

ADMINISTRATION

Salary Adjustments for Promotions/Demotions

A. Promotions: Definition

A promotion is movement from one salary grade to a salary 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.

1. 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.

2. 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.~~

~~3. 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 movement from one salary grade to a salary grade of a lower level. 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. For an employee in salary grades four (4) through nineteen (19) taking a voluntary demotion, salary will be reduced by one of the following methods:~~

~~1. Involuntary Demotion:~~

~~An employee who is involuntarily demoted will not have a reduction in salary unless his or her base salary is above the maximum of the new salary scale. If the employee's base salary is above the maximum of the new salary scale, his/her base salary will be frozen for six (6) months and then reduced to the new maximum. 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. 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. 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:~~

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

C. Grades 20 and above

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

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.

Related Links

School Board **Policy 2-48**

School Board **Regulation 2-14.2**

Adopted by School Board: June 11, 2002

Revised by the Superintendent: April 5, 2011

Regulation renumbered to 4-35.2



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APPROVED AS TO
LEGAL SUFFICIENCY

