant category.
4. Direct the committee to give special consideration to a salary structure which provides for several vertical steps, on the schedule, within classifications.
5. A committee should be assigned to conduct a study of the following:
(a) job descriptions and titles, and (b) position responsibilities.
6. Recommended that a study be made to determine the distinctions, if any, that exist between consultant positions in the department. There was some feeling that there may be some reason for more than one classification of consultant but the committee felt that such a distinction should be made only after a study of responsibilities and preparation of requirements is conducted.

7. It is suggested that an in-house committee be established and charged with the responsibility of conducting a comprehensive study rating of the breakdown of all positions and develop a hierarchy of competence and responsibility with a specific listing of both for each position.

Recommendations

The salary committee realizes the above statements may not represent the feelings of the total staff. However, after careful analysis, the committee does feel the concern is of the magnitude to warrant further study; thus, the following recommendations:

It is recommended the Administration appoint a committee to implement a study of jobs within position titles to determine whether job complexity differs enough to warrant differentiated salaries and levels. If differences in job complexity are sufficient to warrant a distinction in jobs within position titles, jobs should then be reclassified based on the findings of the study. No employee, however, should receive a salary cut in the reclassification process.

The committee feels very strongly that when the study is made it is absolutely necessary that total staff involvement be expressed and that the total staff be provided an opportunity to give input into the study.

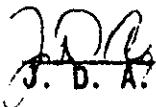
Conceptual Guidelines for Implementation

The following guidelines are presented to assist the assigned committee in the implementation of the study.

- I. Verification of an employee performance appraisal system.
- II. Position description.
 - A. Development of position descriptions which describe the job requirements with people, data and scope of responsibility in order to determine experience, degree(s) and educational requirements for each position.
 - B. Develop classification systems for grouping various levels of jobs.
 - C. Establish ranges of differentiation within each classification.

DATE: January 18, 1974
TO: Dr. Richard Smith
FROM: Jim Athen
SUBJECT: Resume of Second Salary Schedule Meeting

Attached is the resume of the second meeting on salary
schedules as recorded by Dave Bechtel.


J. D. A.

JDA:mjj

Attachment



IOWA

a place to grow

STATE OF IOWA • DEPARTMENT OF EDUCATION

ROBERT D. PENION, Ed.D. STATE SUPERINTENDENT
J. D. H. SMITH, M.S. DEPUTY SUPERINTENDENT
RICHARD L. SMITH, Ed.D. DEPUTY SUPERINTENDENT

DATE: January 18, 1974
TO: Mr. Jim Athen
FROM: David H. Bechtel
SUBJECT: January 14 Staff Meeting on Salary Schedule

The following notes were taken in regard to the meeting of Group #1 concerning proposed changes in the Department's Salary Schedule.

In review of the "problems" contained in the Memo of January 2 from Dick Smith Group #1 wanted to take a further look at the following areas:

- (2) Consultant classification too broad. The schedule should reflect the varying responsibilities required of Consultants. Suggests a Consultant I and Consultant II which would provide more incentives for pay raises.
- (3) Present schedule too low - not competitive, especially as relates to fringe benefits.
- (5) Present schedule does not reflect merit performance.
- (6) Experience credit should not be given solely on past experiences, but what skills the job requires.
- (7) No cost of living factor built into the schedule.
- (8) The limited number of steps does not encourage staff to remain with the Department.
- (12) Discrimination in the recognition of military experience as one-half for one basis for active duty only.
- (16) Some consideration must be given to what happens at the top step. Several individuals now at top step.

- (17) Can we really develop a schedule and stay on? Have we one, two or three schedules now? Not everyone recognizes nor understands what was the official date of acceptance nor the manifestations that have resulted since.

From the discussion of these problems the group indicated that the following changes should be proposed:

1. Allow the utilization of one additional step in the determination of placement of new employees on the schedule.
2. Eliminate "credit" references on experience, including military.
3. Make the schedule "open ended" on steps.
4. Incorporate a percentage cost of living increase, or decrease, based on standard cost of living consumer index.
5. In making determination on individual salaries, utilize the current schedule at the 100 percent level, add the cost of living factor then prorate to live within dollar amount available for salary expenditures.

The group proposed one alternative to Item #3--this would be to add three specific steps to the schedule rather than to make it open ended.

D. H. B.

DHB/ba

14,000
112,000

15720

DATE: January 29, 1974
TO: Dr. R. N. Smith
FROM: Jim Athen
SUBJECT: Resume of Third Salary Schedule Meeting

The following are the areas discussed by Group #1 on Monday, January 28, 1974. No additional recommendations were developed. Efforts concentrated on clarifying and further development of earlier recommendations. These items are as follows:

1. The intent of the earlier recommendation on "credit" reference was to eliminate only military experience, not all references to experience.

2. Clarify previous recommendation regarding procedures in determining individual's salary to specifically state 100% of the salary schedule approved May 14, 1970 and implemented July 1, 1970. Group #1 indicated, after considerable time attempting to determine the basic provisions of that schedule, that assurance be provided that the base at Index 1.0 and Step I be \$14,000 with increments of \$1,000 for each of the Seven Steps provided.

3. To clarify procedures to determining cost of living as follows:

A. To determine cost of living as a percentage of the base amount of the salary schedule as of July 1, 1974.

1. The base amount to be that of Index 1.0 at Step II.

2. That the base apply to the determining of adjustments for all individuals on both salary schedule I and II not now on Iowa Merit Employment System.

3. That all allowance would be recalculated every six months.

Such procedures shall be incorporated into the previous recommendation as modified in item #2 above.

"In making determination on individual salaries, utilize the current salary schedule at the 100 per cent level, add the cost of living factor, then prorate to live within dollar amount available for salary expenditures."

4. Group #1 supports a recommendation that a professional salary study committee be established, its membership consisting of the following:

- A. Membership from each index level
- B. Membership representation from past salary study committee

J. D. A.

JDA:mjj

#2

DATE: January 15, 1974
TO: Salary Study Group II
FROM: Dwight R. Carlson
SUBJECT: Recommendations made on January 14 and Schedule for Next Meeting

The recommendations made by Group II are as follows:

1. The salary schedule as adopted May 14, 1970, by the State Board of Public Instruction be implemented at the 90 percent level for FY'75, 95 percent level for FY'76 and 100 percent level for FY'77. ✓
2. A cost of living adjustment be made annually as per the consumer price index. ✓

There was considerable discussion concerning a salary schedule that would include incentive steps, horizontal and vertical indices, etc. It was the feeling of the group that more information was necessary before a recommendation could be made. Dave Alvord and Earl Linden agreed to work on this and have something to present to the group at our next meeting. This would not be a final product, but one that could be developed and implemented over time. Possibly, the group would recommend the selection of a Department-wide committee that could complete the development of the schedule and an implementation plan.

The next meeting of Group II will be held January 21 at 8:00 a.m. in Conference Room II. Hopefully, we can conclude our discussions so that I can give our final report to the Cabinet at 10:00 a.m. that same day.

If you have any questions or there are inaccuracies in what I am reporting here, please notify me.

D.R.C.

DRC/jp

DATE: January 29, 1974

TO: Dr. Smith and Salary Study Group II

FROM: Dwight R. Carlson

SUBJECT: Final Report of Group II and Attached Materials for Presentation to an Appointed Salary Study Committee

Salary Study Group II has made the following recommendations in response to identified problems with the present method of determining salaries.

1. The salary schedule as adopted May 14, 1970, by the State Board of Public Instruction be implemented at the 90% level for FY'75, 95% level for FY'76 and 100% level for FY'77.
2. A cost of living adjustment be made annually as per the consumer price index.
3. A committee should be appointed to make a comprehensive study of the salary situation.

If a committee is appointed to conduct a more comprehensive study of the salary situation, the members of Group II submit the attached materials for the committee's consideration. These materials reflect some of the concerns that were expressed earlier as to incentive steps, horizontal and vertical indices, etc.

If you have any questions, please contact me.

D.R.C.
D.R.C.

DRC:mmm

CONSIDERATIONS

1. Annual adjustments should be made to reflect cost of living increases in the base and all other points within the index. (Intervals between any two points of the index remain constant)
2. The range for any given job classification (i.e. consultant, chief, director, etc.) should be represented by multiple numbers within the index.
3. The ranges for various job classifications should be overlapping (i.e. the range for a consultant might extend into the range for chief, directors, etc.)
4. The provision for vertical movement should be based upon predetermined competencies, skills, accomplishments, etc. Such provisions should be established by DPI professional staff members.
5. Vertical movement within a job classification should include the possibility for self initiated advancement as well as advancement based on external judgment of performance.
6. The means for progression in a given range for any job classification should be made known to everyone and a review of eligibility for advancement should be made periodically.

— Consultant
 — Supervisor
 — Chief
 — Director
 — Associate Superintendent

100	108	116	124	132	138	143
101	109	117	125	133	139	144
102	110	118	126	134	140	145
103	111	119	127	135	141	146
104	112	120	128	136	142	147
105	113	121	129	137	143	148
106	114	122	130	138	144	149
107	115	123	131	139	145	150
108	116	124	132	140	146	151
109	117	125	133	141	147	152
110	118	126	134	142	148	153
111	119	127	135	143	149	154
112	120	128	136	144	150	155
113	121	129	137	145	151	156
114	122	130	138	146	152	157
115	123	131	139	147	153	158
116	124	132	140	148	154	159
117	125	133	141	149	155	160
118	126	134	142	150	156	161
119	127	135	143	151	157	162
120	128	136	144	152	158	163
121	129	137	145	153	159	164
122	130	138	146	154	160	165
123	131	139	147	155	161	166
124	132	140	148	156	162	167
125	133	141	149	157	163	168
126	134	142	150	158	164	169
127	135	143	151	159	165	170
128	136	144	152	160	166	171
129	137	145	153	161	167	172
130	138	146	154	162	168	173
131	139	147	155	163	169	174
132	140	148	156	164	170	175
133	141	149	157	165	171	176
134	142	150	158	166	172	177
135	143	151	159	167	173	178
136	144	152	160	168	174	179
137	145	153	161	169	175	180
138	146	154	162	170	176	181
139	147	155	163	171	177	182
140	148	156	164	172	178	183
141	149	157	165	173	179	184
142	150	158	166	174	180	185
143	151	159	167	175	181	186
144	152	160	168	176	182	187
145	153	161	169	177	183	188

Committee Recommendations on Salary Schedule

Short-range solutions for modification of the salary schedule include:

1. Provision should be made for an increase in the cost of living each six months by using the Department of Labor Cost of Living Index or a comparable index.
2. The salary schedule should be implemented at the 100 percent level over the next two years. The 100 percent schedule was quite competitive when adopted, but due to inflation and 85 percent implementation has failed to live up to expectations.

Long-term solutions include:

1. The appointment of a committee made up of SEA staff, state board members and legislators to review the present schedule and the current list of identified problems and to develop a new schedule.

Comments:

- The administrative structure of the office and the Table of Organization should be examined. Currently, 27 percent of the DPI personnel are serving in some administrative capacity--six associate superintendents, 10 directors, two assistant directors, 16 chiefs, and ^{two} three supervisors.

13%
3.8
3.1

Questions:

Does each administrative level contribute to the objectives of the organization?

Is each administrative level necessary to accomplish the objectives?

General Dept

Positions filled	- 275	<u>T.O. %</u> 348
Prof.	157	200
Support	118	148

Assoc. Assts	5
Directors	10
Asst. Directors	2
Chiefs	16
Supervisors	<u>2</u>
Total	35 + 2 = 37

37 as % of total = 13%.

Ratio: Mgt to Staff 7.4 : 1

Deputies

Seballent

Wright

Carlson

Carpenter

Vaughan

Hugh

Speerlock

Sanborn

Heiple

Smith

Krolsoff

Russell

Wager

Wold

Jarchow

Harrison

Supervisors

Asheim

Mc Guire

#41

DATE: January 18, 1974
TO: Richard N. Smith, Deputy State Superintendent
FROM: Richard E. Fischer
SUBJECT: Salary Schedule

Following are the major recommendations of the January 14th meeting regarding the salary schedule:

1. Extend the number of steps on the salary schedule
2. Build into the salary schedule a cost of living index
3. Move from 85% of schedule to 90%

General discussion centered around the following items:

1. Raise base salary one or two steps
2. Initiate efforts to explore paying fringe benefits comparable to Board of Regents Provisions (T.I.A.).
3. Allow defined job related experience to provide for more than five (5) years experience in the salary schedule
4. Develop specific job descriptions so that the position responsibility is specifically outlined. This would allow more steps within a Consultant category.


R.E.F.

REF/mjr

#5

DATE: January 21, 1974
TO: Richard N. Smith, Ph.D., Deputy Superintendent
FROM: Oliver T. Himley, Chief, Title I, ESEA
SUBJECT: Results of January 14, 1974 Salary Discussion

Discussion centered on the six concerns identified by the Cabinet, Directors, and Chiefs. Most other concerns identified by the staff at a later date appeared to be related to the six identified concerns. Therefore:

Concern #1 Have two schedules -- I and II.

The need for the use of Salary Schedule II should be clarified and, if possible, incorporate those people who are on Schedule II onto Salary Schedule I. ✓

Concern #2 Entry level of the base itself and allowing only five years of outside experience.

Following a discussion of runaway inflation as it affects the current salary schedule, it was decided to recommend that the entry level base be increased to \$15,300. The base as established on Step 2 in 1968 is \$12,750. It would take \$16,050 in 1974 to equal the money value of \$12,750 in 1968. Dr. Tack provided consumer price index information and a breakdown of the effect of inflation from 1968 to the present (see attachments). ✓

There was considerable discussion concerning whether to reward more than five years of experience, e.g., another step after 10 years, but the group voted 6 to 3 that we retain the current two step division. ✓

Concern #3 Index that is given to some consultants.

It was recommended that the State Superintendent examine and define the rationale for the continued existence of departures from the current salary schedule in some divisions. Such rationale should be subsequently communicated to all staff. ✓

Concern #4 Ceiling or number of steps.

If the base is increased, with similar adjustments for all staff, there does not need to be another increase in the number of steps. ✓

Concern #5 Cost of living factor is needed.

It was recommended that a cost-of-living factor be examined and that this factor would be equal to the cost-of-living factor provided to federal employees. ✓

Concern #6 Present schedule lacks flexibility.

The crux of the discussion was that there is no allowance made for the value of differential experience. There was some discussion concerning the creation of differing levels of consultants (e.g., consultant 1, consultant 2, etc.). However, there is no research known to exist which shows the value of differentiating pay on the basis of experience, degree, or competence. The group recommended ✓ by a vote of 6 to 4, therefore, that the current consultant level (without division) be retained.

O.T.H.
O.T.H.

OTH:mjr

Attachments

Calendar Year	Price Index ¹ Average January to December	% Increase Over Previous Year	% Increase of 1970	% Increase of 1970
1968	104.2			
1969	109.8	5.37	5.37	
1970	116.3	5.91	11.63	
1971	121.3	4.25	16.41	4.25
1972	125.3	3.29	20.24	7.73
1973 (Jan. to Nov.) ²	132.6	5.82	27.25	14.01

$$116.3 \times = 11,900 \times 132.6$$

$$X = 13567.84 \text{ or } 13568$$

If the 1968 base³ salary of \$11,900 is used then a base of 14,142.75 would be a comparable base in 1973 using the consumer price index.

* If the 1970 base salary of \$11,900 is used then a base of 13,567.19 would be a comparable base in 1973 using the consumer price index.

If the 1972 base salary of \$11,900 is used then a base of 12,592.58 would be a comparable base in 1973 using the consumer price index.

If the cost of living goes up 6% in 1974 then the base salary in calendar year 1974 needs to be at least 26,050, if the 1968 base is used; 14,380 if the 1970 base is used, and 13,348 if the 1972 base is used.

- 1 Consumer Price Index. Economic Indicators, August 1973. Prepared by the Council of Economic Advisors for the Joint Economic Committee. U.S. Government Printing Office.
- 2 The consumer price index as of November 1973 was 137.6 as obtained via a telephone conversation with the Bureau of Labor Statistics. January 16, 1974
- 3 Base salary is the salary of a consultant at Step I, and at the 1.00 index.

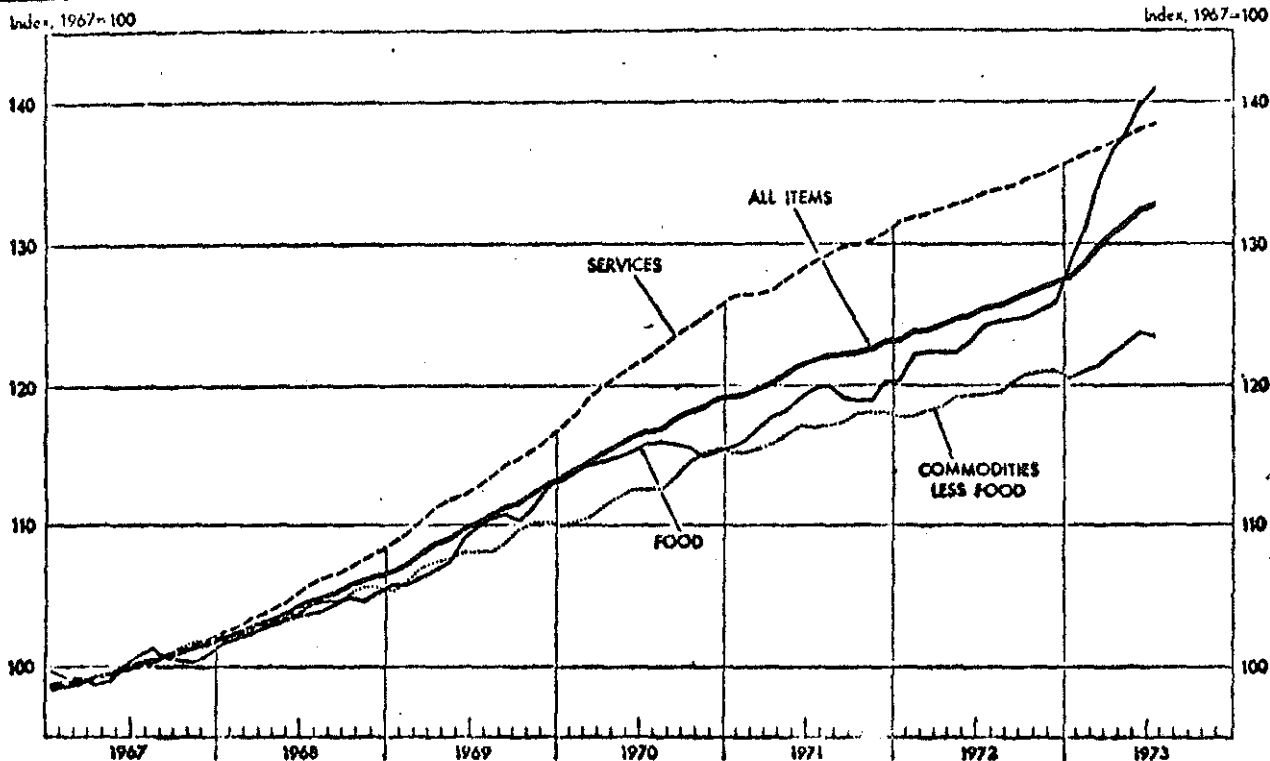
Economic Indicators

Report of the Joint Economic Committee of the Council of Economic Advisors

PRICES

CONSUMER PRICES

In July, the consumer price index rose 0.2 percent (also 0.2 percent seasonally adjusted). The increase, reflecting the freeze, was the smallest since November 1972. Food prices rose 0.8 percent (0.5 percent adjusted). Nonfood commodity prices decreased 0.2 percent (increased 0.1 percent adjusted), while services prices rose 0.2 percent.



SOURCE: DEPARTMENT OF LABOR

COUNCIL OF ECONOMIC ADVISORS

[1967 = 100]

Period	All items	Commodities					Services		
		All commodities	Food	Commodities less food			All services	Rent	Services less rent
				All	Durable	Non-durable			
1964	92.0	94.0	92.4	95.6	98.6	93.5	90.2	95.9	80.2
1965	94.5	95.7	94.4	96.2	98.4	94.8	92.2	96.9	91.5
1966	97.2	98.2	96.1	97.5	98.5	97.0	95.8	98.2	95.3
1967	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1968	104.2	103.7	103.6	103.7	103.1	104.1	105.2	102.4	105.7
1969	109.8	108.4	108.1	108.1	107.0	108.8	112.5	105.7	113.8
1970	110.3	113.5	114.0	112.5	111.8	113.1	121.0	110.1	123.7
1971	121.3	117.4	118.4	116.8	116.5	117.0	124.4	115.2	130.8
1972	125.3	120.9	123.5	119.4	118.0	119.8	133.3	119.2	135.0
1973: June	125.0	120.7	123.0	119.4	119.2	119.5	133.1	119.0	135.7
July	125.5	121.2	124.2	119.4	119.6	119.3	133.5	119.2	136.1
Aug.	125.7	121.4	124.6	119.5	119.7	119.4	133.8	119.6	136.4
Sept.	126.2	122.0	124.8	120.3	119.8	120.8	134.1	119.9	136.7
Oct.	126.0	122.3	124.9	120.8	120.1	121.3	134.6	120.3	137.2
Nov.	126.9	122.7	125.4	121.0	120.3	121.7	134.9	120.5	137.0
Dec.	127.3	122.9	126.0	121.1	120.3	121.7	135.4	121.0	138.0
1973: Jan.	127.7	123.4	128.6	120.5	119.9	120.9	135.7	121.5	138.3
Feb.	128.6	124.5	131.1	120.9	119.9	121.0	136.2	122.1	138.7
Mar.	129.8	126.1	134.5	121.5	120.2	122.4	136.6	122.6	139.2
Apr.	130.7	127.4	136.5	122.3	121.0	123.3	137.0	123.0	139.6
May	131.5	128.3	137.0	123.0	121.8	124.0	137.5	123.5	140.1
June	132.4	129.4	139.8	123.7	122.3	124.7	138.1	123.9	140.7
July	132.7	129.7	140.9	123.3	122.4	124.4	138.4	124.3	141.0

Sources: Department of Labor.

DATE: January 18, 1974
TO: Dr. Richard N. Smith
FROM: A. John Martin
SUBJECT: Suggestions of group six for salary schedule adjustment

I. Short range

Adjustments which could be made July 1, 1974.

- A. Utilize state appropriations and federal monies to move from the 85% level toward 100% implementation of the 1968 schedule.
- B. Any cost of living increase should also be allocated to adjust the base percentage of the 1968 schedule.

1970

II. Long range

Appoint a salary committee to make an in-depth study of the salary structure.

- A. Direct the committee to give special consideration to a salary structure which provides for several vertical steps, on the schedule, within classifications.
- B. Consider the question of initial placement on the schedule, to provide greater flexibility.


A. J. M.

AJM:cp

DATE: January 28, 1974
TO: Dr. Richard N. Smith
FROM: A. John Martin
SUBJECT: Salary Study Recommendations

Members of small group number six make the following recommendations as a result of their discussion of the "Salary Study Background Materials."

1. It is imperative that all staff members receive a copy of "Salary Study Background Materials."
2. A salary study committee should be appointed as soon as possible with their first report by February 1, 1975.
3. The entire staff should be informed of the alternatives which are to be presented to the State Board.


A.J.M.

AJM:cp

P.S. Phil Berrie has indicated an interest in serving on a salary study committee. Based upon his role in our small group, I believe he would be an excellent committee member.

January 14, 1974

SALARY SCHEDULE REPORT ON SMALL GROUP SESSION NO. 7 REGARDING POSSIBLE SOLUTIONS

The group included Dave Schreur, Paul Spurlock, Gwen Nagel, William Hansen, Ron Huff, Robert Ford, Harold Hullenman, Larry Cox, Carroll Johnson, and Earl Miller.

1. The DPI salary system should incorporate provisions for cost of living adjustment on a periodic basis established by the U.S. Cost of Living Council. ✓
2. It is recommended that an immediate cost of living adjustment retroactive to January 1, 1974, be established. ✓
3. The current salary schedule should be abandoned and replaced with one representing 90 percent of the schedule adopted in 1968 plus regular increments. ✓
4. Define Salary Schedule II in reference to classifications and incorporate it into Salary Schedule I. ✓
5. Consideration should be given to shuttle bus service between the Car Dispatcher's building and the Grimes Building.
6. Salary Schedule I should be amended by adding steps 8, 9, and 10 for each position with the increment from step 7 and 8, \$850; from 8 and 9, \$650; and from 9 and 10, \$450; and each staff member moved forward one step July 1, 1974, in addition to a cost of living increase. (Lost by 2 yes, 3 no, and 3 not voting.)
7. By April 1, 1974, a committee should be assigned to conduct a nine-month study of the following: ✓
 - a. Job descriptions and titles
 - b. Position responsibilities
 - c. Pay differential
 - d. Experience credit
 - e. Comparative salaries in other agencies
 - f. Fringe benefits
8. The staff should know the number of dollars available for salaries in the DPI budget.

Recorded by Earl Miller

#8

DATE: January 15, 1974
 TO: Richard Smith
 FROM: Charles R. Moench
 SUBJECT: Adjusted Salary Schedule Changes from Section 8

Section 8 reviewed the present salary schedules and recommended that the following changes would be desirable.

1. The two schedules could be grouped together in one schedule that would basically be centered on the index base for consultants. The proposed schedule is identified below.

<u>Position</u>	<u>Index</u>	<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>	<u>Step VI</u>	<u>Step VII</u>
Prof. Employ.	.75	\$10,500	\$11,235	\$11,970	\$12,705	\$13,440	\$14,175	\$14,910
Prof. Employ.	.80	11,200	11,984	12,768	13,552	14,336	15,120	15,904
Prof. Employ.	.85	11,900	12,733	13,566	14,399	15,232	16,065	16,898
Prof. Employ.	.90	12,600	13,482	14,364	15,246	16,128	17,010	17,892
Prof. Employ.	.95	13,300	14,231	15,162	16,093	17,024	17,995	18,886
<u>Consultant</u>	1.00	14,000	14,980	15,960	16,940	17,920	18,900	19,880
Supervisor	1.10	15,400	16,380	17,360	18,340	19,320	20,300	21,280
Chief	1.15	16,100	17,080	18,060	19,040	20,020	21,000	21,980
Director	1.25	17,500	18,480	19,460	20,440	21,420	22,400	23,380
Assoc. Supt.	1.35	18,900	19,880	20,860	21,840	22,820	23,800	24,780

This schedule, to some extent, combines the present salary schedules and provides a base on Step 1 for the Consultants for the entire schedule. Any change in the base for the Consultant will then change the entire salary schedule. This permits an easy salary schedule change and also enables the change to affect everyone uniformly.

The committee did not recommend any changes in the length of experience or in the educational adjustments. However, the committee rejected at this time any provision for more than one consultant classification and strongly recommended that no provision be made to pay a consultant more than the amount stipulated on the salary schedule since the schedule has now been revised upward.

2. The committee also made the following recommendations concerning the salary schedule:

- a. The schedule should be reviewed each biennium to determine any changes that need to be made.
- b. There should be an annual review to determine if a cost of living adjustment would need to be made to the salary schedule. If an adjustment is required, then the adjustment would be made on the basis of the proposed salary schedule which means that the amount of dollar adjustment would be made on the consultant base and the same amount paid to all positions above the consultant base and a percentage amount paid to those positions below the consultants (professional employees) in the same manner as the proposed schedule.
- c. The committee also recommended that a study be made to determine the distinctions, if any, that exist between consultant positions in the department. There was some feeling that there may be some reason for more than one classification of consultant but the committee felt that such a distinction should be made only after a study of responsibilities and preparation of requirements.
- d. The professional employees positions identified on the schedule should clearly state the responsibilities of these assignments and the procedure, if any, for advancement to the next level.

Sincerely,



C.R.M.

CRM/klm

DATE: January 28, 1974
TO: Richard Smith
FROM: Charles R. Moench
SUBJECT: Salary Schedule Recommendations from Section VIII

Section VIII reviewed carefully the information supplied by your office and recommended the following factors be considered in any salary schedule modifications.

1. The salary schedule should be implemented at the 100% level of the schedule adopted by the State Board on May 14, 1970.
2. There should be an annual review to determine if a cost of living adjustment is required to keep the salary schedule competitive.
3. A recommendation should be made to the State Comptroller's Office that a state contingency fund be established to meet unforeseen increases in departmental expenditures such as increases in IPERS, PICA and such other required expenditures over which departments have no control such as increases in travel expenditures. This contingency fund would, in effect, provide an opportunity for departments to meet these unforeseen increases in expenditures without penalizing salary commitments.

Section VIII also made a recommendation that travel expenditures be reimbursed on the basis of a per diem rate. This reimbursement would eliminate the need for the present procedure which requires identification of individual meal and motel expenditures. The implementation of this procedure would eliminate much administrative review that is expensive and not necessary. Further documentation of the administrative review expenditures should be saved by this recommendation and will be provided upon request.

Sincerely,

C.R.M.
C.R.M. *klm*

CRM/klm

Memorandum #9

GROUP #9

Report to Dr. Richard Smith -- January 14, 1974

Referring to the problems and solutions identified on ditto sheets distributed to the professional staff, Group #9 respectfully presents the following suggestions for consideration.

I

Knowing full well that the Department of Public Instruction is tied to the appropriations made by the General Assembly and that such salaries available will, to a great extent, necessarily fit into such appropriations, it is first suggested that an in-house committee be established and charged with the following responsibilities:

1. A comprehensive study of the salary situation.
 - A. Complete study rating of the breakdown of all positions.
 - B. Develop a hierarchy of competence and responsibility with a specific listing of both for each position.
2. Be allowed ample time within the working day to research, develop, and complete such charge.
3. Present the completed plan to the staff as a whole.

II

It was the unanimous opinion of the group that the professional employees should in no way be tied to Merit *System*.

III

Relative to the increase for a cost of living raise, the following points were determined:

1. The percentage of increase should be tied to a predetermined figure with each employee receiving the same flat dollar amount to cover cost of living increase.
2. The predetermined base should be based on one of three figures with priority for consideration in the following order:
 - A. The average salary of all professional staff members.
 - B. Step I under consultants.
 - C. Step IV under consultants, this being the median where seven steps are involved.

3. The cost of living index should be reviewed annually with a possible new percentage factor to be applied to the predetermined base in Point #2 each year.

IV

If necessity dictates and salary schedule #1 remains in effect, such salary schedule interpreted to be 85% of the schedule adopted by the State Board of Public Instruction on May 14, 1970, then the first priority on such schedule should be to work toward 100% implementation over a three year span moving to 90% the first year, 95% the second year, and reaching 100% the third year. ✓

V

Knowing that fringe benefits in some areas are tied in with other state employees, but with the understanding that some of the following ideas are presently being enjoyed by other state agencies, we suggest consideration by the Department of Public Instruction for inclusion in the salary schedule of:

1. Recognition for longevity in the salary schedule. (Suggest additional \$500 for 10 years with added \$500 for each additional five year period.) *Scripted*
2. Compensatory time allowance.
3. Differential vacation time allowance.
4. Conversion of sick leave, even if on a ratio other than one to one, when retiring or upon leaving the Department.
5. Review of the present conflict of interest clause to bring it more in line with other educational agencies of the state.
6. Consideration of monetary reward for credit earned in work related area for M.A. + 15 and M.A. + 30.

Dr. Smith

Group #9

Recommendation #1 - That cost of living be determined on a dollar basis, with the same dollar figure being allowed each employee, said dollar figure in addition to the base salary for one year only. Negotiations for the following year to be based on the above total figure.

Recommendation #2 - That a salary committee be formed to make a study relative to a salary schedule taking into consideration all facets of the problems involved.

That the following three criteria be among those used in determining the makeup of said committee:

- A. One representative from each of the present ten groups.
- B. One representative from each of the salary steps on the present schedule.
- C. Representatives for each category in proportion to the entire number of employees.

(Naturally, there would be "overlap" since a consultant could be on Step #4, and a member of Group #5; a director could be on Step #7 and represent Group #9.)

Questions:

- 1. If a lump sum is appropriated to the DPI for "cost of living", will this be available for those on state payroll with those on federal payroll having the same dollar figure absorbed from federal money?
- 2. Has there been any computations to determine how much of any "cost of living" grant from state money will go (1) to the federal government in taxes and (2) how much will be returned to the state via the same channel?

[Signature]

Group #9

We recognize the fact that no salary schedule will ever be perfect, but every effort should be made by the staff and the administration to make such schedule as equitable as is possible within the scope of the appropriation made to the Department by the General Assembly. (Federal monies should fit into the same pattern.)

Question 1 Does our salary schedule downgrade "professionalism"? This was determined to be a question not easily answered since all facts were not available.

Question 2 / Why are some consultants based at 1.00 and others at 1.05? This point is compatible to Question 1.

- Comments:
1. Perhaps our schedule should be based on "responsibilities".
 - A. Who would define the responsibilities?
 - B. Isn't this the same as "merit" pay discussed by some school districts for adoption?
 - C. Are we opening a "can of worms" we can't handle?
 - D. Aren't there shifting of "responsibilities" within a division and/or individual position all the time? (For example: One division had six professionals and now have three which caused much shifting of assignments.)
 2. Flexibility vs. inflexibility
 - A. Inflexible in that all persons are being brought in on Step II.
 - B. Flexible enough in that "The State Superintendent is authorized to assign an Index to positions not identified on Salary Schedule #1."
 - / 3. The salary schedule seems "administrative oriented." No advancement possible for a consultant except to an administrative position. Perhaps there should be a breakdown of positions in the Consultant area. (No solution as to how this breakdown should occur.)

- ✓ 4. The general opinion was that there is no advantage in increasing the number of steps -- this only prolongs the time for one to reach the maximum.

Rather, if the money permits:

- A. Add 1% each year plus the allowed cost of living to those at the top of the scale.
- B. If money doesn't permit, add only cost of living for those at the top of the scale.

- ✓ 5. With appropriations available, perhaps the beginning salary may not be too much too low. Certainly, there must, of necessity, be some kind of a ceiling and, certainly, this ceiling cannot be \$50,000.

- ✓ 6. Cost of living should be determined. This percent should not be computed on each individual step, but should be computed only on Step I, and this dollar amount added to each following step. This gives the "little fellow" the same dollar cost of living raise as the "big fellow."

7. Take a look at the increment of "specialist add \$510."

It was the feeling of some that this was put in when the "specialist" was strictly for the benefit of superintendents and spelled out quite arbitrarily.

This does not take into consideration those persons who might have additional hours above the M.A. in their specific area or those who may have completed doctoral work in an area with the exception of their written dissertation.

Perhaps there should be some recognition for M.A. + 15 or M.A. + 30. This, naturally, brings up the question of B.A. + 15 or B.A. + 30.

DATE: January 29, 1974
TO: Richard N. Smith
FROM: Orrin Nearhoof
SUBJECT: Salary Study Report

After a review of the material provided in your summary of January 25, 1974, the group expressed general satisfaction with the three points which emerged:

1. Maintain the present schedule but move it as much as possible to 100% of the 1970 schedule.

The group felt that since the State Board had already accepted this schedule that it might be easier to move it in this direction rather than submit a new schedule for consideration.

2. Cost-of-living index be incorporated in the schedule.

This was considered too vague in terms of implementation, and the group offers its previous recommendations:

- a. Use the established federal cost-of-living index and apply this to the average professional salary and then distribute any remaining monies on a percentage base of current salaries.
 - b. As in #1, but the cost-of-living factor is applied to the base (1.0 index) and any remaining monies distributed on a percentage base of current salaries.
 - c. A flat dollar amount to each professional staff.
 - d. An equal percentage applied to all professional staff members at each level.
3. A committee should be appointed to make a comprehensive study of the salary situation.

It was suggested that this committee give early consideration to the problem of the adequacy of the entry level. This is a particular concern in those areas (special education) where the job requirements call for a great deal of special preparation (school psychologists, clinicians, etc.).


O.N.

ON:jdm

DATE: January 21, 1974
TO: Richard N. Smith
FROM: Orrin Nearhoof

The group reviewed the first meeting report and the notes from the salary group leaders meeting with the cabinet.

The item which received the greatest attention was a cost of living factor. It was the recommendation of the group that any annual cost of living factor become a part of the base salary at each level, and the base be increased by the amount of the cost of living factor. The group also recommended the following procedures, in priority ranking, for cost of living adjustments.

1. Establish and apply a cost of living factor for the average professional salary and then distribute any remaining monies on a percentage base of current salaries.
2. As in #1, but the cost of living factor is applied to the base (1.0 index) and any remaining monies distributed on a percentage base of current salaries.
3. A flat dollar amount to each professional staff.
4. An equal percentage applied to all professional staff members at each level.

Suggested immediate solutions were as follows:


1. Adjust base (to a level comparable under the 1968 salary schedule).
2. Adjust maximum experience level.
3. Add ^{As} ~~an~~ eighth step.

It was recognized that we should conduct a salary study of comparable positions, but it was agreed that this would be a long term effort, but that it should be implemented soon.

Other items which received attention:

1. Continue working with other state agencies in order to improve fringe benefits.

2. The general concepts presented in items 8, 9, and 10, of the suggested solutions (Dr. Smith's memo of January 2, 1974) were discussed at some length. It was generally agreed that the concept of flexibility within and across (vertical and horizontal indices) positions would be advantageous. These items, however, would require additional study.


O.N.

ON:jdm

DATE: January 2, 1974

TO: Professional Staff

FROM: Richard N. Smith

SUBJECT: Problems with Salary Schedule(s) Identified by Groups
on December 17, 1973

*File:
Salary Comm*

The following is an attempt to summarize the problems the 10 groups identified with the salary schedule(s) presently in effect for professional staff of the Department. In some cases, the statement is merely repeated as reported because various interpretations would be possible. Should you wish to review the reports submitted to me by the group leaders, please ask Mrs. Powers for the file and she will make it available to you.

1. No group reported disagreement with the problems identified by the Cabinet and directors and chiefs.
2. Consultant classification too broad. The schedule should reflect the varying responsibilities required of Consultants. Suggests a Consultant I and Consultant II which would provide more incentives for pay raises.
3. Present schedule too low - not competitive, especially as relates to fringe benefits.
4. Authority of the State Superintendent to assign varying indices on salary schedule should be exercised for all branches - not just P.R.E. The flexibility or departure from the salary schedule is considered a general problem.
5. Present schedule does not reflect merit performance.
6. Experience credit should not be given solely on past experiences, but what skills the job requires.
7. No cost of living factor built into the schedule.
8. The limited number of steps does not encourage staff to remain with the Department.
9. There is no advantage in increasing the number of steps--this only prolongs the time for one to reach the maximum. Rather, if the money permits:
 - A. Add 1% each year plus the allowed cost of living to those at the top of the scale.
 - B. If money doesn't permit, add only cost of living for those at the top of the scale.


NOTE-Item nine is a suggested possible solution from one group. It was placed after item eight to give some perspective on one of our problems which will be reaching consensus.

10. Consideration should be given to making educational adjustments on the schedule on the basis of workshop attendance as well as on campus college credit courses.
11. Concern was expressed as to whether the Table of Organization was compatible with the salary schedule and the index.
12. Discrimination in the recognition of military experience as $\frac{1}{2}$ for one basis for active duty only.
13. Schedule not fair since the index is not taken into consideration beyond the first step.
14. There would have to be some rather conclusive evidence that one position level or section is more important than the other section before they could "buy" the concept of additional compensation whether it be 5% or \$1,000 or whatever.
15. The current schedule or structure is not totally unacceptable, but needs some polishing. Such polishing should not result in only polishing, but make provisions for increased benefits, financial and fringe, for current staff as well as for incoming staff.
16. Some consideration must be given to what happens at the top step. Several individuals now at top step.
17. Can we really develop a schedule and stay on? Have we one, two or three schedules now? Not everyone recognizes nor understands what was the official date of acceptance nor the manifestations that have resulted since.
18. Present schedule difficult to work with.
19. Lack of flexibility in initial placement in the schedule. (If changes are made, how do we treat recently hired personnel?)
20. Are the general department and DRES salaries equitable for equal responsibility and training?
21. There was a question regarding the differential of pay within the schedule primarily by position--the index should be changed; look at titles and job descriptions; include on the salary schedule all those positions that are paid on a differential basis, such as assistant director, etc.

Some suggested solutions:

1. A salary study of comparable positions in LEA's, private enterprise, area schools, and universities.
2. Move back to the 1968 schedule as a base for any changes.
3. Develop a listing of specific competencies for each position and tie salary schedule to a hierarchy of competencies.
4. Fringe benefits to be considered in new schedule: cost of living allowance and earmark or set aside 7-8 percent to purchase annuity for each employee.
5. Merge Salary Schedule I with Salary Schedule II, but make provisions to appropriately identify different responsibilities so that a provision can be built for employing people with appropriate experiences. (This may mean designation such as Consultant I, Consultant II, etc.)
6. Adjust the base to approximately Step 3 for Consultants which would be \$13,600.
7. Review the cost of living annually and implement an increase, if needed, built on the base for Consultants so that each employee would receive the same dollar amount.
8. Spell out the criteria for special positions so that these positions would be provided for within the salary schedule and everyone would recognize these distinctions. (This might be resolved such as the recommendation for different types of Consultants.)
9. The index should run horizontally in addition to the vertical index which would simply mean that the increases in Consultants' salaries would progress from 1.00 to 1.05 to 1.10, etc.
10. Implementation of a professional, rather than bureaucratic, model of administration. (i.e. Consultants may receive higher salary than a manager of the unit.)

Because of the time factor, each group had little opportunity to develop any solutions. Some did not touch on solutions.


R. N. S.

RNS:tag

REPORT OF SALARY SUBCOMMITTEE #4

STUDY OF INEQUITIES WITHIN SALARY SCHEDULES I AND II

SUBCOMMITTEE
ED HEIM, CHAIRMAN
JIM BOTTENFIELD

DATE: May 10, 1974

TO: James Forsyth, Chairman, Salary Committee

FROM: Ed Heim and James Bottenfield

SUBJECT: Report of Salary Subcommittee No. 4

The subcommittee decided that due to the small number of employees on Salary Schedule II (See Attachment No. 1), they would approach their task through personal interviews with each Schedule II employee. A list of proposed questions were prepared (Attachment No. 2) and all employees available were interviewed.

One employee, indicated by DPI records as being on Schedule II, expressed the opinion that he was on Merit not Schedule II. The result of ten interviews are summarized in Attachment No. 3. Each employee's comments are summarized without indicating the employee's name or position. Four employees have not yet been interviewed but this can be done if the committee feels that the interviews should be completed.

In Attachment No. 4, job descriptions of the DPI Schedule II positions are shown as duplicated from the Personnel Officers' files. A job description does not exist for Computer Programmer.

Attachment No. 5 is a letter received from Dr. Smith in response to our memo requesting information about the history of Schedule II.

We feel that our investigations have revealed a general lack of basis for placement on Schedule II and a lack of knowledge by employees as to why they are on Schedule II or why they are at the level they are. We feel there is a general feeling of discontent among the employees on Schedule II.

We do not feel that the subcommittee should make any recommendations at this time, but should wait until the committee determines its overall philosophy and direction.

Salary Schedule II Positions

<u>Index</u>	<u>Position Title</u>	<u>Number of Positions</u>
21	Administrative Assistant, Title VI	2
	Research Associate	1
22	*Computer Programmer	2
23	*Accountant Professional Associate	1
24	Technical Writer	1
	Accountant	1
25	Program Associate	1
	Data Service Coordinator	1
	Personnel Officer	1
	Administrative Assistant, Commodity Distribution	1
	*Accountant II	1
26	Accounting Supervisor	1
	*Chief, Fiscal Officer	<u>1</u>
		5 VR
		<u>10</u> DPI
		15

*Vocational Rehabilitation position

Schedule II Questions

1. What index and step are you on?
2. Do you know how or why you were placed on that particular index and step?
3. If you are off-step, do you know why?
4. Any inequities in Schedule II?
5. Any comments on entry step?
6. Any comments on BA plus 30 hours provision?
7. Any comments on progression from one index to another?
8. Any other comments concerning Schedule II?
9. Comments concerning one schedule versus two schedules?
10. Comments concerning Schedule II as related to Schedule I?
11. Comments concerning Schedule II as related to Merit employment?

Summary of Interviews with Schedule II Employees

The numbers below correspond to the question numbers in Attachment No. 2

1. Most employees knew their present placement. If they did not, we figured it for them so they all know their index and step.
2. Of the ten people interviewed, none knew for sure how or why they were placed on the index or step they were on.
3. Eight were on step; two were off step by only a few dollars.
4. Summation of comments:
 - (a) Lower indices were too low.
 - (b) Wondered why top five indices were not used.
5.
 - (a) All felt that written concepts for each index should exist as a rationale for each placement.
 - (b) Three felt that experience had not been given adequate weight in initial placement.
 - (c) One expressed concern that military experience counted on Schedule I but not on Schedule II.
 - (d) One thought a degree should not be required.
6. One thought a person with BA + 30 hours should get more than \$600 additional; the \$600 should be given for employee with BA + 15 hours and that more yet should be paid for a Master's degree.
7. All were interested to know how it could be done. Felt that 5a above would help.
8.
 - (a) One felt there was inconsistency in initial placement.
 - (b) One expressed a wish to see more steps with greater increases between steps in the earlier steps.
 - (c) One wanted progressively larger increases between steps with unlimited steps; just so many dollars for so many years of service.
9.
 - (a) One preferred separate schedules because Schedule I has always been subject to change whereas Schedule II has been 100%. This employee felt that Schedule I was designed for a higher education and therefore more effective being separate from educators. Same employee felt Schedule II was more stable and that status was not involved.
 - (b) Three expressed no comment.
 - (c) Six expressed feeling that only one schedule should exist.
10. Generally covered by comments in number nine.
11.
 - (a) Two stated that Merit Employment appeared to be better.
 - (b) Two stated that Merit Employment appeared to be the same as Schedule II.
 - (c) Six had no comment.

JOB TITLE:

Technical Writer, Planning and Support Section
Career Education Division, Area Schools and Career Education Branch
T.O. # 6J13

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

The primary function of this position is the preparation, including planning and revision, of documents to report or record activities in the Section and Career Education Division in carrying out the intent of the Vocational Education Act of 1963 as amended in 1968.

Individual in this position has no direct supervisory responsibilities but does have indirect responsibility of clerical staff assigned to the Section.

JOB DUTIES:

Assists professional staff in preparing and submitting U.S. Office of Education descriptive, fiscal, and statistical reports as required.

Assists professional staff in developing, revising and producing State Plan for Career Education.

Assists professional staff in production of and dissemination of Career Education Handbook revisions.

Assists professional staff in collection, recording, and distribution of various reports throughout the year.

Develops and disseminates bibliographies and findings of studies, surveys, and research pertaining to career education in Iowa.

Assists the Information and Publications Section in developing career education division publication materials and coverage of annual career education conference.

Attends and participates in Department, division, state, regional, and national meetings for the improvement of career education.

Participates on committees to plan and conduct workshops and conferences.

Responds to requests for information and materials pertaining to Career Education in Iowa.

EDUCATIONAL REQUIREMENTS:

A Bachelor's Degree, with an advanced degree desirable, with emphasis in education and journalism. Undergraduate and graduate study in research, planning, evaluation techniques and the collection and dissemination of information is desirable.

EXPERIENCE REQUIREMENTS:

Three to five years pervious experience in writing and editing publications.

OTHER REQUIREMENTS:

A valid Teaching Certificate

JOB DESCRIPTION

JOB TITLE:

Administrative Assistant, Title VI, ESEA Section, Special Education Division
Pupil Personnel Services Branch
T.O. # 5C08

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

The primary function of this position is to assist the Chief of Title VI in the administration of Part B, Title VI, E.S.E.A.

Indirect supervision is exercised over one clerical position in this section.

JOB DUTIES:

Assist the chief of the Title VI-B program in all areas relating to the general administration of this program.

Maintain all financial records relating to programs and projects conducted at the State and local level.

Assist in all steps of the reviewing process utilized with state and local project applications.

Assist in monitoring of state and local projects.

Assist local and state project applicants in the preparation of project reports.

Responsible for checking the certification and approval status of all special education personnel involved in the various programs which are eligible for reimbursement, including all correspondence with teachers and their administrators regarding this approval.

Responsible for the processing of Special Education Reimbursement Claims.

EDUCATIONAL REQUIREMENTS:

A Bachelor's Degree in Business Administration

Any courses at the undergraduate level in special education would be helpful.

EXPERIENCE REQUIREMENTS:

No experience necessary.

OTHER REQUIREMENTS:

Should be eligible to hold a valid Teaching Certificate.

JOB DESCRIPTION

JOB TITLE:

Research Associate, Educational Media Section (INFORMS PROJECT)
Instruction and Professional Education Branch
T.O. # 4G14

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

This position is to work under supervision of Referral Specialist and Director of project to develop and improve dissemination of resource materials relating to curriculum for and to schools in Iowa.

Individual in this position has no direct supervisory responsibility over other staff members of the project or section.

JOB DUTIES:

Works with the retrieval of educational curriculum materials from a data book centrally located in the Department, (Educational Media Section).

Retrieves and determines the relevance of materials, as requested.

Confers with Referral Specialist and Project Director on request.

Transforms information requested into a format useful for needs.

Attends weekly staff meetings of Section as well as monthly staff meetings and other conferences scheduled pertaining to the project.

Maintains contact with eleven field agents in selected Educational Media Centers throughout the State. This contact is by phone, correspondence, or direct.

EDUCATIONAL REQUIREMENTS:

B. A. degree with emphasis in Education field. Related training in educational reference materials and techniques would be desired but not required.

EXPERIENCE REQUIREMENTS:

No experience necessary. If one has worked with or has knowledge of the ERIC (Educational Resource Information Center) system for retrieval of information, this would be helpful. Teaching experience also is desired but not required.

OTHER REQUIREMENTS:

A valid Teaching Certificate

Ability to work with administrative staff and school personnel.

JOB DESCRIPTION

JOB TITLE:

Program Associate, Education Profession Development Section
Instruction and Professional Education Branch

~~FOUO # 1-227, 4008~~

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

These positions are to be responsible to the Drug Education Consultant to plan, evaluate, and facilitate Drug Education Institutes and efforts.

Individuals in these positions have no supervisory responsibilities.

JOB DUTIES:

Serves as small group facilitator at the Department of Public Instruction Drug Education Institutes.

Aids in planning and operating drug education institutes throughout the State.

Assists in on-going evaluation of state and local drug education efforts.

Assists in long and short-range planning activities.

Provides consultant service to local schools and intermediate units.

Aids in coordination of resources, both materials and personnel.

Keeps abreast of current trends in drug education, and helps disseminate this information to school communities for program improvement.

EDUCATIONAL REQUIREMENTS:

Prefer Bachelors Degree in education; however, experience can substitute for experience on a year for year basis. Related study in areas of social sciences and counseling would be helpful in these positions.

EXPERIENCE REQUIREMENTS:

No set requirement in years of experience. Should have: Specific training experiences relating to community and school drug education programming; Specific work experiences in the education of children, adolescents, and adults in developing a school-community drug prevention program for a broad range of socioeconomic groups; and specific ability and experiences in working with a broad range of students, community representatives, and professional personnel.

OTHER REQUIREMENTS:

A valid Teaching Certificate

Skill in establishing rapport with groups who have broad ranges of age and socioeconomic backgrounds.

Possess the ability to listen attentively in small group interaction.

Ability to guide a group in developing a positive workable abuse prevention program.

Possess the ability to evaluate materials for scientific accuracy and educational validity.

JOB DESCRIPTION

JOB TITLE:

Data Services Coordinator, Management Information Division
Planning and Management Information Branch
T.O. # 3B04

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

The Data Services Coordinator will be primarily responsible for all quality control activities. Specifically, this will involve the scheduling, collecting, and editing of input materials as well as the auditing and balancing of output data.

The individual in this position has no supervisory responsibilities other than those temporarily assigned by the Director of the Division.

JOB DUTIES:

The Data Services Coordinator will be responsible for the scheduling, collection, and editing of all input materials as well as audit and balance output data. In this role, the Data Services Coordinator will perform all quality control checks.

The Data Services Coordinator will prepare or approve all materials relating to data collection and dissemination (i.e. schedules, letters, user directions and instructions, etc.).

The Data Services Coordinator as part of the quality control activity, will share with the Data Services Consultant-Statistics in the responsibility for the accurate timely preparation of all formal reports for federal and state needs.

The Data Services Coordinator will assist users in the definition but not the design of collection documents and feedback reports.

The Data Services Coordinator will serve as a liaison for users requesting standardized information reports such as lists, directories, mailing labels, statistics, etc.

Perform other duties assigned by the Director.

EDUCATIONAL REQUIREMENTS:

B.S. required, masters preferred, with emphasis in training in data processing procedures for data retrieval.

Some programming experience or knowledge is desired so an intelligent judgement can be made as to time, materials, and resources involved.

Related fields of education preparation in areas of accounting and mathematics would be helpful in this position.

EXPERIENCE REQUIREMENTS:

Three years in education and/or data processing is preferred.

OTHER REQUIREMENTS:

A valid Teaching Certificate

Personal Traits: A personality that inspires confidence and an interest in working with people in the profession.

Professional Activities: To hold membership in selected professional organizations and to participate regularly in their activities. Also, to read selected professional journals in the fields of education and data processing in order to stay abreast of current developments.

JOB DESCRIPTION

JOB TITLE:

Accountant, Accounting Unit, Administrative Services Section,
Administration Branch
T.O. # 2J02

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

The primary function of this position is supervisory and administrative professional accounting work. The position involves primary liaison cooperation with and between the accounting supervisor and the personnel officer in regard to intra-departmental general accounting and payroll accounting functions.

Assists in supervising the accounting clerical personnel in a capacity subordinate to the accounting supervisor. Assists, supervises, reviews and participates in the work of the same personnel in performing general and budgetary accounting, payroll, auditing, and related activities. Provides professional advice to subordinates in the resolution of difficult accounting problems.

JOB DUTIES:

Work is performed independently within established policies and procedures, and is reviewed by administrative supervisors (that is, accounting supervisor; chief, administrative services; and, associate superintendent, Administration) through conferences and reports. Work involves assistance in planning, organizing, and directing the general accounting, audit payroll, and related accounting activities and assistance in administering the accounting unit.

The major duty consists of the Departmental Payroll Accounting functions involving subordinate responsibility to the accounting supervisor and complementary coordination with the personnel officer and some voucher auditing and processing functions of an advisory and quasi-supervisory responsibility in relation to the clerical accounting personnel.

The second major duty is general accounting for the Department and the processing of vouchers as to the budgeting, auditing, expending, recording, and recapitulation of state and federal funds. This involves, primarily, travel and expense vouchers for departmental consultants as well as contracted "outside" consultants, purchase orders, local educational agencies reimbursements, and other miscellaneous transfers.

The third major duty is planning, organizing, and directing the ledger accounting function for the Career Education Division and assisting in the preparation and maintenance of necessary accounting records and the compilation of data for financial reports involving state and federal funding.

The remainder of the duties of this position involve special projects and assignments of an accounting and/or auditing nature for the accounting supervisor, the Chief of Administrative Services Section, or the Associate Superintendent of Administration. Periodically, there are projects under the direction of the Deputy Superintendent or the State Superintendent. Also, there is an involved, working cooperation with the State Comptroller's personnel.

EDUCATIONAL REQUIREMENTS:

Bachelor of Science Degree in Accounting, or in Business Administration (School Business Accounting courses would be advantageous). Should have courses in Accounting, Auditing, Economics, Preparation of Financial Statements, Governmental or Institutional Accounting, Governmental Economics and Taxation, and other related subjects.

EXPERIENCE REQUIREMENTS:

Three years of progressively responsible accounting and/or auditing experience with some supervisory and administrative experience in a Public Accounting firm, or a Governmental or institutional agency with a working knowledge or experience in Governmental Accounting. Experience as a school business office accounting employee would help also.

OTHER REQUIREMENTS:

Teaching Certificate and experience and/or training in the data processing field.

JOB DESCRIPTION

JOB TITLE:

Accounting Supervisor, Administrative Services Section, Administration Branch,
T.O. # 2J01

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

The primary function of this position is to provide planning, support and supervision for the Department in the disbursement and/or reimbursement of funds for its operation. Close liaison is maintained with the State Treasurer, State Comptroller and State and Federal auditors. This position has direct responsibility over one professional staff member, three accounting clerks and one clerk typist position.

JOB DUTIES:

Prepare monthly, quarterly and annual reports required for departmental use and for state and federal requirements.

Prepare various unscheduled reports and schedules as required by different divisions.

Assist divisions in preparing budgets and other financial records.

Supervise and assist in the preparation of bi-monthly payroll and in the maintenance of necessary payroll records.

Develop systems for various divisions and cooperate with the data processing division in the preparation of programs.

Consult with divisions concerning fiscal and procedural policies.

Receive, deposit, and maintain general and supporting ledgers for all federal and state funds.

Dictate letters and direct preparation of typewritten material.

EDUCATIONAL REQUIREMENTS:

A B.A. Degree with a major in Accounting.

Related fields of education could be in Mathematics, Business Administration and Educational Administration.

EXPERIENCE REQUIREMENTS:

Five years in the accounting field. Special consideration is given to those who have work experience in governmental accounting.

OTHER REQUIREMENTS:

A Teaching Certificate and knowledge of management tool plus some experience and/or training in computer science.

JOB DESCRIPTION

JOB TITLE:

Personnel Officer, Administrative Services Section, Administration Branch
T.O. # 2G01

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

Plan, develop, organize and direct a personnel program for the Department in areas of employment, classification, salary, employee relations and policy interpretation.

Direct over one clerical employee. Indirect over all staff in specified areas; i.e., policy interpretation and employee relations.

JOB DUTIES:

Plan, organize, and direct the personnel program for the Iowa Department of Public Instruction.

Supervise a small group of clerical employees engaged in personnel activities.

Directs and participates in recruitment, selection and placement activities.

Administers and maintains classification and compensation plans for the professional employees of the Department.

Detect, define, and develop solutions for various types of personnel problems including grievances, turnovers, supervisor-employee relations, and other complex group and individual matters.

Advise employees in matters concerning personnel policies, procedures, and practices.

Advise administrative supervisors of current and future personnel problems, and suggests procedures for the solution of the problems.

Works closely with the Merit Employment Department in those areas in which it has the primary responsibility for personnel administration.

Prepares or directs the preparation and maintenance of necessary records and reports.

Performs related work as required.

EDUCATIONAL REQUIREMENTS:

Bachelors degree in public administration, business administration or the Social Science Field or closely related areas. Bachelors degree in Guidance and Counseling.

EXPERIENCE REQUIREMENTS:

Minimum of five years experience in personnel work involving recruiting, selection, and testing. Experience in guidance and counseling is desirable.

OTHER REQUIREMENTS:

Teaching Certificate - Some administrative experience involving interpretation of established policy and some decision making.

JOB DESCRIPTION

JOB TITLE:

Administrative Assistant, Commodity Distribution, School Food Services Section,
Administration Branch
T.O. # 2D07

PRIMARY FUNCTION OF POSITION AND SUPERVISORY RESPONSIBILITY:

Responsible for administering and supervising the Commodity Distribution Program to public, private, and parochial schools participating in the National School Lunch Program and School Breakfast Program; to Service Institutions eligible under the Special Food Services Program for children; Summer Camps and eligible head start programs; and disaster feeding.

Directly supervise all phases of the work of two clerk-stenographers.

JOB DUTIES:

Supervise the Commodity Distribution Program.

Administratively review school lunch programs.

Conduct reviews of each warehouse operation.

Administratively review Summer Camp operations.

Assist with the Monthly School Lunch Newsletter.

Assist with School Lunch Short Courses at Iowa State University.

Assist in the development and revision of forms.

Make monthly reports to the federal government.

Attend state and national conventions related to school food service and child feeding programs.

Assists with planning, programming, and evaluation for School Food Services Section.

EDUCATIONAL REQUIREMENTS:

College Degree - four year minimum. College preparation should have emphasis on Business Administration or Education, Management and/or Mathematics.

EXPERIENCE REQUIREMENTS:

Minimum of two years of teaching or administrative experience in education

OTHER REQUIREMENTS:

Teaching experience. Desirable to have some training or work experience in Computer Science Field.

DATE: April 12, 1974

TO: Ed Heim

FROM: Richard N. Smith

SUBJECT: Questions Concerning Salary Schedule II

I am sorry to have delayed in answering your memorandum of April 5, 1974. Before answering the memo it was necessary for me to talk to several people who were involved in the creation and administration of Salary Schedule II. As you know, this was instituted a number of years ago prior to the time I was in my present position. People's memories are somewhat hazy, but I believe the following are pretty accurate answers to your questions.

1. What was the department's rationale for establishing two salary schedules?

At the time this schedule was recommended by the salary committee (1967) it was felt that there was too great a range between the salaries for "professional staff" who were in non-educator positions and the "professional staff" who were in the educator or consultant positions. To create one schedule to handle all such staff members would have left a considerable gap because the levels were too far apart.

2. How was it determined where to place existing employees at the time Salary Schedule II was established?

The best I can determine is that employees were placed on the step above their current salary at the time the schedule was implemented.

3. How was it determined where to place employees hired subsequent to establishment of Salary Schedule II?

Currently we study the position which would be as closely comparable under the Merit System to the position which we are filling and we then place the individual on Step I of the Index which would be the most comparable. Prior to my assuming the Deputy position, I think that a judgment was made as to what salary the position called for.

4. What conditions might exist that would put an employee on Salary Schedule II but off-step?

The best I have been able to determine is that the administration placed some people off-step because they did not feel they could give a few individuals a raise that would be out of line with other increases given in the department to people on Salary Schedule II.

5. Are there any provisions in Salary Schedule II for an employee to move from one level to another?

I know of nothing in the schedule itself which speaks of this question. The third paragraph under III states: "Deviation or exception to this salary schedule is to be approved by the State Board before offering a position not in compliance with the schedule." This statement does not really answer your question. However, because of the authority given to the State Superintendent in the Code I would suspicion that the State Superintendent, with the approval of the State Board could move an employee from one level to another even though the schedule itself does not provide for this.

I hope the above will be of some assistance to you. I am sorry that I cannot be more helpful, but most of your questions deal with time prior to my having any direct knowledge of the actions taken.


R. N. S.

RNS:jp

(Retyped from Original)
April 30, 1974

POLICY STATEMENT
Training and Development for State Employees

TO: ALL DEPARTMENT HEADS

FROM: GOVERNOR ROBERT D. RAY

One of the recommendations from Springbrook was that state employee training and development be encouraged and accomplished throughout the executive branch of state government. The purpose of this statement is to lend my support to that goal.

At the Springbrook meeting, you listed employee training and development as an important way to help achieve fair treatment of employees and the building and retention of capable employees. I agree. In addition, I feel it is important that we do everything possible, as top managers in state government, to train our employees to be responsive and responsible to our citizens, to be truly service-minded and career-minded.

I want you to know that I support an increased effort throughout state government to build management's and employees' capabilities to perform their present duties and prepare them to assume new or extended duties.

At the same time I feel that each state department has the primary responsibility for training and development of its employees. I consider this function as an important responsibility of each of you as top managers in state government. Within broad guidelines set forth in this statement and which will follow as a result of the recommendations of my Policy Committee, I expect each of you to set policies and plans and to carry them out to fit your department's particular needs.

During the 1974-75 fiscal year, I want each department to set goals on the following matters and make considerable progress on those goals:

1. Prepare or review your training policy.
2. State in a letter to me what you intend to do in your department in staff development and training this year.
3. Implement an orientation system that will help new employees get an effective start on their jobs and become service-minded and state-career minded.
4. Provide varied job experiences as part of training for persons who show the desire to advance.
5. Provide for training and development activities within your proposed personnel budget.
6. Provide time off from work for job-related training of benefit to your department for employees who can profit from such training.

7. Set a personal management development goal (activity) for yourself and each of your top subordinates to be achieved this year. Your suggestions are invited for types of training or other developmental activities you feel are needed or appropriate.
8. Enable all first and second level supervisors to take a basic supervisory course in the last three years.
9. Supplement the basic supervisory training by encouraging supervisors to take advantage of training in (a) understanding the merit system and the supervisor's role under merit, (b) understanding roles in affirmative action and labor relations, (c) citizen relations, (d) work simplification, or (e) time management dependent upon individual needs.
10. Review your current training and development activities to determine results and usefulness.

At the end of 1974, I want each department to make a summary report to me and the Policy Committee on progress you have made toward achieving these goals.

During 1974, I want my Policy Committee to make recommendations to me for improving our over-all approach to employee training and development.

In the meantime, I am asking the Merit Employment Department to provide a clearinghouse of information and to assist departments in coordinating their training activities. I am also asking the State Universities, particularly the Institute of Public Affairs of The University of Iowa, to help provide management and supervisory training and to provide consultation assistance to departments in working toward the goals set out in this statement.

REPORT OF SALARY SUBCOMMITTEE #2

COMPARABILITY AND APPLICABILITY TO THE EMPLOYMENT NEEDS
OF THE DEPARTMENT WITH OTHER EDUCATIONAL UNITS IN THE STATE,
AND WITH OTHER STATE DEPARTMENTS OF EDUCATION

SUBCOMMITTEE
DON SMITH, CHAIRMAN
DEAN ASCHIM
STEVE MAHR

Subcommittee #2

Final Report

Committee Members: Don Smith
Dean Aschim
Steve Mahr

All information contained in this report is intended to indicate the necessary salaries the Department of Public Instruction will have to pay in order to hire and retain qualified personnel at all departmental position levels. This report contains current salary information on Iowa's area school and secondary school instructors and administrative staffs. Also included are the equivalent State Department positions and salary ranges of Minnesota, Wisconsin, Illinois, Missouri, Nebraska, and Kansas.

In the next few paragraphs, we will attempt to explain each of the attached salary tables. All salaries are equated to 240 days so that comparisons can be made.

Table A - Secondary School Instructors

Listed in this table are the 18 largest school districts by enrollment in Iowa. The 1973 salaries at the Master's degree plus five years experience level are listed by school district. Salaries range from a high of \$13,620.00 at Bettendorf to a low of \$12,078.00 at Sioux City. The average of these 18 districts is \$12,790.00 when calculated from their published salary schedules. This indicates that the departmental salary for Consultant, Step I, of \$11,900.00 for 1973-74 year is at least \$890.00 below the secondary school average for the same year.

Table B - Area School Instructors

Only ten of fifteen area schools have official salary schedules. Area XI (Des Moines Area Community College) has the high of \$13,272.00 and Area XIII (Iowa Western Community College) has a low of \$10,500.00 for 1973-74. The average for the ten reporting area schools is \$12,021.00. Again, the

Departmental salary figure for Consultant, Step I, of \$11,900.00 for Fiscal 1974 would indicate that the salary is \$182.00 less than what is paid to area school instructional staff.

Table C & D - Secondary School Administrators

Secondary schools have a number of administrative titles or positions which vary in duties and responsibilities. In attempting to keep the salary information as brief as possible, only six administrative titles were used. Table C, 1973-74, actual salaries indicates that the average director's salary at the 18 largest secondary schools is more than the 1973-74 maximum for Departmental associate superintendents and that the average local superintendent's salary is \$1,873.00 higher than the Iowa State Superintendent of Public Instruction.

Table E - Area School Administrators

These tables contain the administrative salaries of Iowa's fifteen area schools as reported in the Iowa Professional Employees Data School Sheet. Again, as indicated by the averages, the Department would have many problems attempting to hire these personnel at our current initial placement salaries.

Tables F & G - Salary Schedules of Surrounding States

A comparison of surrounding state departments of education schedules is necessary to determine whether Iowa is compensating its employees at an adequate salary. All surrounding states replied to a salary schedule questionnaire except South Dakota. The results of this survey are contained in Tables F and G. The 1973-74 salaries indicate that at the consultant level, Iowa ranks fourth of six in dollar salary and \$1,470.00 below the average beginning salary of \$13,370.00. At the supervisor level, Iowa ranks fourth of five in dollar salary and \$1,532.00 below the average beginning salary of \$14,622.00. At the chief level, Iowa ranks fourth of six in dollar salary and \$979.00 below the average beginning salary of \$14,664.00. At the director level, Iowa ranks

fifth of seven in dollar salary and \$3,925.00 below the average beginning salary of \$18,800.00. At the associate superintendent level, Iowa ranks seventh of seven in dollar salary and \$5,643.00 below the average beginning salary of \$21,708.00. At the superintendent level, Iowa ranks fifth of six in dollar salary and \$4,018.00 below the average salary of \$32,518.00.

1974-75 Salary Comparison

Area Schools

Information in the Department indicates the Iowa area schools will receive an average increase of 10 percent. ISEA (Iowa State Education Association) has published an article dealing with secondary school salaries which states the average increase of 9.7 percent. The following comparison shows the salary figures for an individual with a Master's degree and five years experience:

Surrounding State Departments	
Consultant, Step I (Table G Average)	\$ 14,173.00
Iowa State Department Consultant, Step I	13,090.00
Secondary Instructor (Table A Average)	13,703.00
Area School Instructor (Table B Average)	13,227.00

This information indicates that Departmental salaries for beginning employees is still not competitive enough to attract the caliber of personnel needed for this department. If we cannot exceed the salary the individual will receive at a local institution, we cannot expect to attract highly qualified personnel.

SUMMARY

Iowa Department of Public Instruction salaries do not compare favorably with those of surrounding states. Only two of five reporting states have a starting salary less than the 1974-75 salary of the Iowa Department of Public Instruction. As the position titles and salaries are reviewed in Table I, the economic picture becomes very bleak in comparison with the Departmental schedule.

Comparing administrative salaries of the secondary and area schools makes the picture look much worse (Tables E and G). Because of the wide salary variance, it would be impossible to recruit prospective employees from these ranks. To recruit from the instructor ranks of the secondary and area schools may be somewhat easier in 1974-75. The starting salaries of Iowa's local schools (Tables A and B) indicate that the proposed Departmental consultant step I of 14,500 is basically equal to their projected salaries. If the Department was given the option of hiring at the consultant I, II or III level based on experience, we may have the opportunity to hire the qualified personnel we wish.

A major problem may still exist in 1975-76 of holding qualified people in the Department. Average salaries from the various sources listed in this report indicate the Department is not compensating its employees at the rates of other Departments of Education or Iowa local educational administrators. This tends to detract from the Department if personnel cannot be drawn from the proven ranks of successful individuals but must rely on the instructional ranks for its future potential.

PROJECTED SALARY DATA
SECONDARY PUBLIC SCHOOL DISTRICTS
1973-1974 and 1974-1975

The information given below lists the salaries received by the instructor with a master's degree plus five years experience in the district. Two of Iowa's 20 largest public school districts (Ames & Davenport) were not included in the Iowa State Education Association 1973-74 report, therefore, only 18 are listed below.

The Iowa State Education Association has indicated that Iowa's average base salary increase will be 7.14% for 1974-75 and the table below reflects this increase for fiscal 1975. All salaries have been adjusted to a 240 day contract so that comparisons can be made.

<u>District</u>	<u>73-74</u>	<u>74-75</u>
1. Des Moines	\$12,858.00	\$13,776.00
2. Cedar Rapids	12,837.00	13,742.00
3. Waterloo	12,969.00	13,894.00
4. Sioux City	12,078.00	12,940.00
5. Council Bluffs	13,072.00	14,005.00
6. Dubuque	12,678.00	13,583.00
7. Iowa City	13,061.00	14,622.00
8. Ottumwa	12,284.00	13,161.00
9. Fort Dodge	12,274.00	13,150.00
10. Clinton	12,658.00	13,561.00
11. Marshalltown	12,596.00	13,495.00
12. Mason City	13,246.00	14,191.00
13. West Des Moines	13,103.00	14,038.00
14. Muscatine	12,424.00	13,311.00
15. Cedar Falls	12,820.00	13,735.00
16. Bettendorf	13,620.00	14,592.00
17. Newton	12,875.00	13,794.00
18. Ankeny	12,781.00	13,693.00
Averages for above	12,790.00	13,703.00
Department of Public Instruction-Consultant, Step I	11,900.00	13,090.00

Projected Salary Data
Post-Secondary Area Schools
1973-1974 & 1974-1975

The information given below lists the salaries received by the instructor with a master's degree plus five years experience in Iowa's Area Schools. The 1973-74 salary information is taken from the Department of Public Instruction's Area Schools Division's Salary listing. Area Schools IV, VII and X do not have official schedules and area schools XV and XVI did not supply sufficient data.

The 1974-75 salaries shown below are based on increases (9.8% average) either approved or recommended to the local Area School boards. All salaries have been adjusted to 240 days so that comparisons can be made.

Area	73-74	74-75
I	\$12,235.00	\$13,360.00
II	12,088.00	13,320.00
III	12,000.00	13,236.00
IV	N.A.	
V	11,431.00	12,722.00
VI	11,400.00	12,597.00
VII	N.A.	
IX	12,530.00	13,845.00
X	N.A.	
XI	13,272.00	14,665.00
XII	12,519.00	13,370.00
XIII	10,500.00	11,602.00
XIV	12,240.00	13,561.00
XV	N.A.	
XVI	N.A.	
Average for above	12,021.00	13,227.00
Department of Public Instruction Consultant, Step I	11,900.00	13,090.00

SECONDARY SCHOOL DISTRICT SALARIES

1973-1974

<u>SCHOOL DISTRICT</u>	<u>SUPERINTENDENT</u>	<u>ASSISTANT SUPERINTENDENT</u>	<u>ADMINISTRATIVE ASSISTANT</u>	<u>DIRECTOR</u>	<u>PRINCIPAL</u>	<u>ASSISTANT PRINCIPAL</u>
Des Moines Ind. Community	\$35,400	\$26,440	\$15,482	\$20,330(13)	\$19,343(73)	\$16,863(43)
Cedar Rapids Community	34,500	28,080	22,170(8)	21,504(10)	19,764(45)	17,972(14)
Davenport Community	34,000	NONE	NONE	21,020(9)	19,764(27)	18,720(17)
Waterloo Community	36,240	26,960(3)	15,680(3)	19,745(11)	18,232(38)	17,485(13)
Sioux City Community	31,875	25,075	20,275	17,905(6)	18,973(35)	17,929(12)
Council Bluffs Community	28,800	24,595	18,345	23,444(3)	18,638(22)	18,005(10)
Dubuque Community	32,245	25,618	17,104	22,826(3)	20,672(32)	19,191(7)
Iowa City Community	28,500	24,960	NONE	19,428(5)	19,794(22)	17,205(8)
Ottumwa Community	25,666	NONE	21,088	19,244(4)	20,067(13)	19,856(4)
Burlington Community	29,150	19,900	NONE	17,700	19,925(15)	17,090(8)
Fort Dodge Community	30,256	NONE	19,394	18,480(3)	16,029(14)	17,230(4)
Mason City Community	32,600	27,360(2)	NONE	19,678(5)	20,646(16)	18,582(4)
Clinton Community	27,030	NONE	NONE	20,800(3)	20,030(14)	18,602(5)
Cedar Falls Community	28,250	22,000	NONE	18,845(4)	18,411(11)	18,587(4)
Muscatine Community	26,600	21,762	NONE	15,920(2)	18,685(14)	17,138(4)
Marshalltown Community	27,750	21,762(2)	NONE	19,512(2)	20,106(14)	19,095(5)
Ames Community	29,100	22,350	NONE	18,779(3)	19,088(12)	18,220(3)
West Des Moines Community	29,200	22,375	NONE	22,313	UNKNOWN	UNKNOWN
Bettendorf Community	32,310	22,330	NONE	18,782(3)	20,144(7)	19,605(3)
Newton Community	28,000	NONE	15,600	17,000(2)	19,161(10)	15,605(3)
AVERAGE -						
20 Largest School Districts	30,373	24,451	19,538	21,826	19,357	17,808

() indicates number of positions in school district

All salaries from IPSEDS (Iowa Professional School Employees Data Sheet) for 1973-74 school year.

Table D

SECONDARY SCHOOL DISTRICT SALARIES

PROJECTED 1974-1975

<u>SCHOOL DISTRICT</u>	<u>SUPERINTENDENT</u>	<u>ASSISTANT SUPERINTENDENT</u>	<u>ADMINISTRATIVE ASSISTANT</u>	<u>DIRECTOR</u>	<u>PRINCIPAL</u>	<u>ASSISTANT PRINCIPAL</u>
Des Moines Ind. Community	\$38,763	\$28,951	\$16,952	\$22,261(13)	\$21,108(73)	\$18,464(43)
Cedar Rapids Community	37,777	30,747	24,276(8)	23,546(10)	21,641(45)	19,679(14)
Davenport Community	37,230	NONE	NONE	23,016(9)	21,641(27)	20,498(17)
Waterloo Community	39,682	29,521(3)	17,169(3)	21,620(11)	19,964(38)	19,146(17)
Sioux City Community	34,903	27,457	22,201	19,605(6)	20,755(35)	19,632(12)
Council Bluffs Community	31,536	26,931	20,087	25,671(3)	20,408(22)	19,715(10)
Dubuque Community	35,308	28,051	18,728	24,944(3)	22,635(32)	20,014(7)
Iowa City Community	31,207	27,331	NONE	21,273(5)	21,674(22)	18,839(8)
Ottumwa Community	28,104	NONE	23,091	21,072(4)	21,973(13)	21,742(4)
Burlington Community	31,919	21,790	NONE	19,381	21,817(15)	18,713(8)
Fort Dodge Community	33,130	NONE	21,236	20,235(3)	17,551(14)	18,866(4)
Mason City Community	35,697	29,959(2)	NONE	21,547(5)	22,607(16)	20,347(4)
Clinton Community	29,597	NONE	NONE	22,766(3)	21,932(14)	20,369(5)
Cedar Falls Community	30,933	24,090	NONE	20,635(2)	20,160(11)	20,352(4)
Muscatine Community	29,127	23,829	NONE	17,432(2)	20,460(14)	18,766(4)
Marshalltown Community	30,386	23,829(2)	NONE	21,365(2)	22,016(14)	20,909(5)
Ames Community	31,864	24,473	NONE	20,563(3)	20,901(12)	19,950(3)
West Des Moines Community	31,974	24,500	NONE	24,432	UNKNOWN	UNKNOWN
Bettendorf Community	35,379	24,451	NONE	20,566(3)	22,057(7)	21,467(3)
Newton Community	30,660	NONE	17,082	18,615(2)	20,981(10)	17,087(3)
AVERAGE						
20 Largest School Districts	33,258	26,775	21,394	23,897	21,182	19,875

1974-75 salaries equal 1973-74 X 1.095

() indicates number of positions in school district

Area School Administrative Salaries
1973-1974 Actual Salaries
1974-1975 Projected Salaries

Table

Area School	% Increase 1974-75	Superintendent		Assistant Superintendent		Administrative Assistant		Director Adult Education		Director Career Education		Director Student Personnel		Campus Dean	
		1973-74	Pro-jected 1974-75	1973-74	Pro-jected 1974-75	1973-74	Pro-jected 1974-75	1973-74	Pro-jected 1974-75	1973-74	Pro-jected 1974-75	1973-74	Pro-jected 1974-75	1973-74	Pro-jected 1974-75
I	9.2	\$27,500	\$27,500	NONE		\$15,600	\$17,035	\$19,250	\$21,021	\$19,250	\$21,021	\$19,250	\$21,021	NONE	
II	10.2	25,440	27,500	\$20,400	\$22,480	18,720	20,629	18,720	20,629	NONE		18,240	20,100	NONE	
III	10.3	24,000	26,472	19,680	21,707	NONE		NONE		NONE		NONE		NONE	
IV	13.2	24,500	27,500	NONE		NONE		21,000	23,772	21,000	23,772	17,700	20,036	NONE	
V	11.3	26,000	27,500	NONE		21,000 20,500 20,000	23,373 22,816 22,260								
VI	10.5	24,000	26,520	22,500	24,862	NONE		19,000	20,995	16,500	18,232	16,000 17,000	17,680 18,785	20,500 20,500	22,652 22,652
VII	10.8	25,500	27,500	NONE		NONE		19,000	21,052	19,600	21,716	17,200	19,057	NONE	
IX	10.5	24,960	27,500	NONE		20,400 20,400	22,542 22,542	17,280 14,640 17,040	19,094 16,177 18,829			16,560 16,560 16,080	18,298 18,298 17,768	19,680 19,200 19,680	21,746 21,216 21,746
X	7.5	25,800	27,500	24,750 23,850 22,260 21,730	26,606 26,354 24,597 24,011	24,429	26,261	18,918	20,336	23,714	25,492	20,564	22,106	NONE	
XI	10.5	27,500	27,500	21,730	24,011	16,500	18,232	19,375	21,409	20,000	22,100	NONE		19,100	21,105
XII	6.8	26,375	27,500	NONE		NONE		18,350	19,597	22,000	23,496	17,300	18,476	NONE	
XIII	10.5	26,300	27,500	21,985	24,293	19,553	21,606	19,974	22,071	18,652	20,610	16,050 19,434	17,735 21,474	20,470 18,470	22,619 20,409
XIV	10.8	24,000	26,592	18,357	20,339	NONE		16,846	18,665	16,432	18,206	17,476	19,363	NONE	
XV	7.5	24,000	27,348	22,000 19,680	23,650 21,628	NONE		19,000	20,425	20,000	21,500	NONE		18,000	19,350
XVI	9.97	25,440	27,500	19,920	21,892	NONE		18,480	20,309	19,680	21,628	19,440	21,364	18,480	20,309
AVERAGE		25,421	27,295	21,426	23,534	19,956	21,903	18,492	20,345	19,673	21,599	17,757	19,561	19,408	21,380

POSITIONS AND SALARIES IN RANK ORDER
1973 - 1974

Table F

TITLE		TITLE		TITLE		TITLE		TITLE		TITLE	
MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
Consultant		Supervisor		Chief		Director		Associate Superintendent		Superintendent	
Minnesota		Illinois		Illinois		Illinois		Illinois		Missouri	
15,912 - 21,768		17,100 - 23,184		17,100 - 27,660		24,000 - 30,000		27,000 - 30,000		38,328	
Wisconsin		Minnesota		Wisconsin		Missouri		Missouri		Minnesota	
14,172 - 20,136		15,912 - 21,768		16,800 - 21,875		23,508		24,684		33,972	
Illinois		Missouri		Missouri		Wisconsin		Kansas		Kansas	
13,800 - 18,456		13,452 - 18,348		14,652 - 19,548		18,324 - 23,975		21,206.88		32,291.52	
Iowa		Iowa		Iowa		Minnesota		Minnesota		Illinois	
11,900 - 17,000		13,090 - 18,190		13,685 - 18,785		17,892 - 24,480		20,928 - 27,294		30,000	
Missouri		Nebraska		Nebraska		Iowa		Wisconsin		Iowa	
11,676 - 15,276		12,024 - 16,116		12,816 - 18,288		14,875 - 19,975		19,956 - 28,332		28,500	
Nebraska				Kansas		Kansas		Nebraska		Nebraska	
11,292 - 17,172				11,952 - 15,264		14,544 - 18,552		16,476 - 22,080		28,000	
						Nebraska		Iowa			
						14,532 - 19,476		16,065 - 21,165			

Information obtained from Deputy Superintendents of Public Instruction of surrounding states.

POSITIONS AND SALARIES IN RANK ORDER
1974 - 1975

Table G

TITLE		TITLE		TITLE		TITLE		TITLE		TITLE	
MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
Consultant		Supervisor		Chief		Director		Associate Superintendent		Superintendent	
Minnesota		Minnesota		Wisconsin		Missouri		Illinois		Illinois	
17,503 - 23,944		17,503 - 23,944		17,640 - 22,968		24,918		27,000 - 36,996		42,500	
Wisconsin		Illinois		Illinois		Illinois		Missouri		Missouri	
14,880 - 21,142		17,100 - 22,200		17,100 - 24,000		24,000 - 28,500		26,165		40,627	
Illinois		Iowa		Missouri		Minnesota		Minnesota		Minnesota	
13,800 - 22,200		14,399 - 20,009		15,531 - 20,720		19,681 - 26,928		23,020 - 30,023		33,972	
Iowa		Missouri		Iowa		Wisconsin		Wisconsin		Iowa	
13,090 - 18,700		14,259 - 19,448		15,053 - 20,663		19,240 - 25,173		20,953 - 29,748		29,000	
Missouri		Nebraska		Nebraska		Iowa		Nebraska		Nebraska	
12,376 - 16,192		13,106 - 17,566		13,969 - 19,933		16,362 - 21,972		17,958 - 24,067		28,000	
Nebraska						Nebraska		Iowa			
12,308 - 18,717						15,839 - 21,228		17,671 - 23,281			

Information obtained from Deputy Superintendents of Public Instruction of surrounding states.

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Area Schools Division
Grimes State Office Building
Des Moines, Iowa 50319

AREA SCHOOL SALARIES
(1973-1974 School Year)

This report contains information on area school salaries for the 1973-1974 school year. Included in this report are the salary schedules of each area school and a summary of salaries paid to administrators.

Several area schools do not have officially adopted salary schedules. The information presented for these institutions includes either the minimum and maximum salaries paid to staff for the 1973-1974 school year or the salary guidelines used by the institution when employing new staff.

The information contained in this report includes data reported by area schools during the fall term of the 1973-1974 school year. This information may be considered accurate only for the 1973-1974 school year.

Additional information on salaries of area school personnel is available from information reported on the annual IPSEDS reports. This information is compiled by the State Department of Public Instruction. Requests for additional salary information should be directed either to the Area Schools Division or the Management Information Division of the State Department of Public Instruction.

This report has been prepared by the:

Area Schools Division
State Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

1973-1974
Northeast Iowa Area Vocational-Technical School - Merged Area I
Calmar

This area school does not have an officially adopted salary schedule.

No. mos. Contract	Steps	BA	BA + 15	MA
12 months	Minimum	9,135	9,595	10,050
	Steps	11	11	11
	Maximum	13,510	14,185	14,865

Career Education Faculty
Salaries 1973-74

<u>DEPARTMENT</u>	<u>RANGE</u>	<u>AVERAGE</u>
Agriculture	\$ 9391 - 13577	\$12,434.00
Business	\$ 9093 - 14786	\$11,195.00
Health	\$ 9508 - 13038	\$10,663.00
T & I	\$10170 - 13890	\$12,219.00

1973-1974
North Iowa Area Community College - Merged Area II
Mason City

This area school has an officially adopted salary schedule.

ACADEMIC

Number mos. Contract		Class I	Class II	Class III	Class IV
9½	Minimum	7,862*	8,071	8,356	8,652
	Steps	14	14	14	14
	Maximum	12,480	12,939	13,418	13,918
<u>VOCATIONAL-TECHNICAL</u>					
Number mos. Contract		Class I	Class II	Class III	Class IV
9½	Minimum	7,862*	8,071	8,356	8,652
	Steps	14	14	14	14
	Maximum	12,480	12,939	13,418	13,918

*Based upon Master's Degree.

CLASS DEFINITIONS:

- Class I: Initial placement classification.
- Class II: 15 combined work credits and semester hours.
- Class III: 30 combined work credits and semester hours.
- Class IV: 45 combined work credits and semester hours.

1973-1974
Iowa Lakes Community College - Merged Area III
Estherville

This area school has an officially adopted salary schedule.

No. months Contract	Occup. Comp.	Voca. Cert.	+8	+16	+24	MA	MA+8	MA+16	MA+24	MA+32
190 days*										
Minimum	5,700	6,080	6,460	6,840	7,220	7,600	7,980	8,360	8,740	9,120
Steps	10	11	12	13	14	14	14	14	14	14
Maximum	9,500	10,260	11,020	11,780	12,540	12,920	13,300	13,680	14,060	14,400
*Instructors who teach more than 190 days receive additional per day salary for extended contracts.										

IOWA LAKES COMMUNITY COLLEGE
 BASE \$7600.00
 190 DAYS SERVICE
 INDEX SCHEDULE 5%

Year	Occupation Competency	Vocational Certificate	+8	+16	+24	MA	MA +8	MA +16	MA +24	MA +32
0	30.00 5,700	.80 6,080	.85 6,460	.90 6,840	.95 7,220	1.00 7,600	1.05 7,980	1.10 8,360	1.15 8,740	1.20 9,120
1	32.00 6,080	.85 6,460	.90 6,840	.95 7,220	1.00 7,600	1.05 7,980	1.10 8,360	1.15 8,740	1.20 9,120	1.25 9,500
2	34.00 6,460	.90 6,840	.95 7,220	1.00 7,600	1.05 7,980	1.10 8,360	1.15 8,740	1.20 9,120	1.25 9,500	1.30 9,880
3	36.00 6,840	.95 7,220	1.00 7,600	1.05 7,980	1.10 8,360	1.15 8,740	1.20 9,120	1.25 9,500	1.30 9,880	1.35 10,260
4	38.00 7,220	1.00 7,600	1.05 7,980	1.10 8,360	1.15 8,740	1.20 9,120	1.25 9,500	1.30 9,880	1.35 10,260	1.40 10,640
5	40.00 7,600	1.05 7,980	1.10 8,360	1.15 8,740	1.20 9,120	1.25 9,500	1.30 9,880	1.35 10,260	1.40 10,640	1.45 11,020
6	42.00 7,980	1.10 8,360	1.15 8,740	1.20 9,120	1.25 9,500	1.30 9,880	1.35 10,260	1.40 10,640	1.45 11,020	1.50 11,400
7	44.00 8,360	1.15 8,740	1.20 9,120	1.25 9,500	1.30 9,880	1.35 10,260	1.40 10,640	1.45 11,020	1.50 11,400	1.55 11,780
8	46.00 8,740	1.20 9,120	1.25 9,500	1.30 9,880	1.35 10,260	1.40 10,640	1.45 11,020	1.50 11,400	1.55 11,780	1.60 12,160
9	48.00 9,120	1.25 9,500	1.30 9,880	1.35 10,260	1.40 10,640	1.45 11,020	1.50 11,400	1.55 11,780	1.60 12,160	1.65 12,540
10	50.00 9,500	52.00 9,880	1.35 10,260	1.40 10,640	1.45 11,020	1.50 11,400	1.55 11,780	1.60 12,160	1.65 12,540	1.70 12,920
11		54.00 10,260	56.00 10,640	1.45 11,020	1.50 11,400	1.55 11,780	1.60 12,160	1.65 12,540	1.70 12,920	1.75 13,300
12			58.00 11,020	60.00 11,400	1.55 11,780	1.60 12,160	1.65 12,540	1.70 12,920	1.75 13,300	1.80 13,680
13				62.00 11,780	64.00 12,160	1.65 12,540	1.70 12,920	1.75 13,300	1.80 13,680	1.85 14,060
14					66.00 12,540	68.00 12,920	70.00 13,300	72.00 13,680	74.00 14,060	76.00 14,440

1973-1974
Northwest Iowa Vocational School - Merged Area IV
Sheldon

This area school does not have an officially adopted salary schedule.

Number of months contract	Salary Range	
	Lowest Current Salary	Highest Current Salary
Agriculture 12	\$11,400	\$15,232
Office Education 12	\$10,760	\$14,412
T & I Occupations 12	\$ 9,710	\$15,198
Technical Occupations 12	\$12,500	\$14,834

1973-1974
IOWA CENTRAL COMMUNITY COLLEGE - MERGED AREA V

This area school has an officially adopted salary schedule.

ACADEMIC						
No. days	Contract	BA	MA	MA+30	MA+45	MA+60
190 Days	Minimum	7,300	7,500	7,900	8,100	8,300
	Increments	15	15	15	15	15
	Maximum	11,200	12,150	12,850	13,200	13,550
Faculty may be above maximum based on merit.						

CREDIT ALLOWANCE FOR EXPERIENCE:

- a. Full credit for up to six (6) years of teaching or occupational work experience.
- b. One-half credit for up to eight (8) additional years of teaching or occupational work experience.

The following additional percentages of the above base salaries shall be paid to those faculty members qualifying who have Board approval:

Athletics:

Athletics director.....	9%
Athletic coordinator.....	5%
Baseball coach, varsity.....	8%
Baseball coach, varsity assistant.....	4%
Basketball coach, varsity.....	12%
Basketball coach, varsity assistant.....	8%
Football coach, varsity.....	12%
Football coach, varsity assistant.....	8%
Golf Coach, varsity.....	5%
Golf Coach, varsity assistant.....	3%
Track coach, varsity.....	8%
Track coach, varsity assistant.....	4%
Wrestling coach, varsity.....	12%
Wrestling coach, varsity assistant.....	8%

Other:

Cheerleaders, supervisor.....	2%
Club supervisors.....	3%
Department coordinators.....	3%
Department heads.....	5%
Intramurals.....	4%
Pep Band supervisor.....	3%
Pep Club supervisor.....	2%
Publications (Annual & Newspaper).....	5%
Speech Activities, director of.....	6%
Speech Activities, assistant director.....	2%

Note: Assignments not listed will receive amounts comparable to those above considering time and responsibilities

Merged Area V - continued

VOCATIONAL-TECHNICAL

Number of days
contract

		0-44 hrs.	45-89 hrs.	90-120 hrs.	BA	MA	MA+30	MA+45	MA+60
190 days	Minimum	6800	7000	7100	7300	7500	7900	8100	8300
	Increments	15	15	15	15	15	15	15	15
	Maximum	10550	10750	11000	11200	12150	12850	13200	13550

Faculty may be above maximum based on merit.

		Base	Head Custodian Fort Dodge 12%	Head Custodian Eagle Grove Webster City +6%	Head Custodian Science, Voc-Tech Library Fort Dodge +6%	All other full time
CUSTODIAL						
Per month	Minimum	445	498	472	472	445
	Steps	10	10	10	10	10
	Maximum	555	622	588	588	555

		Base	Head Adm. Office + 20%	Head Center Office + 10%	All other full time
SECRETARIAL					
Per month	Minimum	305	366	335	305
	Steps	10	10	10	10
	Maximum	405	486	445	405

1973-1974
Iowa Valley Community College District
Marshalltown

This area school has an officially adopted salary schedule.

Number mos. contract		B. A.	
9 months	Minimum	6,850	For Master's: Add \$300.00
	Steps	15	For Specialist degree: Add \$600.00
	Maximum	11,050	For Doctorate: Add \$900.00

BASE PAY: \$6,850 is pay for a Bachelor's degree or minimum requirements set forth by the State Department (no experience). 190 day school year

TO COMPUTE SALARY: ADD

- (1) Step pay plus
- (2) Payment for highest degree plus
- (3) Number of approved semester hours of graduate credit multiplied by \$28.00

LIMITS ON GRADUATE CREDIT: Maximum number of semester graduate hours counted without a Masters is 50. Maximum number of semester graduate hours counted without a Doctorate is 120. Maximum number of semester graduate hours with a doctorate is 150.

MERGED AREA VI COMMUNITY COLLEGE SUPPLEMENTARY SCHEDULE

POSITION	STIPEND
Dramatic Director.	\$900
Assistant Intramural	400
Head Coach, Football	*1500-1600
Head Coach, Basketball	1200-1500
Head Coach, Track.	700
Head Coach, Wrestling.	750
Assistant Coach, Football.	1000-1100
Assistant Coach, Basketball.	550-600
Director of Publications	1000
Special transportation allowance	200

POSITION	STIPEND
Music Director.	\$775-875
Intramurals Director.	500-750
Head Coach, Baseball.	650-850
Director of Student Activities.	900
Sponsor of College Clubs.	50-200
Athletic Director	750-775
Head Coach, Golf.	350
Other positions will be named as need arises.	
Teaching overload shall be on present prorated basis.	

*Ranges indicate variance between Ellsworth and Marshalltown Community College

1973-1974
Hawkeye Institute of Technology - Merged Area VII
Waterloo

This area school does not have an officially adopted salary schedule.

	Number Mos. Contract		Range of Salary
Health Occupations	12	Minimum	7,560
		Maximum	12,070
Business Education & Related	12	Minimum	10,038
		Maximum	12,800
Skilled Trade	12	Minimum	10,330
		Maximum	14,451
Technical	12	Minimum	9,299
		Maximum	18,803

The Hawkeye Institute of Technology does not, as indicated above, have an official salary schedule as do some institutions; however, we have adopted a salary procedure that is as follows:

1. The initial contractual salary is negotiated.
2. We have a guaranteed cost of living increase.
3. We then have an increment schedule based on years of experience.
4. We also have what has been called instructional improvement credits (IIC)
which can be earned by the staff to upgrade skills in their field of specialty.

Whether or not the above can be accomplished depends upon the financial situation of the Institution in any given year.

This area school has an officially adopted salary schedule.

1973-1974

EASTERN IOWA COMMUNITY COLLEGE DISTRICT - MERGED AREA IX

Davenport

Base 1.00 = 8,400

Instructional Salary Schedule

185 Days

STEP	BS	BS +8	BS +16	BS +24	MA	MA +12	MA +24	MA +36
1	7,392 .88	7,644 .91	7,896 .94	8,148 .97	8,400 1.00	8,652 1.03	8,904 1.06	9,156 1.09
2	7,644	7,896	8,148	8,400	8,652	8,904	9,156	9,408
3	7,896	8,148	8,400	8,652	8,904	9,156	9,408	9,660
4	8,148	8,400	8,652	8,904	9,156	9,408	9,660	9,912
5	8,400	8,652	8,904	9,156	9,408	9,660	9,912	10,164
6	8,652	8,904	9,156	9,408	9,660	9,912	10,164	10,416
7	8,904	9,156	9,408	9,660	9,912	10,164	10,416	10,668
8	9,156	9,408	9,660	9,912	10,164	10,416	10,668	10,920
9	9,408	9,660	9,912	10,164	10,416	10,668	10,920	11,172
10	9,660	9,912	10,164	10,416	10,668	10,920	11,172	11,424
11	9,912	10,164	10,416	10,668	10,920	11,172	11,424	11,676
12	10,164	10,416	10,668	10,920	11,172	11,424	11,676	11,928
13	10,416	10,668	10,920	11,172	11,424	11,676	11,928	12,180
14	10,668	10,920	11,172	11,424	11,676	11,928	12,180	12,432
15	10,920	11,172	11,424	11,676	11,928	12,180	12,432	12,684
16	11,172	11,424	11,676	11,928	12,180	12,432	12,684	12,936
17	11,424	11,676	11,928	12,180	12,432	12,684	12,936	13,188
18	11,676	11,928	12,180	12,432	12,684	12,936	13,188	13,440
19	11,928	12,180	12,432	12,684	12,936	13,188	13,440	13,692
20	12,180	12,432	12,684	12,936	13,188	13,440	13,692	13,944

1973-1974
EASTERN IOWA COMMUNITY COLLEGE DISTRICT - MERGED AREA IX
Davenport

Base: $1.00 = \frac{225}{185} \times 8,400$ Instructional Salary Schedule

225 Days

STEP	HS +30	HS +60	HS +90	HS +120	BS	BS +8	BS +16	BS +24	MA
1	7,764 .76	8,071 .79	8,377 .82	8,684 .85	8,990 .88	9,297 .91	9,603 .94	9,910 .97	10,216 1.00
2	8,071	8,377	8,684	8,990	9,297	9,603	9,910	10,216	10,523
3	8,377	8,684	8,990	9,297	9,603	9,910	10,216	10,523	10,829
4	8,684	8,990	9,297	9,603	9,910	10,216	10,523	10,829	11,136
5	8,990	9,297	9,603	9,910	10,216	10,523	10,829	11,136	11,442
6	9,297	9,603	9,910	10,216	10,523	10,829	11,136	11,442	11,749
7	9,603	9,910	10,216	10,523	10,829	11,136	11,442	11,749	12,055
8	9,910	10,216	10,523	10,829	11,136	11,442	11,749	12,055	12,362
9	10,216	10,523	10,829	11,136	11,442	11,749	12,055	12,362	12,668
10	10,523	10,829	11,136	11,442	11,749	12,055	12,362	12,668	12,975
11	10,829	11,136	11,442	11,749	12,055	12,362	12,668	12,975	13,281
12	11,136	11,442	11,749	12,055	12,362	12,668	12,975	13,281	13,588
13	11,442	11,749	12,055	12,362	12,668	12,975	13,281	13,588	13,894
14	11,749	12,055	12,362	12,668	12,975	13,281	13,588	13,894	14,200
15	12,055	12,362	12,668	12,975	13,281	13,588	13,894	14,200	14,507
16	12,362	12,668	12,975	13,281	13,588	13,894	14,200	14,507	14,813
17	12,668	12,975	13,281	13,588	13,894	14,200	14,507	14,813	15,120
18	12,975	13,281	13,588	13,894	14,200	14,507	14,813	15,120	15,426
19	13,281	13,588	13,894	14,200	14,507	14,813	15,120	15,426	15,732
20	13,588	13,894	14,200	14,507	14,813	15,120	15,426	15,732	16,039

Placement beyond MA column will be the placement on the 185 day Instructional Salary Schedule x 1.2162.

EASTERN IOWA COMMUNITY COLLEGE DISTRICT

NON-CERTIFIED SALARY SCHEDULE Office Positions

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>
Clerk Typist	2.00	2.10	2.20	2.25	2.30	2.35					
Secretary IV	2.10	2.20	2.30	2.40	2.45	2.50	2.55				
Secretary III	2.20	2.30	2.40	2.50	2.60	2.65	2.70	2.75			
Bookkeeper	2.30	2.40	2.50	2.60	2.70	2.80	2.85	2.90	2.95		
Secretary II	2.30	2.40	2.50	2.60	2.70	2.80	2.85	2.90	2.95		
Secretary I	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.15	3.20	3.25
Accounting II	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.15	3.20	3.25
Accounting I	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.25	3.30	3.35

Credit for experience outside Eastern Iowa Community College District will be one step for each two years of experience for a maximum of three steps. Experience with Eastern Iowa Community College District will be credited with one step for each year of experience.

EASTERN IOWA COMMUNITY COLLEGE DISTRICT

NON-CERTIFIED SALARY SCHEDULE
Custodial Positions

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>
Custodian III	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30			
Custodian II	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	3.60		
Custodian I	3.10	3.20	3.30	3.40	3.50	3.60	3.70	3.80	3.90	4.00	
Buildings & Grounds	3.50	3.60	3.70	3.80	3.90	4.00	4.10	4.20	4.30	4.40	4.50

EASTERN IOWA COMMUNITY COLLEGE DISTRICT

Non-Instructional Salary Schedule
225 Days

			<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	<u>VIII</u>
A	Director:									
	Instruction) Dr		14,800	15,400	16,000	16,600	17,200	17,800	18,400	19,000
	Community Service) Ed S		14,300	14,900	15,500	16,100	16,700	17,300	17,900	18,500
	Computer Services) MA		13,800	14,400	15,000	15,600	16,200	16,800	17,400	18,000
	Business Affairs) BA		13,300	13,900	14,500	15,100	15,700	16,300	16,900	17,500
	Student Personnel)									
B	Division Heads	Ed S	12,600	13,300	14,000	14,700	15,400	16,100	16,800	17,500
		MA	12,100	12,800	13,500	14,200	14,900	15,600	16,300	17,000
		BA	11,600	12,300	13,000	13,700	14,400	15,100	15,800	16,500
C	Coordinators	Ed S	10,600	11,300	12,000	12,700	13,400	14,100	14,800	15,500
	Counselors	MA	10,100	10,800	11,500	12,200	12,900	13,600	14,300	15,000
	Purchasing Agent	BA	9,600	10,300	11,000	11,700	12,400	13,100	13,800	14,500
	Librarian)								
	Assistant Librarian)									
	Media Specialist)									

1973-1974
Kirkwood Community College - Merged Area X
Cedar Rapids

This area school does not have an officially adopted salary schedule.

Catagory of Employee	No. of Months Contract	Lowest Salary Paid	Highest Salary Paid
Arts & Science Faculty	12	\$10,887	\$16,330
Vocational Technical Faculty	12	8,939	18,069
Secretarial & Clerical		4,240	7,538
Custodial & Miscellaneous Non-Professional		6,615	9,215

Part-time Employees

Clerical - \$1.60 per hour
Maintenance - \$1.75 per hour

Faculty Average Salary	\$12,611	135 Employees
Secretarial & Clerical Average Salary	5,420	66 Employees
Custodial & Maintenance Average Salary	7,994	13 Employees
Non-Professional Average Salary	7,435	20 Employees
Administration Average Salary	14,636	70 Employees
Counselors Average Salary	13,354	6 Employees

1973 - 1974

Des Moines Area Community College - Merged Area XI

Ankeny, Iowa

This area school does not have an officially adopted salary schedule.

	No. Mos. Contract	Salary Range	
Health	12	Minimum Maximum	\$7,200.00 17,200.00
Business Occupations Office Home Economics	12	Minimum Maximum	8,500.00 15,300.00
Technical	12	Minimum Maximum	10,500.00 17,150.00
Vocational Trade and Industry	12	Minimum Maximum	9,000.00 15,400.00
Related Instruction	12	Minimum Maximum	9,600.00 13,775.00
<hr/>			
Hourly Schedule:	Operating Room Technician:		Health Occupations - \$7.00
	Clinical Instructor - \$6.00		Adult - \$5.00 to \$7.00
	Trade & Industry - \$8.00		Technical - \$9.00
	Business - \$7.00		College Transfer - \$12.00

	No. of Months Contract	Degree	Salary Range		Steps
Academic	9	MA	\$ 8,300	\$11,620	10
	9	MA+22.5	8,715	12,699	12
	9	MA+45	9,130	13,778	14
	9	MA+60	9,545	14,525	15
		Ph.D.	Additional \$400		

1973-1974
Western Iowa Tech (Merged Area XII)
Sioux City

This area school has an officially adopted salary schedule.

	No. Mos. Contract		Occ. Comp.	VC	VC+ 10	VC+ 20	VC+ 30	VC+ 40	VC+ 50	VC+ 60	VC+ 70
Health Occupations Base - \$8,163	12	Minimum	6,939	7,183	7,265	7,347	7,428	7,510	7,592	7,673	7,755
		Steps	4	12	12	12	12	12	12	12	12
		Maximum	8,245	11,102	11,183	11,265	11,347	11,428	11,510	11,591	11,673
Office Occupations Base - \$9,119	12	Minimum	7,751	8,025	8,116	8,207	8,298	8,389	8,481	8,572	8,663
		Steps	4	12	12	12	12	12	12	12	12
		Maximum	9,210	12,402	12,493	12,584	12,675	12,767	12,858	12,949	13,040
Trade and Industrial Base \$9,554	12	Minimum	8,121	8,408	8,503	8,599	8,694	8,790	8,885	8,981	9,076
		Steps	4	12	12	12	12	12	12	12	12
		Maximum	9,650	12,993	13,089	13,185	13,280	13,376	13,471	13,567	13,662
Technical Base \$8,912	40 weeks	Minimum	7,575	7,843	7,932	8,020	8,110	8,199	8,288	8,377	8,466
		Steps	4	12	12	12	12	12	12	13	13
		Maximum	9,001	12,120	12,210	12,299	12,388	12,477	12,566	12,655	12,744

NOTE: VC-Vocational Certification

Merged Area XII - continued

	No. Mos. Contract		VC+ 80	VC+ 90	VC+ 100	VC+ 110	BA (VC+120)	BA+ 12	BA+ 24	MA or MS
Health Occupations Base - \$8,163	12	Minimum	7,836	7,918	8,000	8,081	8,163	8,571	8,979	9,796
		Steps	12	12	12	12	12	12	13	13
		Maximum	11,755	11,836	11,918	12,000	12,081	12,489	13,224	14,040
Office Occupations Base - \$9,119	12	Minimum	8,754	8,845	8,937	9,028	9,119	9,575	10,031	10,943
		Steps	12	12	12	12	12	12	13	13
		Maximum	13,131	13,223	13,314	13,405	13,496	13,952	14,773	15,685
Trade and Industrial Base - \$9,554	12	Minimum	9,172	9,267	9,363	9,458	9,554	10,032	10,509	11,465
		Steps	12	12	12	12	12	12	13	13
		Maximum	13,758	13,853	13,949	14,044	14,140	14,618	15,477	16,433
Technical Base - \$8,912	40 Weeks	Minimum	8,556	8,644	8,733	8,823	8,912	9,357	9,803	10,694
		Steps	12	12	12	12	12	12	13	13
		Maximum	12,834	12,923	13,012	13,100	13,190	13,636	14,437	15,329

1973-1974
Iowa Western Community College - Merged Area XIII
Council Bluffs

This area school has an officially adopted salary schedule.

	No. months contract		MA	MA + 15	MA + 30	MA + 45	MA + 60
Arts and Sciences		Minimum	9,000	9,360	9,720	10,080	10,440
	12	Steps	15	15	15	15	15
		Maximum	13,500	14,220	14,940	15,660	16,380

EXTRA PAY SCHEDULE
(% on Base Pay for 9 Mos.) (Some on 12 Mo. Basis)

Athletic Director	6%	Drama	4%
Head Coach: Basketball	10%	Speech.	3%
Baseball	6%	Debate.	3%
Track.	6%	Newspaper Sponsor	5%
Golf	4%	Supervisor of Cheerleaders.	2%
Tennis	4%	Annual Sponsor.	5%
Assistant Coach: Basketball.	5%	Sorority Sponsor.	2%
Baseball.	3%	Faculty Advisory for Student Clubs.	3%
Track	3%	Intramurals Coordinator	5%
Golf.	2%		
Tennis.	2%		

	No. months contract		Non-degree Salary Range	Degree Salary Range
Vocational-Technical		Minimum	5,929 - 8,894	8,235 - 9,882
	12	Steps	15	15
		Maximum	10,458 - 13,423	13,176 - 14,823

Head Custodians - 2.25 - 3.10 per hour range to start.
Ass't. Custodians - 2.00 - 2.50 per hour range to start.

Secy's & Bookkeepers:
Clerk-typists - 290-325
Library Clerks - 290-325
Guidance Clerk - 290-325

All non-certificated personnel are paid overtime at the rate of time and one-half and are granted vacation of two weeks plus declared college holidays each year.

SOUTHWESTERN COMMUNITY COLLEGE - MERGED AREA XIV

SALARY SCHEDULE

1973-1974

This area school has an officially adopted salary schedule.

Years of Creditable Service	B.S. or Career Ed. - Degree	M.A. or Career Ed. with B.S. Degree	M.A. +15 and Career Ed. with M.A.	M.A. +30	M.A. +45	Specialist	Doctorate
0	7,600	7,900	8,200	8,500	8,700	9,000	9,800
1	8,000	8,300	8,600	8,900	9,100	9,400	10,200
2	8,400	8,700	9,000	9,300	9,500	9,800	10,600
3	8,800	9,100	9,400	9,700	9,900	10,200	11,000
4	9,100	9,400	9,700	10,000	10,200	10,500	11,300
5	9,400	9,700	10,000	10,300	10,500	10,800	11,600
6	9,700	10,000	10,300	10,600	10,800	11,100	11,900
7	10,000	10,300	10,600	10,900	11,100	11,400	12,200
8	10,300	10,600	10,900	11,200	11,400	11,700	12,500
9	10,600	10,900	11,200	11,500	11,700	12,000	12,800
10	10,900	11,200	11,500	11,800	12,000	12,300	13,100
11	11,200	11,500	11,800	12,100	12,300	12,600	13,400

1. Disability insurance protection after one month in the system at no cost to the teacher.
2. Group Life and Accidental Death and Dismemberment equal to one times annual salary, rounded off to the next highest thousand, at no cost to the teacher.
3. Blue Cross-Blue Shield hospitalization insurance for family or single coverage as applicable, at no cost to teacher.
4. Division Head - \$500.00. Acting Division Head - \$250.00. Division heads will be assigned by administration.
5. Formula for determining service is two-thirds for each year of secondary teaching experience, and full credit for college experience.
6. Contracts will be revised at the beginning of the school year to reflect any change in the qualifications of a teacher as a result of acquiring additional hours.
7. Procedure for dismissal of teachers will be in accordance with state laws pertaining to the dismissal of public school teachers.

1973-1974
Indian Hills Community College - Merged Area XV
Ottumwa

This area school has an officially adopted salary schedule.

Rank	Staff Assignment	Range	Level A	Level B	Level C	Level D
I.	Health Occupations	Minimum	6,800	7,200	8,400	8,820
		Maximum	10,568	12,408	13,608	14,129
II.	Business Occupations	Minimum	- 0 -	7,200	8,400	8,820
		Maximum	- 0 -	12,408	13,608	14,129
III.	Trade & Industrial Occupations	Minimum	7,600	8,000	8,400	8,820
		Maximum	12,168	12,568	13,608	14,129
IV.	Technical Occupations	Minimum	9,000	9,400	9,800	10,200
		Maximum	13,568	13,968	14,368	14,768
V.	Related Instruction	Minimum	6,800	7,200	8,400	8,820
		Maximum	10,568	12,408	13,608	14,129
VI.	Pre-Professional - Liberal Arts	Minimum	- 0 -	- 0 -	8,400	8,820
		Maximum	- 0 -	- 0 -	13,608	14,819

Level A Vocational & Professional Competency
 Level B Vocational & Professional Competency plus BA with major in teaching field.
 Level C Vocational & Professional Competency plus MA with degree in teaching field.
 Level D Vocational & Professional Competency plus an MA plus additional professional growth.

Changes: 1) Standard (Base) contract for instructional staff is 215 days. Can reduce to 190 days, less \$700; or increase to 240 days, add \$800; both determined by need. All administrators are on a 260 day contract.

NOTE: The present salary schedule is being revised.

1973-1974
Southeastern Community College - Merged Area XVI
Burlington

This area school has an officially adopted salary schedule.

No. of Mos. Contract			A	B	C	D	E	F	G
Instructor	9½ (185 days)	Minimum	6,695	7,045	7,395	7,745	8,095	8,445	8,795
		Steps	*14	*14	*14	*14	*15	16	16
		Maximum	11,603	11,970	12,338	12,705	13,424	14,144	14,511

*Last step covers two (2) years experience.

EXTRA DUTY PAY SCHEDULE

9-35

\$800 - \$1600	Basketball Coach	\$200 - \$400	Engineering Club
\$800 - \$1200	Music		F.T.A.
\$600 - \$800	Food Service Manager		Golf Coach
	Student Senate		Math Club
	Ticket Sales		Med. Tech. Club
\$400 - \$800	Baseball Coach		Office Education Club
	Drama		Philosophy Club
\$400 - \$600	Athletics		Practical Nursing Club
	Intramural Sports		Science Club
	Newspaper		S.I.S.E.A.
	Yearbook		Speech
\$200 - \$400	Art Club		Tennis Coach
	Associate Degree Nursing Club		T & I Club
	Cheerleaders		Veterans Club
	Chi Upsilon Sorority		Young Democrats
	C.I.R.U.N.A.		Young Republicans
	College Chamber		
	College "Y"		
	Design Consultants		



STATE OF IOWA • DEPARTMENT OF PUBLIC INSTRUCTION

GRIMES STATE OFFICE BUILDING • DES MOINES, IOWA 50319

ROBERT D. BENTON, Ed.D., STATE SUPERINTENDENT

David H. Bechtel, M. A., Administrative Assistant

RICHARD N. SMITH, Ph.D., DEPUTY SUPERINTENDENT

Copy of letter requesting Salary Information from State Department of Education

The Iowa State Department of Public Instruction is in the process of developing salary proposals for the professional staff. This study is being conducted at the request of the State Board of Public Instruction.

One aspect of this study is to review schedules now in effect in your state as well as surrounding states. Your cooperation in supplying us with the requested information will ensure us of a valid base of data.

The Iowa Department of Public Instruction has five basic position titles on our table of organization. Recognizing that our position titles may be dissimilar, we have included a table of organization showing the relative positions of the job levels as well as the salary index to enable you to discriminate and define our levels in relationship to those in your state. In addition, we have inserted Iowa data in each category as of May 15, 1974.

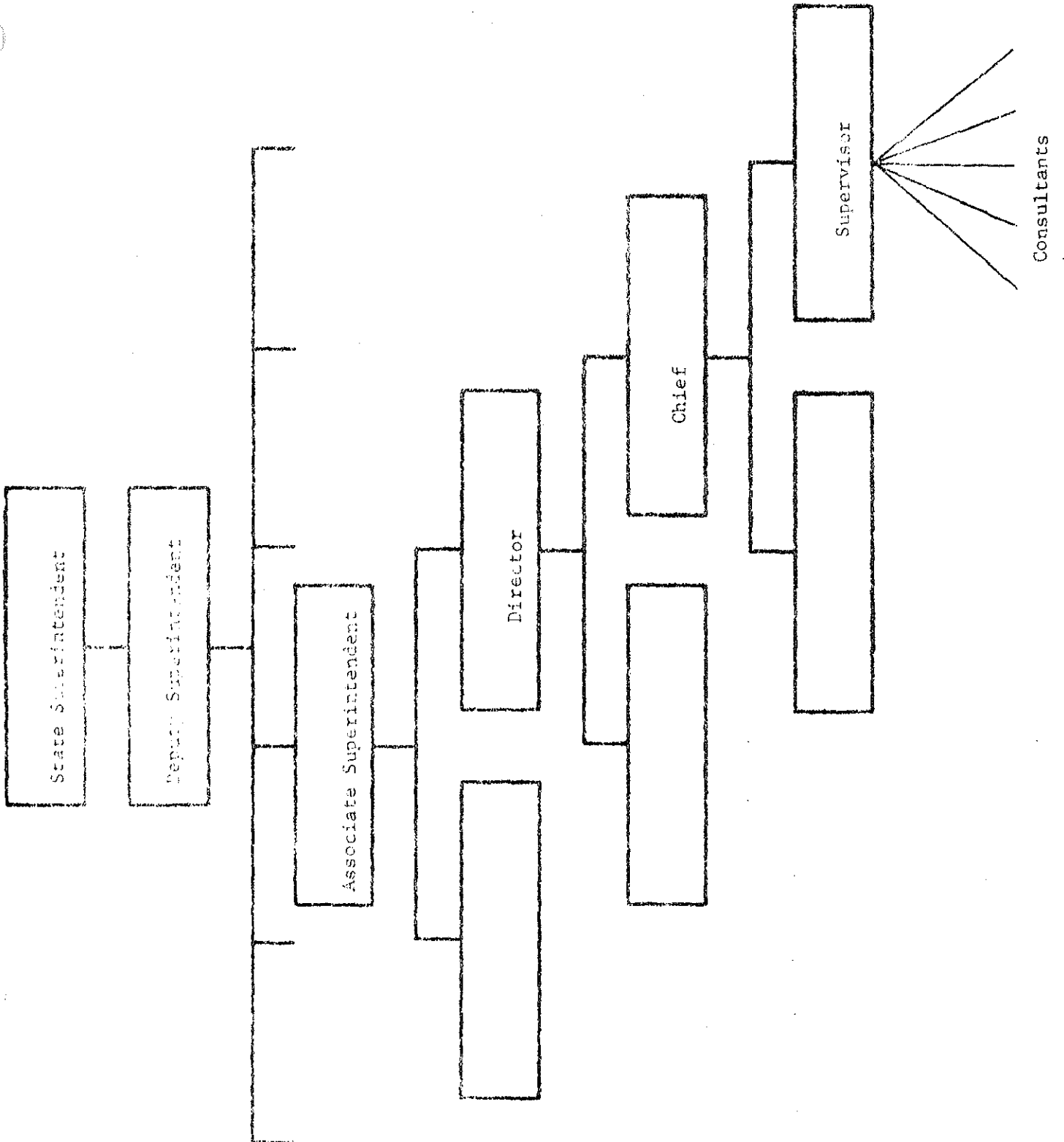
The comparable data you supply will be included in the study along with the other states and a copy forwarded to you to be used at your discretion. Our deadline on the final report is July 1, 1974. Your quick response will be appreciated.

Sincerely,

Richard N. Smith
Deputy State Superintendent

RNS:dj

Enclosures



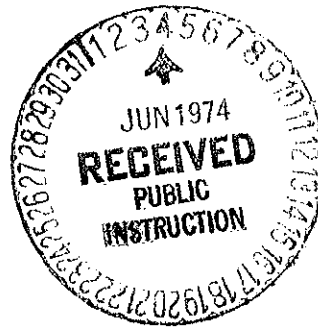
The minimum criteria for entry for any position on this schedule is a Master's Degree and five years teaching and/or job related experience.

<u>POSITION-TITLE</u>	<u>INDEX</u>	<u>RANGE</u>		<u>NO. OF STEPS</u>	<u>NO. OF EMPLOYEES THIS POSITION</u>
		<u>MIN</u>	<u>MAX</u>		
Consultant	1.00	11,900 - 17,000		7	93
Supervisor	1.10	13,090 - 18,190		7	3
Chief	1.15	13,685 - 18,785		7	19
Director	1.25	14,875 - 19,975		7	10
Associate Supt.	1.35	16,065 - 21,165		7	5
Superintendent, Public Instruction, Maximum Salary,				28,500	

The Iowa Department of Public Instruction will increase salaries approximately 10%, July 1, 1974.

Your projected increase for this year _____%.

State Responding _____.



The minimum criteria for entry for any position on this schedule is a Master's Degree and five years teaching and/or job related experience.

POSITION-TITLE	INDEX	RANGE		NO. OF STEPS	NO. OF EMPLOYEES THIS POSITION
		MIN	MAX		
Consultant	1.00	11,900	17,000	7	93
<i>Consultant</i>		<i>15,912</i>	<i>21,768</i>	<i>4</i>	<i>50+</i>
Supervisor	1.10	13,090	18,190	7	3
<i>Supervisor</i>					
Chief	1.15	13,685	18,785	7	19
Director	1.25	14,875	19,975	7	10
<i>Director</i>		<i>17,892</i>	<i>24,480</i>	<i>9</i>	<i>30+</i>
Associate Supt.	1.35	16,065	21,165	7	5
<i>Asst. Comm.</i>		<i>20,928</i>	<i>27,294</i>	<i>8</i>	<i>5</i>
<i>Deputy Comm.</i>		<i>29,800</i>	<i>32,000</i>		<i>1</i>
Superintendent, Public Instruction, Maximum Salary,				28,500	

Commissioner #33,972 July 1, 1973

The Iowa Department of Public Instruction will increase salaries approximately 10%, July 1, 1974.

Your projected increase for this year *6% C.O.D. plus 4% merit %.*

** Deputy & Commissioner not eligible for C.O.D. or merit.*

State Responding *Office*

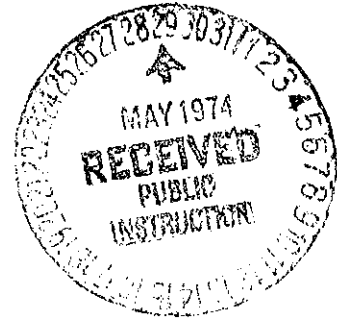
Rich -
Salary classifications vary and exact comparison is difficult.
We have a C.E.S. (Career Executive Schedule) on top of regular schedule which sets top P.S. salary at \$32,000.
C. Farley



State of Illinois
Office of the Superintendent of Public Instruction
Springfield, Illinois 62706

Michael J. Bakalis
Superintendent

May 28, 1974



Richard N. Smith, Ph. D.
Deputy State Superintendent
State of Iowa
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

Dear Dick:

I have enclosed the completed request for Illinois Office of the Superintendent of Public Instruction salary classifications.

The position title and salary ranges as well as the number of employees per position which are typed below those for Iowa are current as of May 28, 1974. We do not have a salary schedule which includes steps, although all other Illinois agencies which have Civil Service do include the step system. Currently, none of the Illinois Office of the Superintendent of Public Instruction have Civil Service status. The Superintendent has asked the Governor to place all support personnel under the personnel code (Civil Service).

All professional staff up through Director will be given a one-year contract for a specified salary for one-year from July 1, 1974 through June 30, 1975.

All Assistant Superintendents and Associate Superintendents will be granted a six-month contract.

The current elected State Superintendent of Public Instruction salary is fixed at \$30,000 per year. The new State Board of Education is permitted to offer the newly appointed State Superintendent of Education a salary of \$42,500 per year.^a

In addition, I have included at the bottom of the enclosed page, the salary range which we have submitted to the Illinois General Assembly for Fiscal Year 1975.

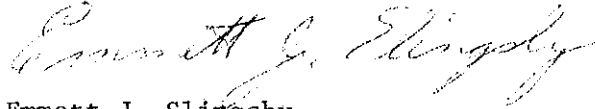
^aFootnote added after receipt of letter. See attached memo subject "Illinois Salary Questions".

May 28, 1974

I hope this information is helpful. If you have any questions, please contact me at 217/782-5782.

I am looking forward to seeing you at the Council of Chief State School Officers Study Commission meeting in Kansas City in October.

Respectfully,

A handwritten signature in cursive script, reading "Emmett J. Slingsby".

Emmett J. Slingsby
Assistant Superintendent
Federal Governmental Relations

EJS/jb

Enclosure

DATE: June 26, 1974
TO: Jim Forsyth and Dave Alvord
FROM: Richard N. Smith
SUBJECT: Illinois Salary Questions

I was able to get ahold of Emmett Slingsby and he reports that no action has been taken as yet on the State Superintendent's salary but he anticipates that the full \$42,500 will be set as the salary by the State Board. He believes this will happen because of the high salaries which have recently been granted to other state agency heads and because of the salary increase for legislators which now sets the members of the legislature at \$17,500 per year.

They have done away with the four categories of Educational Specialists and they no longer have any graduate gradations of Educational Specialists such as I, II, III, etc. They will be classified as Educational Specialists with the salary in the range as indicated in their report. The salary will "float" depending upon the experience and the educational background. The \$9,000 figure is for a person with a B. A. degree and no experience. It would appear that it is similar to what we may have on our Salary Schedule #2.

The other changes are as noted on their report. Please note that in some changes there has been a slight lowering of the current salary maximum and an increase (at the Associate Superintendent level) in the salary maximum.

Dr. Slingsby asked that we send him a copy of our report. Would you please get an additional copy to me so that I can forward this to him?

Thank you.


R.N.S. jp

RNS:jp

The minimum criteria for entry for any position on this schedule is a Master's Degree and five years teaching and/or job related experience.

POSITION-TITLE	INDEX	RANGE		NO. OF STEPS	NO. OF EMPLOYEES THIS POSITION
		MIN	MAX		
Consultant	1.00	11,900 - 17,000		7	93
*1 Educ. Specialist II		13,800 - 18,456		0	121
Supervisor	1.10	13,090 - 18,190		7	3
*2 Educ. Specialist IV		17,100 - 23,184		0	53
Chief	1.15	13,685 - 18,785		7	19
*3 Director		17,100 - 27,660		0	43
Director	1.25	14,875 - 19,975		7	10
*4 Assistant Supt.		24,000 - 30,000		0	15
Associate Supt.	1.35	16,065 - 21,165		7	5
*5 Associate Supt.		27,000 - 30,000		0	4
Superintendent, Public Instruction, Maximum Salary,				28,500	
				*6 30,000	

The Iowa Department of Public Instruction will increase salaries approximately 10%, July 1, 1974.

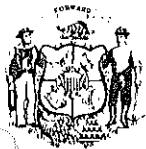
Your projected increase for this year for professional staff 0 %.

State Responding Illinois.

Fiscal Year 1975 (7/1/74 - 6/30/75) Salary Ranges

*1 \$9,000 - \$22,200	*4 \$24,000 - \$28,500
*2 \$9,000 - \$22,200	*5 \$27,000 - \$36,996
*3 \$17,100 - \$24,000	*6 \$42,500

assumed to be \$42,500



OK
State of Wisconsin

DEPARTMENT OF PUBLIC INSTRUCTION

May 31, 1974

Barbara Thompson, Ph.D.
State Superintendent

Dwight M. Stevens, Ph.D.
Deputy State Superintendent

DIVISION FOR INSTRUCTIONAL SERVICES
Robert C. Van Raalte, Assistant Superintendent

Dr. Richard N. Smith
Deputy State Superintendent
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

Dear Dick:

It was good to hear from you in your letter of May 22nd. Our positions do not fit yours exactly, however, I have indicated on the enclosed salary schedule that is presently in effect, the somewhat close comparisons to the job descriptions you have given. We have about 100 positions described as Consultants, about 15 as Section Chiefs, about 6 Bureau Directors, and 6 Assistant Superintendents. Those numbers are only approximate because of some variations within our organizational structure. For 1974-75, there will be a general 5 per cent across the board increase: in addition to this those individuals who are at less than the maximum of their range can be awarded a merit increase which differs according to the quality of the work completed, however, the average merit is 80 per cent of the pay step per month.

For some time now we have had the possibility for collective bargaining which has been extended to the Civil Service system in the State. We have, therefore, different classes of employees, including the professional people who are governed by individual, negotiated contracts. These contracts differ in the across the board increase as well as in the percentage of the normal pay step which is awarded. All of this, as I am sure you will agree makes the administration of pay schedules much more complex and difficult to administer.

If I can be of further help to you, please let me know. We will look forward to seeing you in Missouri in October.

Cordially yours,

Robert C. Van Raalte
Assistant Superintendent

RCVR:lj
Enclosure

126 Langdon Street, Madison, Wisconsin 53702



Pay Schedule #1: Composition and Adjustments

The first two years of Pay Schedule #1 - General Nonrepresented, Executive & Management are 1972 and 1973. The pay ranges and the within range pay steps for pay ranges 24 through 27 are contingent upon enactment of a revision to 20.923 as contained in the 1973-75 Executive Budget Bill. The within range pay steps for ranges 1 through 19 have been increased by \$5 each to maintain the pay structure integrity between the step size and the corresponding range minimums.

It should also be noted that the proposed pay schedule (Schedule #1) will be expanded to contain the separate pay ranges along with the separate provisions for pay administration for teachers, physicians, and attorney classes which are not included in certified units, and which were previously included under separate pay schedules.

Nonrepresented teachers, physicians, and attorneys are assigned to pay ranges 41-46, pay range 47, and pay ranges 71-75, respectively, within Pay Schedule #1. The pay ranges for these classes and the methods of administration are contained on the following pages separate from the pay ranges for general nonrepresented classes.

PAY SCHEDULE #1 - GENERAL NONREPRESENTED, EXECUTIVE & MANAGEMENT
(Pay Ranges 1 through 27)

1973-74 Proposed Pay Schedule Reflecting Adjustments

Pay Range	Within Range Pay Step	Monthly			
		1972	Minimum 1973	1972	Maximum 1973
1-01	\$ 20	411	\$ 432	516	\$ 542
1-02	20	438	460	552	580
1-03	25	464	487	588	617
1-04	25	491	516	625	656
1-05	25	522	548	669	702
1-06	30	562	590	721	757
1-07	30	606	636	779	818
1-08	30	652	685	838	880
1-09	35	696	731	899	944
1-10	35	747	784	974	1023
1-11	35	809	849	1052	1105
1-12	35	878	922	1141	1198
1-13	40	947	994	1232	1294
1-14	45	1030	1082	1341	1408
1-15	45	1125	1181	1465	1538
1-16	50	1225	1286	1598	1678
1-17	55	1333	1400	1736	1823
1-18	60	1446	1527	1882	1988
1-19	65	1568	1663	2038	2166
1-20	70	1699	1813	2209	2361
1-21	75	1857	1976	2416	2574
1-22	80	2044	2155	2664	2806
1-23	85	2245	2349	2922	3058
1-24	100		2560		3226
1-25	110		2790		3515
1-26	120		3041		3831
1-27	130		3315		4177

Consultant
Section Chief
Personnel Director
Asst. Supt.

17. Schedule #1 (Cont'd)

1. The preceding schedule reflects the following changes:
 - (a) Modification of pay ranges 18 through 23 to reflect the executive salary plan;
 - (b) Adjustment of the base pay range minimums and maximums by 5 percent;
 - (c) Increased present Within Range Pay Steps for Pay Ranges 1 through 10 by \$5 each; and
 - (d) Establishment of ranges 24 through 27 (minimum, maximum, and within range pay steps).
2. Adjust the base pay of each employee in these ranges by 5%. All pay range and across-the-board pay increases shall include the cost-of-living adjustment as specified in s. 16.085 Wis. Stats., so that the total adjustment for each employee shall be 5 percent of their current base pay.

1974-75 Proposed Pay Schedule Adjustments

For FY 74-75, repeat the adjustments as detailed in 1(b) and 2 above.

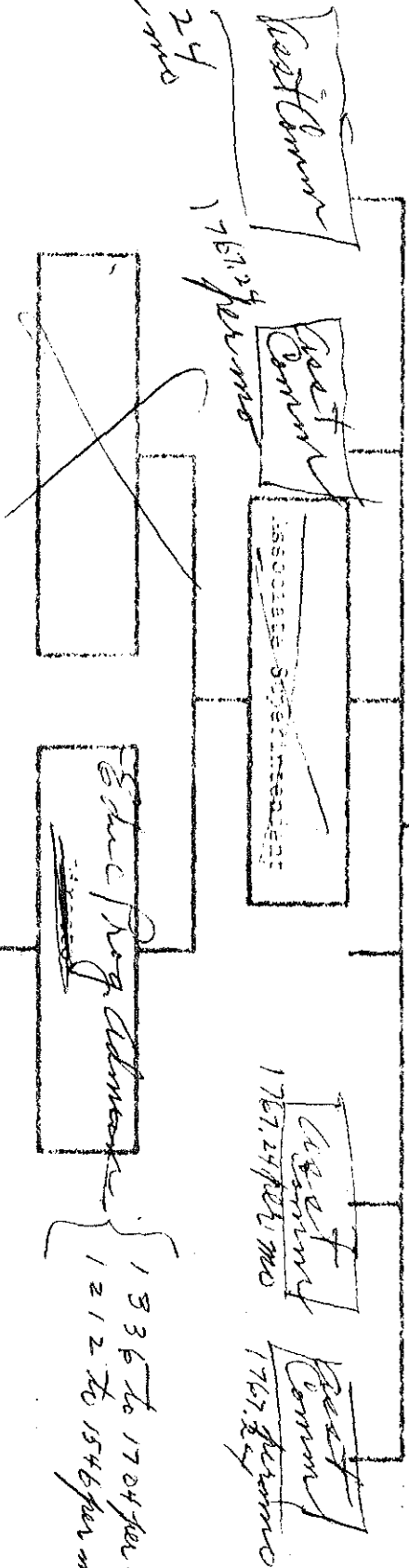
Dr. D. D. D.

Commenced

Kansas

2022.08
per me

Deputy Commissioner



Stewart
in Foster 1099 to 1402 per mss
with MacGillivray 1272 per mss.

The King of Heaven

Edwin Ross of the cabinet

Edna Hogden

1336 to 1704 for me with Frederick
1212 to 1546 for me with Maria

9-46

OK

The minimum criteria for entry for any position on this schedule is a Master's Degree and five years teaching and/or job related experience.

POSITION-TITLE	INDEX	RANGE		NO. OF STEPS	NO. OF EMPLOYEES THIS POSITION
		MIN	MAX		
Consultant	1.00	11,900 - 17,000		7	93
<u>Consultants I, II, III</u>	_____	<u>11,292 - 17,172</u>		<u>8</u>	<u>43</u>
Supervisor	1.10	13,090 - 18,190		7	3
<u>Administrator I</u>	_____	<u>12,024 - 16,116</u>		<u>8</u>	<u>9</u>
Chief	1.15	13,685 - 18,785		7	19
<u>Administrator II-III</u>	_____	<u>12,816 - 18,288</u>		<u>8</u>	<u>24</u>
Director	1.25	14,875 - 19,975		7	10
<u>Administrator IV</u>	_____	<u>14,532 - 19,476</u>		<u>8</u>	<u>5</u>
Associate Supt.	1.35	16,065 - 21,165		7	5
<u>Asst. Comm.</u>	_____	<u>16,476 - 22,080</u>		<u>8</u>	<u>4</u>

Superintendent, Public Instruction, Maximum Salary, 28,500

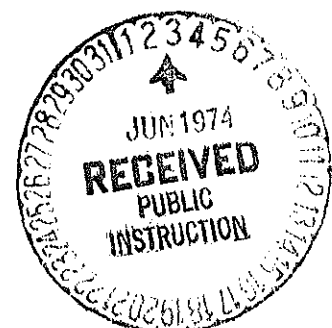
28,000

The Iowa Department of Public Instruction will increase salaries approximately 10%, July 1, 1974.

Your projected increase for this year 7-11 %.

State Responding

Hibbard



May 22, 1974

Lawrence T. Casto
Assistant Superintendent for Development
Board of Education
Topeka, Kansas 66612

Dear Lawrence:

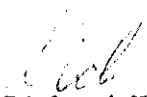
The Iowa State Department of Public Instruction is in the process of developing salary proposals for the professional staff. This study is being conducted at the request of the State Board of Public Instruction.

One aspect of this study is to review schedules now in effect in your state as well as surrounding states. Your cooperation in supplying us with the requested information will ensure us of a valid base of data.

The Iowa Department of Public Instruction has five basic position titles on our table of organization. Recognizing that our position titles may be dissimilar, we have included a table of organization showing the relative positions of the job levels as well as the salary index to enable you to discriminate and define our levels in relationship to those in your state. In addition, we have inserted Iowa data in each category as of May 15, 1974.

The comparable data you supply will be included in the study along with the other states and a copy forwarded to you to be used at your discretion. Our deadline on the final report is July 1, 1974. Your quick response will be appreciated.

Sincerely,


Richard N. Smith
Deputy State Superintendent

RNS:dj

Enclosures

The minimum criteria for entry for any position on this schedule is a Master's Degree and five years teaching and/or job related experience.

<u>POSITION-TITLE</u>	<u>INDEX</u>	<u>RANGE</u>		<u>NO. OF STEPS</u>	<u>NO. OF EMPLOYEES THIS POSITION</u>
		<u>MIN</u>	<u>MAX</u>		
Consultant	1.00	11,900 - 17,000		7	93
Supervisor	1.10	13,090 - 18,190		7	3
Chief	1.15	13,685 - 18,785		7	19
Director	1.25	14,875 - 19,975		7	10
Associate Supt.	1.35	16,065 - 21,165		7	5

Superintendent, Public Instruction, Maximum Salary, 28,500

The Iowa Department of Public Instruction will increase salaries approximately 10%, July 1, 1974.

Your projected increase for this year Don't know on the 2% increase %.

State Responding Kansas

See next page

*H. H. Kunkin
Personnel Officer*

STATE DEPARTMENT OF EDUCATION
Division of Public Schools
JEFFERSON BUILDING
P. O. Box 480
JEFFERSON CITY, MISSOURI 65101

AREA 314
751-4386

May 29, 1974

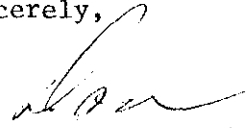
Dr. Richard N. Smith
Deputy State Superintendent
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

Dear Dick:

In response to your letter of May 22, 1974, I am including a copy of our salary schedule which is applicable to the professional types mentioned in your letter. As I am sure you suspected, our structure will not completely fit the blanks you need. You will note that our schedule makes provisions for index increases on the basis of degrees as well as tenure. I think we will have to revise our plan somewhat so that we do not rely as heavily on the degree structure as our schedule causes people to believe. We will eventually try to get to the place where each position has a range and then the level is determined on the basis of qualification, experience of the applicant. We are not at that point for the coming year, however. We are anticipating that our salary schedule will be improved in the amount of approximately 6%. We do not have ranges for assistant commissioners, associate commissioners, or the commissioner himself. Current salary for the commissioner is \$38,328. I would suspect that amount will be increased by 6% this year although to my knowledge the Board has not yet acted. The deputy commissioner's salary for this year is \$27,300, associate commissioner \$24,684, assistant commissioners \$23,508. These too will probably be increased by 6%. I have penciled in what appears to me to be our approximate level of responsibility in comparison to your organizational chart.

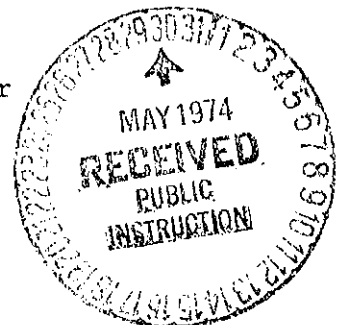
Dick I hope this information will be of use to you. If not, if you will ask it in another format, maybe I can give it another try.
Regards to you.

Sincerely,

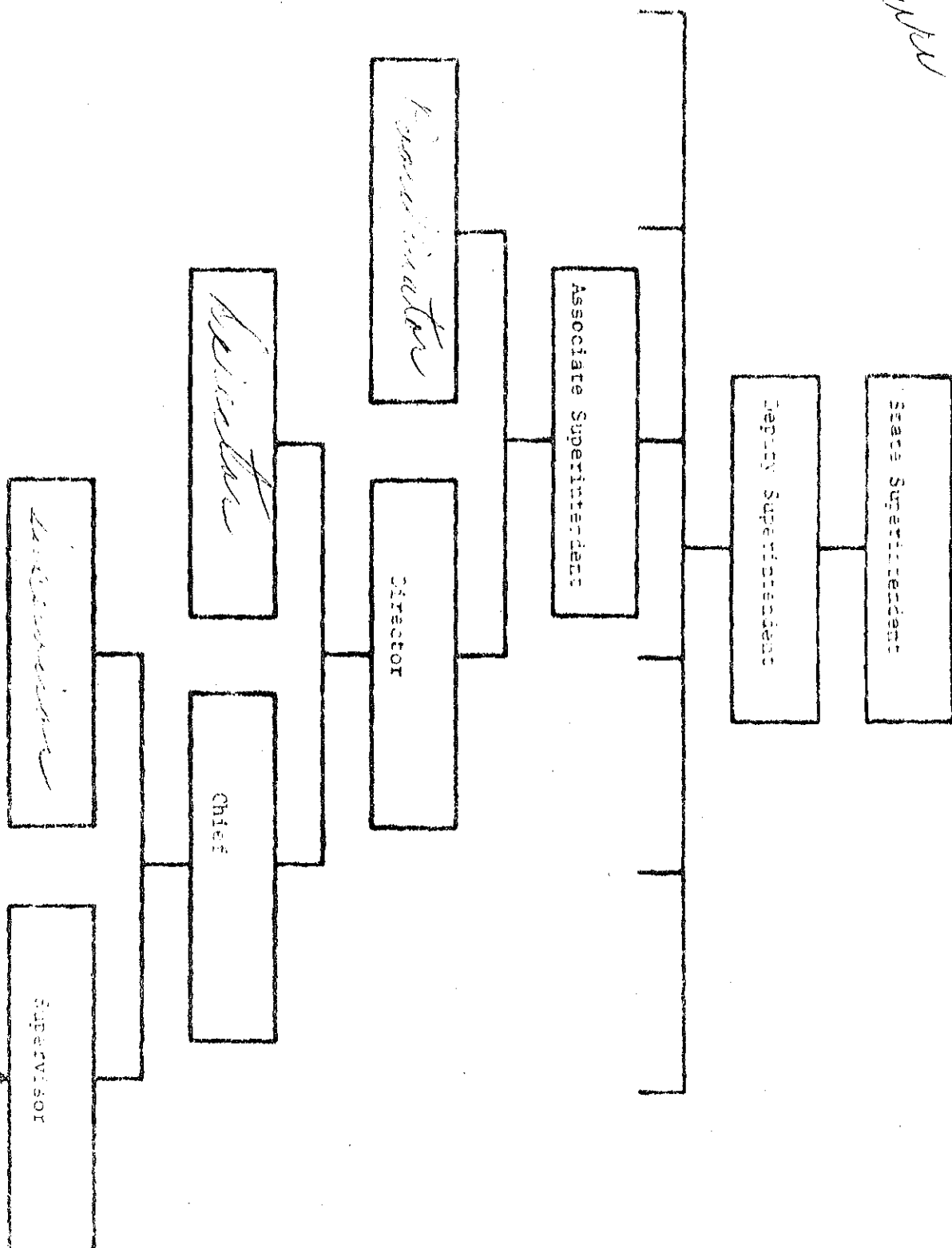

Don L. Gann, Coordinator
Business and Finance

dlg:st

Enclosure



2/1/68



SCHEDULE A
PROFESSIONAL PERSONNEL
1973-74

	<u>1 - 5</u>	<u>6 - 10</u>	<u>11 - 15</u>	<u>16 - 20</u>	<u>21 and Over</u>
<u>SUPERVISORS</u>					
Less than Bachelor's	L.0 8,988 749	L.1 9,888 824	L.2 10,788 899	L.3 11,676 973	L.4 12,576 1,048
Bachelor's	L.1 9,888 824	L.2 10,788 899	L.3 11,676 973	L.4 12,576 1,048	L.5 13,476 1,123
Master's	L.3 11,676 933	L.4 12,576 1,048	L.5 13,476 1,123	L.6 14,376 1,198	L.7 15,276 1,273
Master's plus 30	L.4 12,576 1,048	L.5 13,476 1,123	L.6 14,376 1,198	L.7 15,276 1,273	L.8 16,176 1,348
Doctorate	L.5 13,476 1,123	L.6 14,376 1,198	L.7 15,276 1,273	L.8 16,176 1,348	L.9 17,076 1,423
<u>DIRECTOR</u>					
Less than Master's	L.0 12,228 1,019	L.1 13,452 1,121	L.2 14,676 1,223	L.3 15,900 1,325	L.4 17,100 1,425
Master's	L.1 13,452 1,121	L.2 14,676 1,223	L.3 15,900 1,325	L.4 17,100 1,425	L.5 18,348 1,529
Master's plus 30	L.2 14,676 1,223	L.3 15,900 1,325	L.4 17,100 1,425	L.5 18,348 1,529	L.6 19,572 1,631
Doctorate	L.3 15,900 1,325	L.4 17,100 1,425	L.5 18,348 1,529	L.6 19,572 1,631	L.7 20,796 1,733

PROVISIONS APPLICABLE TO SCHEDULE A

COORDINATORS, DIRECTORS, ASSISTANT DIRECTORS, AND SUPERVISORS

1. The base salary shall be indicated by the index 1.0.
2. Employees shall be placed on schedule in keeping with the year being completed (years of completed experience plus one) and shall not move to the next category until:
 - a. tenure and evaluated performance so qualifies
 - b. special advancement is assigned by the Commissioner.
3. Assistant Directors, Internal Auditor, and General Supervisors will receive \$1200 above the supervisor schedule.
4. Coordinators will receive an additional \$1200 above the director schedule.
5. Change in salary status will be considered at the beginning of each fiscal year.

PROJECTED COSTS OF IMPLEMENTATION OF
COST OF LIVING ADJUSTMENTS FOR JULY 1, 1976

The following projected costs for implementation of a cost of living adjustment on July 1, 1975, are presented in terms of a dollar range beginning with a projected increase in the consumer price index of 5 percent and ending with a projected increase of 12 percent.

<u>% Increase in Cost of Living</u>	<u>% of Increase Reflected in DPI Salaries^a</u>	<u>Projected Cost^b</u>
12%	8%	\$178,640
11%	7%	156,310
10%	6%	133,980
9%	5%	111,650
8%	4%	89,320
7%	3%	66,990
6%	2%	44,660
5%	1%	22,330

^a Calculations were completed according to the method stated in Recommendation 4 and the accompanying guidelines for implementation described in Phase I of this report.

^b Projected costs were based upon the number of professional personnel (154) reported in Program N040 Organization Structures and Classification of Positions, Dated 6-12-74, Page 19.

PROJECTED COSTS OF IMPLEMENTATION OF
PERFORMANCE INCREASES BASED UPON VARIOUS
PERCENTAGES OF ELIGIBLE EMPLOYEES
July 1, 1976

% of Eligible ^a <u>Employees</u>	Projected <u>Cost</u> ^b
20	\$8,990
19	8,410
18	8,120
17	7,540
16	7,250
15	6,670
14	6,380
13	5,800
12	5,220
11	4,930
10	4,350
9	4,060
8	3,480
7	3,190
6	2,900
5	2,320
4	1,740
3	1,450
2	870
1	580

^a Calculations are based upon 154 professional employees using the method described in Recommendation 5 in Phase I of this report.

^b Projected costs were based upon the number of professional personnel (154) reported in Program NO40 Organization Structures and Classification of Positions, Dated 6-12-74, Page 19.

Minutes of the Professional Salary Study Committee

April 1, 1974 to June 21, 1974

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting number 1, April 1, 1974, 3:00 p.m. in the State Board Conference Room

Item 1. The following people are members of this committee:

<u>Name</u>	<u>Branch</u>	<u>Telephone</u>
Ed Heim	Administration	3189
E.L. Gustafson	Administration	3022
Jim Bottenfield	Pupil Personnel Services	5313
Jim Forsyth (Chairman)	Pupil Personnel Services	3425
Dean Aschm	Area Schools & Career Education	3317
Steve Maher	Area Schools & Career Education	3317
Bon Smith	Area Schools & Career Education	5331
Dave Schreux	Instruction and Professional Education	3245
✓ Dean Crocker	Planning and Management Information	5253
Dave Alvord	Planning and Management Information	5274
Dave Mills	Rehabilitation Education & Services	3481
Don Perkins	Rehabilitation Education & Services	3481
Ronald Hallock	State Board Member	283-2151

All members except Perkins and Hallock were present for this meeting.

Item 2. By unanimous vote (minus one) Dave Schreux was "railroaded in" to serve as Secretary.

Item 3. Discussion was held on providing input into present salary considerations. A consensus was reached that any members may present to Dr. Smith their own ideas, but that this committee, at this point, would not as a committee make any recommendations for the July 1, 1974, salary adjustments.

Item 4. Sub-Committee Assignments

Sub-Committee #1 Comparability and applicability to the employment needs
 of the Department with comparable merit systems positions.

Alvord (Chairman), Crocker, Mills, Perkins

Sub-Committee #2 Comparability and applicability to the employment needs of the Department with other educational units in the state, and with other state departments of education.

Smith (Chairman), Aschim, Mahr

Sub-Committee #3 Study of the previous salary study small groups and identification of specific problem areas.

Gustafson (Chairman), Hallock, Schreur

Sub-Committee #4 Study of inequities within Salary Schedules I and II.

Heim (Chairman), Bottrfield

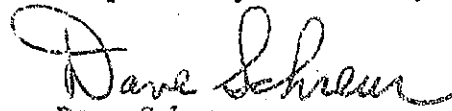
Item 5. Future Meetings

Each sub-committee will determine their own meeting dates.

The entire committee will meet on Monday, April 15, 8:30 a.m., and on Monday, April 29, 8:30 a.m. The place to be determined by the availability of a conference room.

Meeting adjourned at 4:25 p.m.

Respectfully Submitted,


Dave Schreur
Secretary

DS:jdm

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting number 2, April 15, 1974, in the second floor conference room at the Vocational Rehabilitation Center, 1029 Des Moines Street.

All members present except Aschim, Mills, Crocker.

- Item 6. Consensus was reached that copies of the minutes should be posted in the following places: Vocational Rehab. Center, basement, second and third floor of the Grimes Building. The chairman will see to it that the News of the Week will so inform the staff of the posted minutes locations.
- Item 7. The chairman asked for a report from each sub-committee. Listed below are brief summary statements from each sub-committee.

Sub-Committee #2 Comparability and applicability to the employment needs of the Department with other educational units in the state, and with other state departments of education.

Sub-committee #2 reported they are currently attempting to gather salary schedules from area schools, secondary schools and other state Departments of Public Instruction. Comparability of positions or job descriptions was indicated as a problem and the committee felt that not enough information is available at this time to take this step. It was suggested that the three state universities also be included in the base data. The committee felt they would have additional information for input at the next scheduled meeting.

Sub-Committee #3 Study of the previous salary small groups and identification of specific problem areas.

Listed below are the 9 major problem areas:

1. Work toward the implementation of the Adopted Salary Schedule at a 100% level. This schedule was adopted May 14, 1970; and the schedule for the 1973-1974 year is at 85% of this schedule.
2. The present two schedules should be combined into one schedule.
3. A cost of living factor should be built into the schedule.
4. All positions, excepting the State Superintendent and the Deputy State Superintendent, should be included on the salary schedule.
5. There should be no deviations from the adopted salary schedule.
6. The entrance level at any position is not competitive with like positions outside the Department.
7. Additional steps should be added, or some type of longevity pay should be instituted for extended service beyond the limits.

of the schedule.

8. The salary fund in the Department's budget should be divided into "Salaries for Merit Employees" and "Salaries for Professional Staff". Each amount should be separate and not used interchangeably.

9. Some concern for a differentiation of consultants.

Sub-Committee #4 Study of inequities within Salary Schedules I and II.

Sub-Committee #4 reported on a memo received from Dr. Smith in response to sub-committees' inquiry concerning the rationale for the existence of Schedule II. The sub-committee will next interview employees on Schedule II to obtain opinions of Schedule II as it relates to Schedule I.

Sub-Committee #1 Comparability and applicability to the employment needs of the Department with comparable merit systems positions.

After a series of meetings to explore possible methods of making comparisons of DPI positions with "comparable" merit positions, several problems relating to the factors to be used for such comparisons were identified. Subsequent surveys of literature on job comparison techniques suggested a number of possible approaches to the task. The subcommittee has tentatively selected an approach and is in the process of developing methodologies for implementation of the approach.

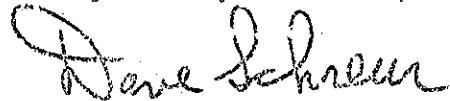
Item 8. Motion by Smith, second by Mahr that Alvord and Forsyth meet with Dr. Smith to discuss and clarify the charge given to sub-committee #1. Motion carried.

Item 9. Consensus that Dr. Benton and Dr. Smith be invited to meet with the committee on April 29, 1974, to clarify the role and function of the committee.

Item 10. Future meeting dates: Monday, April 29, 1974, 8:30 a.m., Conference room #1, Grimes Building. Monday, May 13, 1974, 8:30 a.m., place to be determined.

Meeting adjourned at 11:45 a.m.

Respectfully submitted,



Dave Schreur
Secretary

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting number 3, April 29, 1974, conference room #1, Grimes Building, 8:30 a.m.

All members present except Smith, Hallock.

Item 11. Report of sub-committee #2.

• They have received a lot of data from other State Departments but have not been able to present too much input since the data received was very general in nature. Discussion was held regarding a means whereby data wanted could be accomplished. Possibilities could be the development of a form **requesting** specific information, and the use of telephone calls to other State Departments requesting information.

Item 12. Report of sub-committee #1.

The assignment given to this committee has involved a lot of work in determining a comparability study between merit positions and DPI positions. A great amount of time was spent by the entire committee in discussion concerning the problems inherent in such a study as this.

Item 13. Motion by Neim, second by Aschim.

Due to the exhaustive study made by Sub-Committee #1, and the time limitations placed on future study, it is recommended that this sub-committee prepare a written report to the total committee regarding their findings and recommendations. Carried.

Item 14. At 9:40 Dr. R. N. Smith joined the committee and a general discussion was held regarding present monies and salaries and the role of this committee.

Item 15. Schreur and Gustafson with Chairman Forsyth will begin work on a salary schedule concept incorporating the problem areas identified previously by the 10 small study groups.

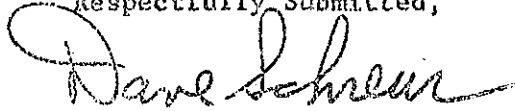
Item 16. Future meeting dates;

May 3, 1:00 p.m. Conference room #2, Grimes Building.

May 13, 8:30 a.m. Conference room #1, Grimes Building.

Meeting adjourned at 11:50 a.m.

Respectfully Submitted,


Dave Schreur,
Secretary

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting number 4, May 3, 1974, conference room #3, Grimes Building, 1:00 p.m.

All members present except Bottenfield, Smith, Hallock.

Item 17. Report of sub-committee #4.

Sub-committee #4 reported that they have interviewed people on schedule II to get their feelings about being on this schedule. This committee has some general data on their findings but does not have a written report ready at this time.

Item 18. Motion by Schreur, second by Heim.

In future work of the salary schedule committee, they should develop the present Schedules I and II into a one salary schedule concept.

Item 19. Motion by Crocker, second by Mahr.

To table the above motion until a written report is received from sub-committee #4. Carried.

Item 20. Sub-committee #1 distributed a written report regarding their study. Content was explained and discussion was held.

Item 21. Motion by Schreur, second by Gustafson.

The total committee accept the report of sub-committee #1 and after minor editing it be prepared for distribution to the administration and the salary committee. Carried.

Meeting adjourned at 3:40 p.m.

Respectfully submitted,



Dave Schreur,
Secretary

P.S. Next meeting is May 13, 8:30 a.m., Conference room #1, Grimes building.

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting number 5, May 13th, 1974, Conference Room #1, Grimes Building, 8:30 a.m.

All members present except Bottenfield, Aschim, Hallock, Perkins, Mills and Gustafson.

- Item 22 - The chairman informed the committee that the deadline we are to meet is July 1, 1974 and that our report will go to Dr. Benton. The work of this salary committee as a priority assignment will be discussed by the cabinet.
- Item 23 - An information packet was distributed to all members which included a report of sub-committee #4, report of sub-committee #1 and two salary schedule concepts.
- Item 24 - A great deal of discussion was held regarding the two different salary schedule concepts that were presented. Both of these concepts were developed for discussion incorporating several of the concerns as expressed by the previous small study groups.

Recessed at 11:45

Reconvened in the State Board room at 1:00 with Gustafson joining the group.

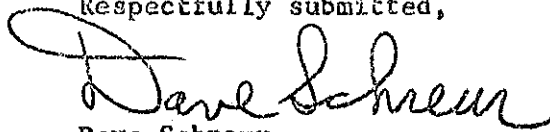
- Item 25 - Continuation of discussion on salary schedule concept. Each member of the committee is to come to the next meeting with additional information or modifications for future discussion.
- Item 26 - Future meeting dates;

Friday, May 17, 1974, 8:30 a.m., 1st floor Voc. Rehab. Center

Monday, May 20, 1974, State Board room 10:00 to 12:00
Conference room #1, 12:00 to 3:00

Check your schedules to see if June 3rd thru 7th can be used for "blocking out" time for meeting purposes.

Respectfully submitted,


Dave Schreur,
Secretary

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting number 6, May 17, 1974, Voc. Rehab. Center, 8:30 a.m.

All members present except Hallock, Bottenfield, Aschim and Perkins.

Item 27 - Report of sub-committee #2.

They are still in process of gathering data from surrounding states. They are using a computer print out for information on area schools. They have no present information on Regents institutions. Crocker and Alvord will work with this committee in gathering, compiling, and analyzing data for future use.

Item 28 - Discussion was held on incorporating into the salary schedule such possibilities as differential of pay for the same job title utilizing a "level" concept based on job description, horizontal and vertical moves, and "add ons" such as cost of living, education, longevity and merit.

Recessed at 11:49

Reconvened at 12:40 and continued discussion on item 28.

Recessed at 1:55

Reconvened Monday, May 20, 1974, State Board Room, 10:15 a.m.

All members present except: Hallock, Bottenfield, Perkins and Crocker.

Item 29 - Discussion was held on the type of letter to be sent to other states asking for information that would be of value to the committee.

Item 30 - Motion by Mahr, seconded by Alvord;
Move to consider the motion of Item 18. Carried.

Item 31 - Voting was held on the motion in Item 18. Carried.

Item 32 - Discussion was held on a report distributed to the committee which presented an overview of previous discussions of salary schedule concepts.

Item 33 - Motion by Smith, seconded by Mills;
We should work on a salary schedule concept as presented to the committee in Alvord report. Carried.

Recessed at 11:40

Reconvened at 12:30, all members present except Hallock, Bottenfield and Perkins.

Item 34 - Discussion held on what the committee feels should be in phase I of our final report. Topics discussed were: base salary, entry level, cost of living, longevity pay and performance increases.

Page 2.
Professional Salary Study Committee
Minutes, May 17, May 20, 1974

Item 35 - Motion by Gustafson, seconded by Smith;
Index's for position titles remain the same as present schedule,
Carried.

Item 36 - Future meetings:

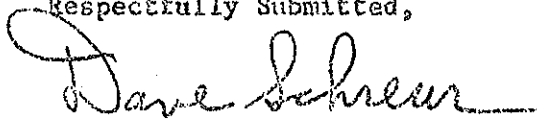
Thursday, May 23, 1:00, Board Room

Friday, May 24, 8:30, Board Room

Tuesday, May 28, 8:30, 2nd floor, Voc. Rehab. Center

Meeting adjourned at 3:20 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Dave Schreur". The signature is written in dark ink and is positioned above the printed name and title.

Dave Schreur,
Secretary

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting #7, May 23, 1974, Board Room, 1:00 p.m.

All members present except Hallock.

Item 37 - A lot of discussion was held on what should be incorporated in Phase I of the final report but no decisions were made.

Item 38 - Motion by Heim - Second by Crocker

Hiring can be done at only the entry level step I, recommended requirement at entry level is Masters degree and at least 5 years experience.

Item 39 - Motion to amend the previous motion by Aschim - Second by Gustafson

At the discretion of the administration exceptions may be made and they may hire at some other level.

Item 40 - Vote on amendment - Lost

Vote on motion - Lost

Recessed at 11:35

Reconvened on Friday, May 24, 1974, Board room, 8:30 a.m.

All members present except: Hallock, Mahr, Aschim and Mills

Item 41 - Motion by Schreur - Second by Alvord

Any motion, or any amendment to a motion, made by any member of the salary study committee is to be given in writing to the secretary before a vote is taken. Carried.

Item 42 - Discussion was held on what should be presented, and how it should be presented in regard to informing the staff of what work the committee has done so far.

Item 43 - Motion by Bottenfield, Second by Smith

Moved to hold a small group meeting and a tabulated record be taken as to the group feeling on the phase I and phase II items that we now have. Motion lost.

Item 44 - Motion by Heim - Second by Bottenfield

Move that we build a schedule with dollar and cents amounts and concepts and take it to the small groups for their opinions before creating the final product. Carried.

Next meeting - June 3, 1974, place and time to be determined.

Meeting adjourned at 12:10 p.m.

Respectfully Submitted,

Dave Schreur

Dave Schreur,
Secretary

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting #8, May 28, 1974, Vocational Rehabilitation Center, 8:45 A.M.

All member: present except Hallock, Mahr, Smith.

Item 45 - A document with the following major points was distributed and discussed:

Phase I

- A-1 Step revision (Schedule I)
- A-2 Step revision (Schedule II)
- A-3 Cost of living adjustment
- A-4 Longevity pay
- A-5 Performance increases
- A-6 Initial placement of Schedule I employees
- A-7 Priority of Salary adjustments
- A-8 Minimum educational requirements for Schedule I employees

- B Support existing policies on:
 - Annual increments
 - Work related experience
 - Actual experience
 - Military experience
 - Loss of salary due to implementation
 - Accounting practice

Phase II

- R-1 Position study
- R-2 Placement of Schedule II employees
- R-3 Movement within salary ranges
- R-4 Differentiated salary ranges
- R-5 Overlap - of salary ranges

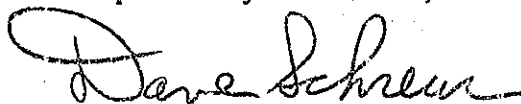
Item 46 - Motion by Mills - Second by Crocker.

The chairman make assignments for the committee members to develop rationale for the existing material and on Monday, June 3, to hold discussion on developed rationale.

Next meeting - Monday, June 3, 1974, Vocational Rehabilitation Center, 8:30 A. M.

Meeting adjourned at 3:15 P.M.

Respectfully Submitted,


Dave Schreur,
Secretary

PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting #9, June 3, 1974, Voc. Rehab. Center, 8:45 a.m.

All members present except Hallock.

Item 47 - A revision of the document covering the major points listed in Item 45 was handed out and discussion was held.

Item 48 - Oral reports were given by committee members on the developing of rationale and necessary documentation being gathered for:

- A. Salary comparisons with other agencies
- B. Cost of initiating a new schedule
- C. Longevity

Item 49 - Written reports were handed out and discussion was held on the following:

- A. Performance increase - rationale, review of literature, guidelines.
- B. Cost of living - rationale and supporting documents.
- C. Placement of Schedule II people - rationale and recommendation.
- D. Phase II, Study of Departmental Positions - Rationale, recommendations, guidelines.

Item 50 - Due to time constraints and future work to be done, the committee will expend its efforts on continued working toward the development of a final report to be presented to the Administration.

Item 51 - A future meeting date will be determined by the Chairman after he has checked with the several committee members working on the several different aspects under study.

Meeting adjourned at 12:15 p.m.

Respectfully Submitted,



Dave Schreur,
Secretary

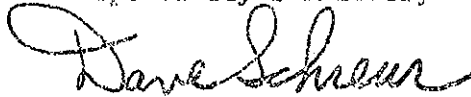
PROFESSIONAL SALARY STUDY COMMITTEE

Minutes of meeting #10, June 21, 1974, Grimes Building, Conference Room #3, 8:30 a.m.

All members present except: Hallock, Mills

- Item 52 - An up-dated report of Sub-committee #2 was distributed and discussion was held on the contents.
- Item 53 - The topic of longevity was discussed. At one time it was considered to be a possible "add on", but after study, and the difficulty encountered in developing supportive rationale, consensus was reached to not include it as a part of our recommendations.
- Item 54 - A great amount of time was spent by the committee in reviewing and editing the prepared draft copy of the final report.
- Item 55 - Discussion was held on a method of informing the Staff on what the Salary Study Committee has done. Consensus was reached that at some time and place (to be determined) the total staff should be invited to a meeting for information purposes.

Respectfully Submitted,



Dave Schreur,
Secretary

DATE: March 26, 1974

TO: Members of Professional Salary Study Committee

FROM: Dr. Robert D. Benton, State Superintendent of Public Instruction

SUBJECT: Professional Salary Schedule Study Assignment

The following people have been selected by the salary study groups to serve on the Professional Salary Study Committee:

<u>Name</u>	<u>Branch</u>
Ed Helm	Administration
L. L. Gustafson	Administration
Jim Bottenfield	Pupil Personnel Services
Jim Forsyth	Pupil Personnel Services
Dean Aschim	Area Schools and Career Education
Steve Mahr	Area Schools and Career Education
Don Smith	Area Schools and Career Education
Dave Schreur	Instruction and Professional Education
Dean Crocker	Planning and Management Information
Dave Alvord	Planning and Management Information

The groups did an excellent job of selecting representation for the committee so that the entire Department will be represented. However, because no one was named from the Branch of Rehabilitation Education and Services, I am naming the following to also serve on the committee:

Dave Mills
Don Perkins

This provides representation from each Branch, each position level below Associate Superintendent, and from the various D. P. I. experience categories.

In addition to the above, Ronald Hallock has been named by the President of the State Board to work on the committee with Robert Koons to serve as his alternate.

The committee should feel free to call upon the following as resource people to assist you in your work:

Earl Linden
Floyd Sievers
Joe Wolwak

I am asking Jim Forsyth to serve as chairman. He will call you together very soon and get you started on your assignment.

I, along with all members of the State Board and the staff, realize you are being asked to again give of yourself over and above the regular call of duty. I know that I speak for everyone when I tell you that your work will be truly appreciated.

You are asked to study the present salary schedule and devise a new schedule or a revision of the present schedule if found necessary and advisable after studying the following:

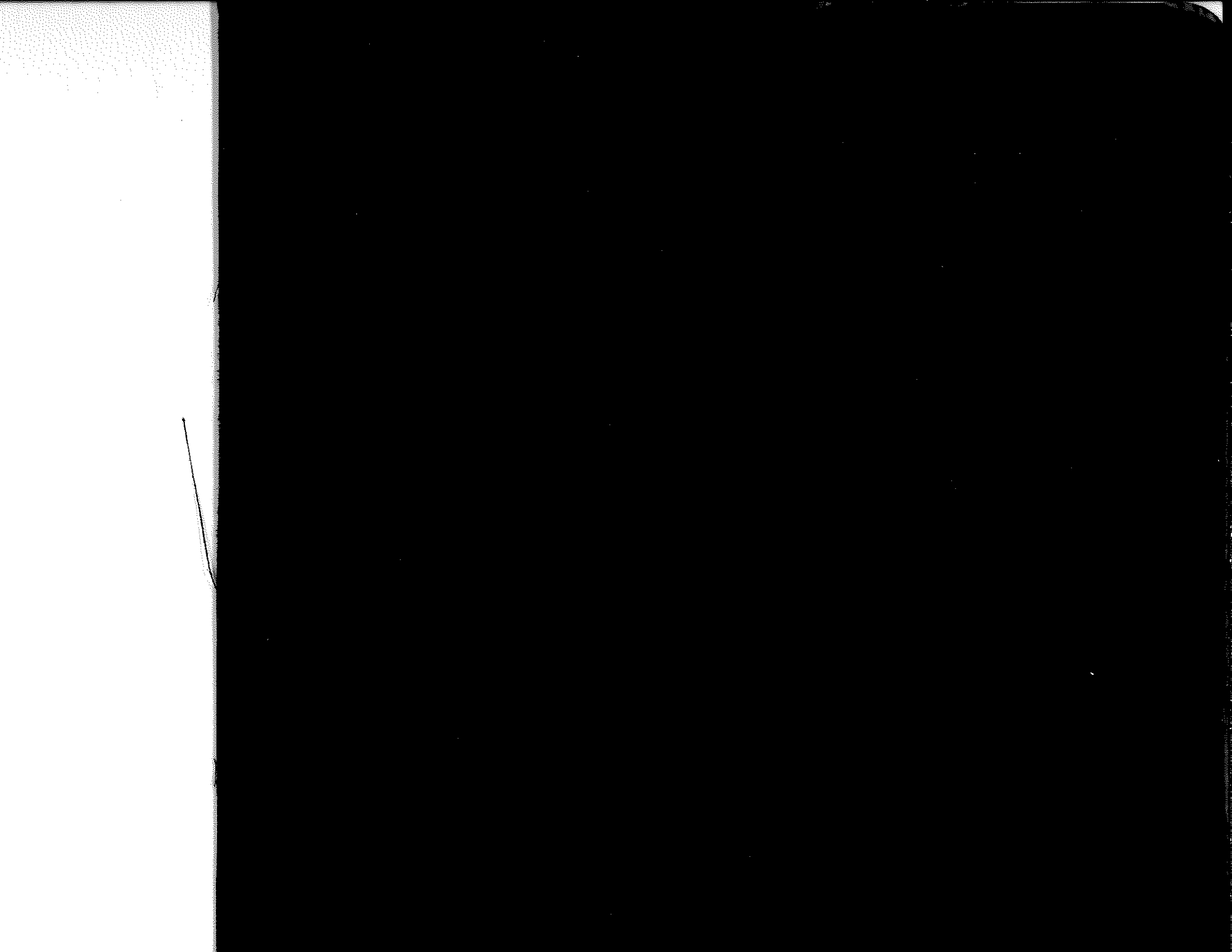
1. The reports of the salary study groups.
2. Possible inequities within Schedules I and II.
3. Comparability and applicability to the employment needs of the Department.
 - a. With comparable Merit System positions.
 - b. With other educational units in the state.
 - c. With other state departments of education.
4. Specific problem areas identified, if any.
5. Testing of any schedules considered for possible recommendation to determine the cost.

The committee should address itself first to the matter of item 3. a. above.

The overall assignment should be completed on or about July 1, 1974 so that a report can be made to the State Board at the July, 1974 Board meeting.

RDB
R. D. B.

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