

OTA Memo: Employee Restructure (Instructor Model)

OTA Instructor Position:

The psychological factor of an individual considering this part time position based on how we express the number of hours an employee can accumulate in a week or pay period is greater than the reality of the math in terms of pay.

Maybe it's about comfortably feeling like what you are doing is worth committing to? Maybe it's about the barrier/cost of travelling to work (and the inconsistencies of it). Maybe it's about how much an individual wants to fill their time up with. Regardless, the impact that the number of hours someone can record on their timesheet effects the recruitment and staff retention efforts.

TO CONSIDER:

*Based on the wage investigation, there are endless part time positions out there for individuals to take. Many of them accumulating lower pay, even pay, or "in the ballpark pay" of what the current OTA Instructor Model is.

1.5 Hours X \$20 hr = \$30 per day

- 1 day = \$30
- 2 day = \$60
- 3 day = \$90
- 4 day = \$120
- 5 day = \$150

OTA Instructor Model Option: Adjust Hourly Payrate, Require more hours "on the job"

NOTE: the current model is the same as payrate = \$10/hr for 15 hours per week (three per day)

*Never excuse to be late for class

*Never excuse to not prepare PDC

*Never excuse not to have roster

*Never excuse not to set up space before students arrive

*Increased participation in Training (Cont. Training Exercises)

*Increased participation in Program Progress Reports

*Increased participation in Staff Meetings/Conf Calls

NOTE: Increasing Instructor Cost should be passed on to customer (increase participation fee)

Alternative OTA Instructor Model: Levels

1. Base Level Instructor = current model
2. Level 1 Instructor = 10 hours per week
3. Level 2 Instructor = 15 hours per week
4. Level 3 Instructor = 20 hours per week

Levels come with different responsibilities (lead vs. assistant)

Levels have a pay scale

Alternative OTA Instructor Model: Lead vs. Assistant

1. Reflected in Payrate
2. Reflected in Responsibilities

Alternative OTA Instructor Model: Team Captains

1. Address hard to staff locations
2. Require more travel
3. "Starting 5" Strategy