

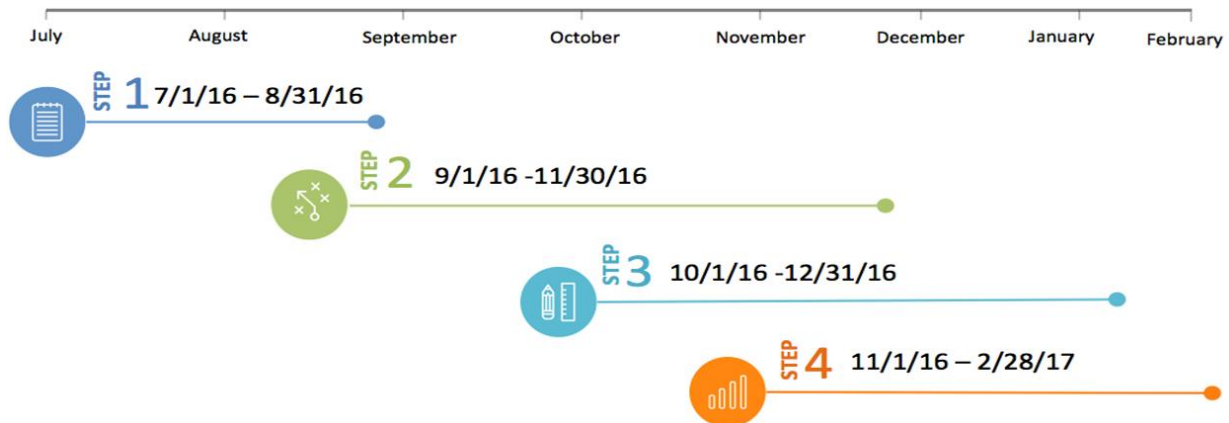
July 1, 2016

Good Afternoon,

The HR Compensation Team is excited to announce that the Board has allocated \$4 million to the FY17 budget to implement Phase II of the Compensation Study. Phase II will continue to address pay parity and improve the District's compensation system. Similar to Phase I, which evaluated internal work experience for all non-teaching employees, Phase II will focus on evaluating external work history for all non-teaching employees. Creditable experience may be awarded if the external work history is equivalent and/or relevant to the employee's current position.

Phase II will begin on July 1, 2016 and take place over the next 8 months (July 1, 2016 through February 28, 2017). The process will be broken down into the following four steps:

- Step 1 – Employees will submit their external work history to HR via an electronic form.
- Step 2 – The HR Compensation Team will review and evaluate the external work history.
- Step 3 – Employees will submit requested experience verification forms to HR.
- Step 4 – The HR Compensation Team will calculate and communicate all salary adjustments.



An email with additional information and a link to the electronic form will be sent the week of July 11, 2016.

Thank you,

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