SALARY ADMINISTRATION AND POSITION CLASSIFICATION

The Pay Plan adopted by the Board will be ~~directly linked to the Classification Plan and will be~~ based on the principle of equal pay for equal work. The Board will maintain a salary administration program that will provide for payment of salaries and for recognition of and reward for differences in individual ability and performance.

All position classifications and reclassifications must be approved by the Superintendent/designee prior to placement on a salary range. ~~Administrative recommendations must be approved jointly by the County Executive and Superintendent. All other recommendations must be approved jointly by the Assistant Superintendent for Support Services and Deputy County Executive. The Superintendent will inform the School Board of requests for and/or approvals of position reclassifications within 30 days of such actions.~~

Adopted: July 1, 1993
Amended: July 8, 1996; December 8, 1997, September 14, 1998;

PROCEDURE FOR SALARY ADMINISTRATION AND POSITION CLASSIFICATION

A. Job descriptions ~~Class specifications~~ are written descriptions of each position which include general statements of the duties, responsibilities, and qualifications necessary for that position. A job description ~~class specification~~ will be developed for each position and supervisors are to ensure that it is an accurate reflection of that position.

B. Like classifications will be grouped in terms of the following common elements:

1. Job Complexity
2. Education and Experience
3. Scope and Impact
4. Supervision Received
5. Working Relationships
6. Working Environment
7. Physical Demand

This grouping 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/department head/designee to maintain equitable and properly evaluated positions within his department. Newly created positions or major changes in the functions or responsibilities of an existing position shall be reported to the Director of Human Resources in order to initiate an evaluation study to establish a new position or to reclassify an existing position.

D. Salary ranges consisting of a minimum, midpoint, and maximum salary will be established for each class of positions based on the policies of the Board as well as information about similar positions in the adopted market.~~community and, where appropriate, compared with similar positions within the state.~~

E. The Director of Human Resources will ensure that the plan is kept current through periodic reviews and comparative studies of pertinent factors affecting levels of pay.

F. Entrance Pay Rate - The entrance pay rate shall normally be the minimum rate in the pay range prescribed for the class. When a prospective employee has relevant experience and education beyond position requirements that warrants placement above the minimum rate, the following will be used as a guide for this placement:

Less than 12 months= relevant experience	Minimum range
1 year to less than 3 years= relevant experience	≤ 5% above minimum
3 years to less than 5 years= relevant experience	≤ 10% above minimum
5 years to less than 7 years= relevant experience	≤ 15% above minimum
7 or more years relevant experience	≤ 20% above minimum

The Superintendent is authorized to hire ~~recommend the hiring of~~ employees at any point within the salary range based on market conditions and the qualifications of the individual. If it is the Superintendent's decision ~~recommendation~~ that an employee is to be brought in above midpoint, the Superintendent must notify ~~communicate this recommendation in writing to~~ the School Board in writing.

G. Pay Rate Adjustment - The following personnel actions shall affect the pay status of an employee in the manner described.

1. Promotion - When an employee is promoted from one class to another having a higher pay range and additional responsibilities, the employee may receive an increase of up to ten percent or that rate which would be granted to a newly hired employee as stated in paragraph F above with consideration given to internal equity and relevant experience. Promotions can only occur if:

    a. There is a vacancy in the higher pay range; or,

    b. Additional positions in the higher class are approved in the budget cycle for implementation in the next fiscal year.

2. Reassignment - When an employee is reassigned to a lower pay grade for administrative purposes through no fault of the employee, his/her rate of pay shall remain the same until the range changes, as a result of subsequent market studies and/or reclassifications, to the extent that the employee's salary then matches the new range for his/her position/job classification.

3. Reclassification - When an employee is reclassified from one range into another higher range, the employee will receive a pay rate increase. The increase amount will be based upon the elements identified in B.

4. Voluntary Movement to a Position in a Lower Paygrade - When an employee chooses to move to/apply for a position in a lower paygrade, he/she may be subject to reduction in pay based upon internal equity considerations and other relevant factors in B above, as well as internal equity considerations and the level of variance from the current position.

5. Completion of Probationary Period for Classified and Nonlicensed Administrative Employees - Upon successful completion of their probationary periods, classified and nonlicensed administrative employees will:

    a. If hired on or before November 1st of a fiscal year, receive a salary increase effective the following July 1st, earned by their participation in the regular merit evaluation cycle; or,

b. If hired on or after November 2nd of a fiscal year, receive a prorated salary increase, as outlined in Exhibit 1, based on:

1 the number of months worked in the fiscal year, and
2. the budgeted merit increase in the fiscal year

Probationary salary increases will only be awarded for successful completion of the employee's initial probationary period. Successful completion of subsequent probationary periods, as may be required in accordance with Policy GCN, will not result in subsequent probationary increases.

6. Completion of Probation for Licensed Administrative Employees - Certified administrative employees serve a 3-year probationary period in accordance with state law and Policy GCG. Such employees will:

a. If hired on or before November 1st of a fiscal year, receive a salary increase July 1st, earned by their participation in the regular merit evaluation cycle; or,

b. If hired on or after November 2nd of a fiscal year, receive a prorated salary increase, as outlined in Exhibit 2, based on:

1. the number of months worked in the fiscal year, and
2. the budgeted merit increase in the fiscal year

7. Shift Differential - When an employee is assigned to work evening/midnight shifts, a pay differential will be paid as follows:

Evening: 4:00 p.m. - 12:00 a.m. 4% of base salary for the position

Midnight: 12:00 a.m. - 8:00 a.m. 5% of base salary for the position

Employees must be permanently assigned to a shift to be eligible for the differential. If an employee works a shift that encompasses both daylight, evening, or midnight shifts the differential will be paid based on the majority of hours worked in the respective shift.

8. Certification Pay – When an employee is certified or licensed in a specific designated skill related to the employee's position, he/she may receive a salary stipend in an amount to be determined by the county in its solely discretion. This stipend would be in effect for the period of time that the licensure or certification is deemed compensable by the Department Director, with the agreement of Human Resources.

H. Temporary work in a higher classification - All regular employees who are assigned temporary work in a higher paygrade position shall be paid the minimum rate of the higher classification (but no less than 5% above their regular rate) for those hours of such assignment if the assignment exceeds ten (10) consecutive days.

These temporary assignments with higher pay may be made only in situations when the work requires the designation of an employee in the higher classification by the principal/department head or Superintendent and are not intended to occasional assignments of supervisory or administrative responsibility.

I. When it can be substantiated that the salary of an employee is significantly below the average salary of the relevant market for the position, or the scope of the position has expanded considerably, an in-range equity adjustment may be granted. Requests for adjustments will be submitted by the employee's supervisor to the Director of Human Resources. The Director of Human Resources will review the request based on the following factors: 1) an identification of the position's relevant market, 2) internal equity, 3) degree of expansion, and 4) other relevant considerations. The Director of Human Resources will use this information to make a recommendation to the Superintendent. The Superintendent shall have the sole authority to approve any adjustment to an employee's salary based on this process. The Superintendent will inform the School Board, in writing, when such an adjustment is made.

Adopted: July 1, 1993
Amended: September 13, 1993; June 19, 1995; July 8, 1996; December 8, 1997, September 14, 1998; September 11, 2008

EXAMPLE OF PRORATED MERIT FOR NEW CLASSIFIED AND NON-CERTIFIED ADMINISTRATIVE EMPLOYEE WHO SERVES A SIX (6) MONTH PROBATIONARY PERIOD

Hire Date	End Probation	Merit Increase July 1st	Date Of Increase
The following employee would participate in the regular evaluation cycle and receive an increase July 1:			
July 1	December 31	12/12 x merit earned	July 1
August 1	January 31	11/12 x merit earned	July 1
September 1	February 28	10/12 x merit earned	July 1
October 1	March 31	9/12 x merit earned	July 1
November 1	April 30	8/12 x merit earned	July 1
*The following employee would **not** participate in the regular merit program but would receive an increase based on the payout percentage*			
December 1	May 31	7/12 x payout percentage	July 1
January 1	June 30	6/12 x payout percentage	July 1
February 1	July 31	5/12 x payout percentage	August 1
March 1	August 31	4/12 x payout percentage	September 1
April 1	September 30	3/12 x payout percentage	October 1
May 1	October 31	2/12 x payout percentage	November 1
June 1	November 30	1/12 x payout percentage	December 1

EXAMPLE OF PRORATED MERIT FOR NEW LICENSED ADMINISTRATIVE EMPLOYEE
WHO SERVES A THREE (3) YEAR PROBATIONARY PERIOD

Hire Date	Merit Increase July 1st	Date Of Increase
The following employee would participate in the regular evaluation cycle and receive an increase July 1:		
July 1	12/12 x merit earned	July 1
August 1	11/12 x merit earned	July 1
September 1	10/12 x merit earned	July 1
October 1	9/12 x merit earned	July 1
November 1	8/12 x merit earned	July 1
The following employee would __not__ participate in the merit program but would receive an increase based on the payout percentage (In this example the payout percentage is 3% of the $20,000 midpoint):		
December 1	7/12 x payout percentage	July 1
January 1	6/12 x payout percentage	July 1
February 1	5/12 x payout percentage	August 1
March 1	4/12 x payout percentage	September 1
April 1	3/12 x payout percentage	October 1
May 1	2/12 x payout percentage	November 1
June 1	1/12 x payout percentage	December 1