

SALARY ADMINISTRATION AND POSITION CLASSIFICATION

The Albemarle County Public Schools Classification and Pay Plan governs the classification and compensation of positions in County employment and is maintained by the Department of Human Resources. This Classification and Pay Plan is adopted by the School Board of Albemarle County, Virginia (“School Board”), and is based on the principle of equal pay for equal work. The School Board’s salary administration program will provide for payment of salaries, recognize achievements, and reward individual abilities and performance.

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Cross Ref: *GCA, Personnel-Definitions*
GCC, Leave Program
GCI, Licensed and Classified Staff Schedules, Time Tracking, and Compensation

PROCEDURE FOR SALARY ADMINISTRATION AND POSITION CLASSIFICATION

A. Definitions.

1. Broadband – A pay structure strategy that consolidates multiple salary pay grades into a wider pay band. Generally used to allow job movement for career development.
2. Classification – The systematic process of arranging jobs into categories or groups based established criteria such as the nature of work, difficulty, and complexity.
3. Job classification – Refers to a group of positions that are sufficiently similar in their duties, responsibilities, and required qualifications to be allocated to the same pay grade.
4. Job description – ~~Job descriptions are~~The detailed specifications of each position ~~classification.~~ These include general statements of the duties, responsibilities, qualifications, and the essential functions necessary for that position. A job description will be developed for each position. Supervisors will collaborate with the Department of Human Resources (“HR”) to ensure that each job description is an accurate reflection of that position.
5. Job group – A group of jobs with similar duties and levels of responsibility among other factors; a job group generally will have, but not limited to, the same job classification.
6. Pay grade – A structured level salary range used to categorize different jobs based on their relative value, responsibility, and complexity. Standard pay grades and broadband pay grades consist of a minimum, midpoint, and maximum salary and are established for each job classification based on the School Board’s policies.

~~Job descriptions are detailed specifications of each position classification. They include general statements of the duties, responsibilities, and qualifications necessary for that position and the essential functions necessary for that position. A job description will be developed for each position. Supervisors will collaborate with the Department of Human Resources to ensure that each job description is an accurate reflection of that position.~~

B. Like classificationsJobs will be grouped assigned a job classification based on in terms of seven (7) job factors:

1. Job Complexitycomplexity;
2. Education and Experienceexperience necessary to successfully perform;
3. Scope and Impactimpact;
4. Supervision Received;
5. Working Relationships;
6. Working Environment; and
7. Physical Demand.

Groupings Job classification placement will be determined by a system of point values arrived upon in

the analysis of each job.

- C. It is the responsibility of the ~~principal~~Principal/~~department~~Department head~~Head~~ to maintain equitable and properly evaluated positions within the department. ~~Newly created~~The need for new positions or major changes in the functions or responsibilities of an existing position shall be reported to the ~~Director of~~Chief Human Resources Officer (“CHRO”)/Designee ~~in order~~ to initiate an evaluation study to establish a new position or to reclassify an existing position.
- D. All ~~position~~job classifications and reclassifications must be approved by the ~~Superintendent~~CHRO/Designee prior to placement on a salary range.
- ~~E. Salary ranges consisting of a minimum, midpoint, and maximum salary will be established for each class of positions based on the School Board’s policies, as well as information about similar positions within the adopted market and, where appropriate, compared with similar positions within the state.~~
- ~~FE.~~ The Department of Human Resources will ensure that the ~~P~~plan is kept current through periodic reviews and comparative studies of pertinent factors affecting levels of pay. The Department of Human Resources may also recommend and engage in Superintendent-approved pilot programs designed to maintain comparable pay and classifications within the Division.
- ~~FG.~~ Entrance Pay Rate - The entrance pay rate for a new employee shall normally be the minimum rate in the pay ~~range~~grade prescribed ~~for~~by the job classification. -When a prospective employee has relevant experience, education, and/or skill sets beyond position requirements that would warrant placement above the minimum rate, the Department of Human Resources will use established guidelines, ~~internal equity~~, and market considerations with strong consideration given to maintaining internal equity to determine the entrance pay rate.-

The ~~Superintendent~~CHRO/Designee is authorized to hire new employees at any point within the relevant pay grade/broadband salary range based on market conditions and the qualifications of the individual. -If ~~it is the Superintendent's~~CHRO/Designee decision determines that a ~~new~~n employee is to start at or above ~~midpoint~~ the 75th percentile of the pay range, the ~~Superintendent~~CHRO/Designee must first ~~notify~~obtain the ~~School Board~~Superintendent’s approval in writing.

- ~~HG.~~ Movement Within Broadbands – Broadbands were created to allow career movement and development amongst administrators without being perceived as or treated as demotions when moving to a position with a lower job classification. Except in cases of demotion due to documented poor performance, when changing positions within the same broadband to a lower pay grade, an employee will not be subject to a reduction in pay.
- ~~H.~~ Pay Rate Adjustment – The following personnel actions shall affect the pay status of an employee in the manner described. All pay rate adjustments must be approved by the Department of Human Resources prior to taking effect.

1. Promotion – When an employee is selected and promoted from one job classification to another

having a higher pay ~~range~~grade, the employee may receive an increase, not to exceed the new position's pay grade maximum rate, considering established guidelines, internal equity, market considerations, level of variance from the current pay grade, and where the employee's current salary falls within the new pay grade.

Promotions can only occur if:

- a. There is a vacancy in the higher pay range; or,
- b. A new position in the higher job classification is approved in the budget cycle for implementation in the next fiscal year; or
- c. A duly approved career development program exists.

2. 2. — Reassignment — The Superintendent/Principals/department/Department heads/Heads may need to reassign staff to different positions to best suit the Division/school/department's needs. When an employee is reassigned ~~to a lower pay grade position for administrative purposes through no fault of the employee~~, the employee's pay rate shall be set considering established guidelines, internal equity, market considerations, level of variance from the current pay grade, and where the employee's current salary falls within the pay grade. ~~not be decreased.~~

When an employee is reassigned to a lower pay grade position for administrative purposes, these reassignments generally shall take effect at the start of the next fiscal year. In any case a reassignment must occur mid-fiscal year, excluding movement in the same broadband, any decrease in the employee's rate shall not take effect until the start of the upcoming fiscal year. If the employee's pay rate exceeds the new pay grade maximum rate, the employee's pay shall remain the same until the pay grade maximum exceeds their current pay rate. The employee's salary may then increase in accordance with this and other School Board policies, up to the new maximum of the pay grade range.

~~When an employee is reassigned to a lower pay grade position, if the employee is subsequently reassigned to a higher pay grade position, any pay increase shall be based upon established guidelines, internal equity, market considerations, and other relevant factors.~~

The provisions of this section do not apply to licensed personnel reassignments specifically addressed in School Board Policy GCI, Assignment and Transfer, including administrative to teaching reassignments.

3. 3. — Reclassification - When an employee is reclassified from one range~~pay grade~~ into a higher range~~pay grade~~, the employee may receive a pay rate increase, not to exceed the maximum of the assigned salary range. ~~-The increase amount will be based upon established~~

guidelines, which include the level of variance from the current pay grade and where the employee's current salary falls within the new pay grade. Market considerations may also be considered. For these reasons, employees may receive different increase amounts, if any, for the same position being reclassified.-

If a position reclassification results in a lower pay grade, the employee's rate shall be reviewed considering these established guidelines and may result in a reduction in pay. In any case a reclassification must occur mid-fiscal year, any decrease in the employee's rate shall not take effect until the start of the upcoming fiscal year. These decreases do not apply for reclassification within the same broadband.

4. Demotion - When an employee is involuntarily demoted due to performance from one job classification to another having a lower pay ~~range grade~~, the employee's pay rate shall be setplacced within the lower range-pay grade with consideration given to established guidelines, internal equity, market considerations, and other relevant factors.
5. Voluntary Movement to a Position in a Lower Pay Grade - When an employee chooses to move to a position in a lower pay grade, generally via the application and selection process, the employee may be subject to reduction in pay, excluding movement within the same broadband, with consideration given to established guidelines, internal equity, market considerations, and other relevant factors.
6. Movement to a Different Position in the Same Pay Grade – When an employee moves to a different position in the same pay grade, the employee's rate of pay generally will remain the same, exclusive of day and hour changes and participation in the Virginia Retirement System (VRS). Any adjustment in pay shall be based upon established guidelines, internal equity, and other relevant factors.
7. Fiscal Year Salary Increase Eligibility – All regular employees with a start date prior to the beginning of the fiscal year are eligible for fiscal year salary increases as approved by the School Board through the annual budget process.- Employees at the top of a scale or the max of a paygrade may receive less than the designated percentage/amount increase. Employees at the top of their pay scales may receive additional compensation as a lump sum payment when approved by the School Board and in a manner designated by the Department of Human Resources.
8. Certification Pay - When an employee is certified or licensed in a specific designated skill related to but not required for the employee's position, the employee may receive additional compensation in an amount to be determined by ~~the School Board~~ the Department of Human Resources in its sole discretion. -This additional compensation would be in effect for the period that the licensure or certification is deemed compensable by the ~~principal~~ Principal/department Department head~~Head~~, with the agreement from the Department of Human Resources.
9. Temporary Work in a Higher Classification - Temporary assignments with higher pay may be made only in situations when the work requires the designation of an employee in the higher

classification for at least ~~eleven (11)~~ consecutive work-days by the Superintendent/Principal/Department head/Designee and shall be provided in writing to the employee. This does not apply to occasional assignments of supervisory or administrative responsibility or when covering for an absent colleague within the scope of the employee's job description. In such situations, supervisors shall clarify prioritized work and determine whether overtime is approved and/or scheduling adjustments can be accommodated.

A regular employee assigned temporary work in a higher classification shall be paid the minimum rate of the higher classification, but no less than five (5%) percent above the employee's hourly rate for all such time worked if the assignment will be for at least ~~eleven (11)~~ consecutive work-days.

10. In-Range Adjustment - When it can be substantiated that the salary of an employee is significantly below the average salary of the relevant market for the position, the employee's relevant education/skill set has substantially increased, or the scope of the position has expanded considerably, an in-range equity salary adjustment and/or additional annual leave accrual may be granted. -Requests for adjustments shall be submitted by the employee's ~~P~~principal/~~department~~ Department head-Head to the ~~Director~~Department of Human Resources/~~Designee~~ who will review the request based on the following factors: 1) an identification of the position's relevant market; 2) internal equity; 3) degree of position expansion; and 4) other relevant considerations. ~~The Director~~ Department of Human Resources will use this information to make a recommendation to the ~~Superintendent~~CHRO/Designee, who shall have the sole authority to approve any adjustment to an employee's salary based on this process. - —
11. Corrections to Pay – When an error in pay is found, the Board directs Human Resources to correct the employee's pay in compliance with local, state, and federal law. An employee who is found to have been overpaid is expected to reimburse such funds to the School Board. When the employee is found to have been underpaid, the employee will receive the corrected compensation once fully verified, in accordance with payroll procedures.

In the event an employee is placed incorrectly on a pay scale upon hire due to failure to recognize experience, degrees, skills, certifications, etc. and the employee fails to notify Human Resources of the discrepancy, following approval from Human Resources, the employee's pay rate shall be corrected effective the start of the following pay period.

As needed, the Department of Human Resources may change pay practices to adjust for changing market conditions. While employees may receive rate adjustments due to qualifications, they are not entitled to backpay for changes in practices.

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