

## Creating a Living Wage Plan

Thursday, August 29 – 1:45 – 3:15 pm

### Session Outline

- I. Introduction & Overview of CAA/MCOP
- II. Survey the room – who is the audience?
- III. Why did we do a Living Wage Plan – Pathways to Excellence feedback report on employee retention & competitive wages
- IV. How to start – Plan components
  - a. Living Wage Calculator – determine what living wage is in your area  
<http://livingwage.mit.edu/>
  - b. Determine if there are Competitive Wage Studies done in your area  
<https://mnaonline.org/2014-compensation-report/file>
  - c. Map out where your CAA is – Starting Wage Scale for Classifications / Salary Ranges / Collective Bargaining Agreements
  - d. Identify disparities
- V. Identify overall benefit packages – determine WHAT IS MOST IMPORTANT TO EMPLOYEES
  - i. EXERCISE - Take 2-3 minutes and talk with your neighbor – what do you think are the biggest retention strategies that are important to YOUR staff? Write them down!
  - ii. Develop an Employee Survey and begin trending data over time – likely this will be an indicator of the most important retention strategies
  - iii. For MCOP is was: #1=Money, #2=Career Path Opportunities, #3=Professional Development - This may mean restructuring
  - iv. There are many new trends in retention strategies that are appealing to staff – i.e. flexible scheduling, student loan debt repayment or tuition reimbursement programs, parental leave policies, etc. Explore all opportunities based on feedback
- VI. Develop a Goal Plan with measurable objectives
- VII. Look at HOW to get the funds to implement the Goal Plan
  - a. Diversify funding – each department has a goal for raising unrestricted funds
  - b. Consolidate roles – take on more work for more \$
- VIII. Continuously Update the Plan – updates and revisions as goals are achieved and the landscape changes



## Standards of Excellence – Category 5 – Human Resource Focus

### **Standard 5.1 – Policies, Procedures and Personnel Systems**

A Board-adopted personnel policy/manual/handbook is in place, and is updated annually. It supports the agency's mission, vision, and goals. All personnel procedures including staff recruitment/selection and employee records are mission-aligned, up-to-date, and compliant with employment-related federal and state laws. Salary levels, including documentation on living wage benchmarks, are analyzed and documented as appropriate for the area, and a plan is in place to offer a living wage over time to all employees.

## Standards of Excellence – Category 7 – Results

### **Standard 7.3 – Human Resource Results**

The agency systematically collects, tracks, and reports staff feedback over time, including staff turnover, employee learning, development, well-being, and satisfaction. It regularly assesses and improves its internal administrative, operations, and work processes.

### **PRESENTER CONTACT INFORMATION:**

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