

DELETE POLICY

BASIC POLICY

With its basic commitment to provide public education to the citizens of El Paso, the District must respond, not only to the needs of the employees, but also to students, parents, and the community at-large as well as the regulatory agencies of the state and federal government. To achieve its mission, the District expects each employee will perform his or her job duties to the best of his or her ability. Since compensation costs comprise a very significant portion of the total operating budget of the District, it is important to maintain a highly productive, capable workforce and to utilize resources in a cost-effective, efficient, and prudent manner.

It is, therefore, the compensation policy of the District to establish and maintain compensation levels that reflect position responsibilities, are competitive with the external market, and are capable of attracting, retaining, and motivating competent employees. Such a policy should place the District in a competitive compensation position in both the field of public education for instructional personnel and the general community for other positions.

OBJECTIVES OF THE COMPENSATION ADMINISTRATION PROGRAM

The Superintendent shall develop a compensation administration program that establishes and maintains sound, practical guidelines and procedures for effective compensation administration. The program shall include guidelines and procedures designed to create a better understanding of the principles of compensation administration and specifically the District's own compensation administration program and to permit delegation of authority and responsibility for the administration of compensation within the framework of the compensation policy. Specifically, the objectives of the compensation administration program shall be:

1. To compensate each employee based on the value of his or her contribution to the success of the District within the context of the position held;
2. To provide opportunities for advancement, without regard to race, color, religion, age, sex, or national origin;
3. To pay competitive compensation rates in order to retain qualified personnel and to attract competent applicants;
4. To motivate employees to work effectively and efficiently in achieving the goals of the District;
5. To provide a uniform method for determining the relative value of all positions within the District to ensure a proper relationship between compensation paid for similar requirements and responsibilities within the District and that provides a basis for

COMPENSATION AND BENEFITS

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(LOCAL)

comparing position responsibilities and compensation levels with other employers;

6. To control direct and indirect personnel costs and be cost effective; and
7. To comply with all local, state, and federal laws.

All employees will be advised of the District's compensation administration practices and procedures and will be kept informed of compensation matters affecting their pay in an effort to assure them they are being treated equitably.

ELEMENTS OF THE
COMPENSATION
ADMINISTRATION
PROGRAM

The basic elements of the compensation administration program are outlined below. Each of these program elements shall be implemented by the administration.

POSITION
EVALUATION AND
CLASSIFICATION

1. Written job content information that defines the duties and responsibilities of each position and groups positions of similar value into the same category or pay level.

COMPENSATION
RANGES

2. The minimum and maximum dollar limits to be paid each year for each position classified within a given pay level based on competitive compensation information and the relative value of each position to the District.

COMPENSATION
REVIEWS AND
ADJUSTMENTS

3. The criteria and procedures for employee compensation reviews and compensation adjustments.