

ADMINISTRATION PERSONNEL

Salary Adjustments for Placement of Positions on the Unified Experience-Based Step Pay Scale Promotions/Demotions

The following Regulation shall provide the method of identifying the placement of employees on the Unified Experience-Based Step Pay Scale according to the grade level assigned to the position the employee holds.

Exceptions to the following procedures require the written approval of the Superintendent or designee and the Chief Human Resources Officer, designee.

A. Initial Placement

Initial placement of a new employee on the salary scale is determined by the Department of Human Resources and is based on applicable full-time experience for work related to the position for which they employee is ~~are~~ being hired. A.

B. Reassignments or Transfers

An employee's moving to a lateral position on the same pay grade will not result in a salary adjustment unless there is a change in the scheduled number of workdays/hours. If there are a greater number of workdays/hours in the new position, the employee's annual salary will be increased accordingly. If there are fewer workdays in the new position, the employee's salary will be decreased accordingly.

C. Promotions: Definition

A promotion is the movement from one pay salary grade to a salary-pay grade of a higher level. ~~For an employees whose promotion falls between salary grades four (4) through nineteen (19) his/her salary will be increased by five percent as indicated below. Salary increases associated with a promotion will be calculated as follows:~~

1. ~~4. When an employee is promoted to a position in a higher classification pay grade, the employee will be placed on salary shall be increased to the appropriate grade/experience step of the new position based on the employee's her/his creditable years of experience as determined by the Department of Human Resources.~~
2. ~~When If the employee's new placement results in less than a 5% salary increase salary is higher than the placement on the new grade for creditable years of experience, the employee will receive, a 5% increase to the employee's current base pay will of their bbase- calculated. The employee will be frozen until their salary is aligned to the pay grade and experience step pay employee will be placed on the step closest to the resulting salary (without going under).~~

~~new be placed on the new scale and experience steps to move to the new grade and be frozen until such time the salary is commiserate with creditable work experience.~~

~~Promotion to a position with equivalent work days and hours~~

~~The steps below outline the process by which the salary is calculated:~~

- a. ~~Calculate 5% of the midpoint of the salary range of the new position or the current base salary, whichever is greater; and~~
- b. ~~Add this amount to the current base salary.~~

3. The annual salary will be calculated based on the employee's assigned workdays and hours and pro-rated accordingly.

D. Demotions

An employee moving to a lateral position on the same pay grade is not eligible for an increase unless there is a change in the scheduled number of work days/hours. If there are a greater number of work days/workdays/hours in the new position, the employee's annual salary will be increased accordingly. If there are fewer workdays in the new position, the employee's salary will be decreased accordingly.

Promotion to a position with a different number of work days and hours

The steps below outline the process by which the salary is calculated:

- a. Calculate 5% of the hourly rate of the midpoint of the new position's salary range or the current (base) hourly rate, whichever is greater;
- b. Add the amount found in step 2a to the current hourly (base) rate; and
- c. Identify new annual salaries by multiplying the new hourly rate by the number of work days, and then by the number of hours worked per day.

If the resulting salary is lower than the minimum for the new grade, the minimum salary shall be established as the employee's new salary.

B. Demotions: Definition

A demotion is the movement from one salary-pay grade to a salary-pay grade of a lower level. - Salary decreases associated with a demotion will be calculated as follows: A voluntary demotion is initiated by the employee. An involuntary demotion may result from the restructuring of a department/office, destaffing, or from a disciplinary measure/action. For an employee in salary grades four (4) through nineteen (19) taking a voluntary demotion, the salary will be reduced by one of the following methods:

1. Voluntary Demotion.:

A voluntary demotion is initiated by the employee.

- a. The employee will be placed on the lower pay grade at the same step assignment and step based on their creditable years of experience. For example, if the employee is on step 10 of pay grade 21 and accepts a demotion to pay grade 18, the employee will be placed on at step -10 of pay grade 18, as determined by the Department of Human Resources, resulting in no less than a 5% salary decrease.
- b. The annual salary will be calculated based on the employee's new newly assigned workdays and hours and pro-rated accordingly.
- c. If the demotion rescinds a previous promotion (less than one year), the salary will be calculated as if the promotion had never taken place. The employee will be placed on the lower pay grade and step based on her/his creditable years of experience as determined by the Department of Human Resources. The annual salary will be calculated based on the employee's new assigned workdays and hours and pro-rated accordingly.

1.2. Involuntary Demotion.:

An involuntary demotion may result from the restructuring of a department/office, de-staffing, or from a disciplinary action. For an employee taking a demotion, the salary will be reduced by one of the following methods:

- a. An employee who accepts a lower level position because of an reorganization or elimination of the employee's current position. An employee who is involuntarily demoted will not have a reduction in salary unless their employee's his or her base salary is above the maximum of the new salary-pay scale/grade. If the employee's base salary is above the maximum of the new salary-pay scale, their employee's his/her base salary will be frozen for twelve six (126) months and then reduced to the new maximum until their salary and creditable years align.

b. When a reclassification or regrade action results in assignment of a position to a lower pay grade, the incumbent(s) shall continue to be compensated at the level of pay applicable to the position held prior to the downward reclassification action. The incumbent shall receive all market adjustments and step increments (if applicable) they incumbent would have been entitled to if the reclassification had not taken place. For example, if a pay study finds that thea position position of Benefits Specialist III should be onin a pay grade 17 rather than pay a-grade 18, existing incumbents in the role of Benefits Specialist IIIpositions would not experience a loss of pay due to the downward reclassification.

c. For demotions due to disciplinary reasons or due to the employee no longer meeting the minimum qualifications of their current position, the employee will be placed on the same step at the lower pay grade. For example, if the employee is on step ten (10) of a given pay grade, the employee will be placed on step ten (10) of the new pay grade, unless otherwise specified. The annual salary will be calculated based on the employee's new assigned workdays and hours and pro-rated accordingly.

An employee who is demoted within one year into a position previously held will have their employee's salary returned to the pay step that they employee would have attained had the employee not left the position.

Involuntary demotions of principals, assistant principals and those supervisors required to be licensed by Virginia Board of Education Regulations shall comply with Virginia Code Section 22.1-294, as amended.

2. Voluntary Demotion:

a. The employee will be placed on the lower pay grade and experience step based on her/his creditable

—years of experience as determined by the Department of Human Resources.

Demotion to a position with equivalent work days and hours.

The steps below outline the process by which the salary is calculated:

1) Calculate 5% of midpoint of current salary grade.

2) Subtract this amount from current base.

b. The annual salary will be calculated based on the employee's new assigned workdays and hours and

pro-rated accordingly.

Demotion to a position with unequal number of work days and hours:

1) Find hourly rate of current position's midpoint;

2) Calculate 5% of this amount;

3) Subtract that amount from the employee's current hourly rate; and

4) Identify the new annual salary by multiplying new hourly rate by the number of work days then by the number of work hours.

If the calculated salary is above the maximum of the new salary scale, the employee's salary will be reduced to the maximum.

3. Disciplinary Demotion:

~~Non-Instructional – An employee who receives a disciplinary demotion will have his/her base salary reduced by ten percent (10%).~~

~~the same percentage as those taking a voluntary promotion.~~

~~Instructional – An employee who receives a disciplinary demotion will have his/her base salary reduced by 10%.~~

~~Grades 20 and above~~

~~E. Salary adjustments for employees in grades 20 and above will be handled on an individual basis.~~

~~C. Reassignment of Employees from the Instructional to the Unified Experience-based Pay Scale~~

~~When an employee on the instructional pay scale is moved to a position on the unified experience-based pay scale, the employee will be placed on the scale based on their/her/his creditable years of experience as determined by the Department of Human Resources.~~

Related Links

School Board Policy 4-35

D. Exceptions

Refer to Section G under Policy 2-48.

Editor's Note

See School Board Policy 2-48, Conditions of Employment/Generally.

For Reduction in pay of employees placed on probationary status see Regulation 4-18.1 Dismissal/Placement on Probation.

Adopted by School Board: June 11, 2002

Revised by the Superintendent: April 5, 2011

Revised by the Superintendent:

Cheryl R. Woodhouse

10/3/2023

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala Chandra
[Signature]