

## **SALARY ADMINISTRATION**

Puget Sound Educational Service District (PSESD) is committed to becoming an Antiracist Multicultural Organization. In support of this commitment the agency shall maintain a compensation program directed toward attracting and retaining a racially diverse and culturally proficient high quality staff and ensure long-term fiscal stability. Within the resources available compensation shall be internally equitable and competitive with like positions in other educational jurisdictions or other industries, as necessary. Salaries for employees shall be in accordance with the approved salary schedule.

The authority and responsibility for salary administration resides with the Superintendent and his/her Cabinet. The Human Resources Administrator shall execute employment actions in accordance with the policies, procedures, and guidelines established by the PSESD.

The classification of agency job descriptions are determined by the Job Validation Committee that reviews the positions complexity, responsibility, skills, knowledge, and working conditions. Reclassification of job descriptions occur when the duties and responsibilities of the employee(s) occupying the position have substantially changed. Either the supervisor or the employee may initiate a request to the Human Resources Administrator for a review of the duties and responsibilities outlined in the job description.

Adopted: September 1979

Revised: July 1986

Revised: February 2015

Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

Cross References:     Operating Policy No. 1000 Non Discrimination  
                              Operating Policy No. 1010 Racial Equality  
                              Operating Policy No. 5000 Employment of Personnel  
                              Operating Policy No. 5050 Contracts with Certificated Employees  
                              Operating Policy No. 5240 Staff Evaluation  
                              Operating Policy No. 5300 Classification of Employees

Resource: [Racial Equity Tool](#)

In support of the Agency's commitment to become an Antiracist Multicultural Organization, the agency utilizes the *Racial Equity Tool*, developed by the City of Seattle's Race & Social Justice Initiative, to ensure racial equity best practices are engaged when evaluating programs, practices, policies and procedures and workforce equity.