



## Blue Ridge Academy

955 Stanislaus Street, Maricopa, CA 93252  
Ph (661) 525-1178 | Fax (661) 465-4544

### **Regular Scheduled Board Meeting**

**April 18, 2023 – 6:00 pm**

**625 West Covina Blvd.**

**San Dimas, CA 91773**

*Teleconference Available to the Public*

<https://zoom.us/j/8698887379>

*Call-In Information: 669-900-6833*

*Meeting ID: 869 888 7379*

### **AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Discussion and Potential Action on the Next Regular Scheduled Board Meeting
5. Discussion and Potential Action on the 3-14-23 Board Minutes
6. Closed Session – Conference with Legal Counsel – Anticipated Litigation, Section 54956.9, One Case
7. Discussion and Potential Action on the Compensation Policy
8. Closed Session – Public Employee Performance Review – Executive Director
9. Board of Directors' Requests
10. Adjournment

All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion as referenced below will enact all items. There will be no separate discussion of these items prior to the time the Board of Education votes on the motion unless members of the Board, staff or public request specific items to be removed from the Consent Agenda for separate consideration for action.

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a



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manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. Members of the public may also email their comments to the Board at [Board@theblueridgeacademy.com](mailto:Board@theblueridgeacademy.com) no later than 1 business day before a Board meeting. Emailed comments will be read during the public comments portion of the meeting after the spoken comments, as time allows. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Blue Ridge Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 657-600-0976 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

# 2022 – 2023 Board Meeting Calendar

## July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



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### Regular Scheduled Board Meeting

March 14, 2023 – 6:00 pm

625 West Covina Blvd., San Dimas, CA 91773

**Attendance:** Jessie Maron, Arlene Nelson, Nicole Zolfo, May Hampton, Jennifer Marron

**Absent:** None

**Also Present:** Samantha Haynes, Amanda Panting, Emily Cruz

#### 1. Call to Order

Jessie Maron called the meeting to order at 6:08 pm.

#### 2. Approval of the Agenda

The Board motioned to approve the Agenda.

Motion: Jessie Maron

Second: Arlene Nelson

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*

#### 3. Public Comments

- Jennifer Clingingsmith addressed the Board regarding her Part-Time Teacher position pay and benefits.
- Mandy Belkin addressed the Board regarding her Part-Time Teacher position pay and benefits.
- Anthony Jackson addressed the Board regarding his support for the Part-Time teachers.

#### 4. Discussion and Potential Action on the Next Regular Scheduled Board Meeting

The Board motioned to approve the Next Regular Scheduled Board Meeting on April 18, 2023 at 6:00 pm.

Motion: Arlene Nelson

Second: May Hampton

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*



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### 5. Consent Agenda – Items for Consideration

- a) **2-21-23 Board Minutes**
- b) **Invoices over \$100,000**
- c) **Procurify Renewal Contract**

The Board motioned to approve the Consent Agenda – Items for Consideration.

Motion: Jennifer Marron

Second: Nicole Zolfo

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*

### 6. Discussion and Potential Action on the Testing Participation Update

The Board was presented with and discussed information on Testing Participation. The Board requested additional information from the Administration on options to improve testing participation. No action was taken.

**Jessie Maron motioned to take a break at 7:00 pm.**

**May Hampton seconded.**

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*

**The meeting resumed at 7:06 pm**

### 7. Discussion and Potential Action on the Second Interim Report

The Board motioned to approve the Second Interim Report.

Motion: Arlene Nelson

Second: May Hampton

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*



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### 8. Discussion and Potential Action on the Auditor Selection

The Board motioned to approve the Auditor Selection.

Motion: May Hampton

Second: Jennifer Marron

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*

### 9. Closed Session – Conference with Labor Negotiators: Unrepresented Employee, Part-Time Home School Teachers - Section 54957.8

The Board motioned to enter Closed Session at 7:18 pm.

Motion: Jessie Maron

Second: Arlene Nelson

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*

The Board motioned to exit Closed Session at 9:01 pm.

Motion: Arlene Nelson

Second: May Hampton

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*

The Board of Directors met in Closed Session regarding Unrepresented Employees: Part Time Home School Teachers. The results of this discussion will be reflected in the Compensation Policy. No action was taken.



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### 10. Discussion and Potential Action on the Compensation Policy

The Board motioned to approve the Compensation Policy. In addition, the Board requests the Administration provide options on the Part-Time Teacher position including potential additional compensation and the potential dissolution of the position.

Motion: Jessie Maron

Second: Arlene Nelson

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Abstain*

### 11. Board of Directors' Requests

- The Board requests the information regarding the Executive Director's evaluation be sent earlier than usual for proper review time.

### 12. Adjournment

The Board motioned to adjourn the meeting at 9:05 pm.

Motion: Jessie Maron

Second: Nicole Zolfo

*Jessie Maron: Aye*

*Nicole Zolfo: Aye*

*Arlene Nelson: Aye*

*May Hampton: Aye*

*Jennifer Marron: Aye*

Prepared by:  
Amanda Panting

Noted by:

Board Secretary



## 2023-2024 Compensation Policy

### Dedication to Non-discrimination

It is the policy of Blue Ridge Academy not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

### Important Information

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for 2023-2024 only. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Executive Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.
- The School complies with all laws and regulations regarding fiscal oversight, including but not limited to, compensation, certification, supplemental pay, paid leave, overtime, payroll, etc.

### Salary Basis & Employer Sponsored Paid Leave

A, B, and C basis are based on the calendar days worked by the employee. **Each salary basis has an assigned number of contracted days. In any given school year, the school calendar may fluctuate. Please refer to the relevant school calendar to understand expected in-service work days.** Further details regarding Salary Basis and Employer Sponsored Leave can be found within the Board Approved Blue Ridge Employee Handbook.

- A Basis:
  - 12-month employee, 80 hours of PTO and 80 of paid sick time
  - maximum accrual of 160 hours PTO and 144 paid sick leave annually

- B Basis:
  - 10-month employee, 80 hours of paid sick time
  - maximum accrual of 144 paid sick leave annually
- C Basis:
  - 10.5-month employee, 80 hours of paid sick time
  - maximum accrual of 144 paid sick leave annually

### **Compensation Philosophy**

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School’s compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We offer...

- comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein
- a dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset
- unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves
- equitable compensation, regardless of gender, race/ethnicity, national origin, sexual orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations
- a transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be affected

We recognize and reward...

- exceptional performance and contributions that enable excellent student outcomes
- commitment of staff who contribute to the long-term success of our students and our organization

For teachers...

Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:

- exceptional teacher performance that leads to growth and excellence for students
- commitment of teachers who develop deep, high-quality educational experience (within or outside of the School) and assume critical leadership responsibilities

## **TEACHER COMPENSATION**

### Teacher Definition:

For purposes of this schedule, a Teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education.

### Salary Placement Guidelines:

Upon hire, each employee will be placed on a step and column scale based on prior years of creditable service, degrees held or number of post-baccalaureate semester units, if applicable. During the rate-in-process for new hires, the Executive Director may approve additional units earned beyond post-baccalaureate credits equivalent to 4-semester units for each year starting with year 15. A candidate can earn a maximum of 60 credits for experience based on Executive Director approval.

### Creditable Years of Experience:

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience up to 10 (ten) years.
- One year of service is defined by the completion of 75% or more of the school year

- An additional year may be granted for teachers who have school-desired experience in what the school determines to be “hard-to-staff” positions.
- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution’s normal work schedule during the school year
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution’s normal work schedule during the school year.
- Creditable professional or teaching experience may be earned for each year at an accredited school.
- Other relevant professional experience reasonably related to present and/or future assignments within the organization may be considered by the Executive Director or designee.

The Executive Director or his or her designee may adjust a rehired teacher’s placement on the pay scale as appropriate based on the employee’s accumulated experience following the teacher’s separation from the School, which may result in a higher or lower placement on the scale than the teacher would have otherwise been placed had the teacher been continuously employed.

Credential/Certification:

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher salary table (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor’s degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher table as certificated teachers.
- A teacher is eligible to advance to the proper Pay Scale level once they meet the requirement for that specific Pay Scale Level and Group based on their creditable years of service and post-BA units, if applicable.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to apply to the teacher’s salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Pay Scale based on the successful completion of post-BA units will not take effect until after the School’s receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher is awarded a degree on January 15 and provides proof of the degree on May 1, any advancement on the Pay Scale and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher is awarded a degree on August 15 and provides proof of the degree on October 15, any advancement on the Pay Scale and increase in pay will be effective beginning the first pay period following October 15. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 15.
- All teaching credentials must be reflected on the California Commission on Teacher Credentialing’s website.

Advanced Degree/Certificate Stipends:

- Teachers who hold a Doctoral degree or National Board Certification (NBC) are entitled to additional compensation of a \$3,000 (stipend) of their current annual salary on the Salary Table.

- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- To qualify for the advanced degree or certificate stipends, employees must submit proof of attainment of the degree. Stipends will not be paid until sufficient documentation is presented and will not be paid retroactively. For illustration purposes, if a teacher is awarded a degree on January 15 and provides proof of the degree on May 1, any advancement on the Pay Scale and increase in pay will be effective beginning the first pay period following May 1. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and May 1).
- The stipends will be paid as set forth in the Stipend Chart below.

Supplemental Duty Stipends:

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Teachers who perform the supplemental duties outlined in the table below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the teacher by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as New Teacher Trainer, etc. are assigned on a year by year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart, once the Supplemental duty has started.
- Student stipends are paid per semester based on the teacher roster in the months of September and February.
- Each employee must be actively employed and in good standing to receive their eligible stipend

<b>Stipend Chart</b>				
<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>ELIGIBILITY</b>	<b>ELIGIBILITY START</b>	<b>PERIOD PAID</b>
Community Connections Specialist	\$5,000	Paid to a hired Community Coordinator who facilitates regular events for the Community Connections program.	Eligibility starts at the beginning of the school year.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
Induction Coach Stipend	\$500/teacher/semester	Paid to credentialed teachers who work with teachers who are working toward clearing their teaching credential.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
Decathlon Coordinator Stipend	\$5,000	Assigned Position: Provided to credentialed teachers who meet with students to determine if they are meeting academic decathlon course requirements	Eligibility starts at the beginning of the school year and once the coaching begins.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
NHS/NJHS Coordinator Stipend	\$ 5,000	Assigned Position: paid to a staff member who oversees the selection process, induction, ceremony, monthly meetings, etc. that is required of NHS and NJHS.	Eligibility starts at the beginning of the school year.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
Extended School Year (ESY)	\$ 3,500	Paid to special education teachers who provide services from the end of the	Eligibility is earned after service has been completed from start date to end date.	Half paid during the each of the two pay periods of June 30th and July 15th

		academic school year to approximately July 15th		
Extra Student Stipend	\$100/month/student over required roster limit	Provided to each teacher that agrees to handle additional students over their roster limits. The set maximum for overages is based on job description. Roster overages and/or changes may be adjusted at the discretion of the Executive Director based on the needs of the school and programs.	Becomes eligible once their rosters surpass required roster limits	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.
Doctoral Degree Stipend	\$3,000	Provided to teachers who hold a doctor's degree	For those who obtain their degree before October 31 of the current school year.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
California Healthy Youth Act (CHYA)	\$2,500	Paid to teachers who oversee the CHYA program and teaching involved for the school.	Eligibility starts at the beginning of the school year.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
SPED Lead Reading Specialist	\$2,000	Paid to a special education teacher with extensive background in evidence-based research reading programs.	Eligibility starts at the beginning of the school year.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
SPED Lead School sychologist	\$2,000	The Lead School Psychologist supports a team of school psychologists in conducting assessments, engaging in consultation with schools and families, and providing direct services to students. They oversee the assessment team schedule, ensure the assessment team is following the Special Education director's protocols and structures, and collaborate with the Director, Program Specialists, and case managers in balancing student and organizational needs.	Eligibility starts at the beginning of the school year.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
SPED Lead Grade Band Education Specialist	\$2,000	Paid to a staff member that supports the Program Specialist with designee duties, document reviews and audits. They provide collaborative support to grade band peers to include implementation of teacher training and support program specialist with grade band team meeting facilitation and presentation.	Eligibility starts at the beginning of the school year.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees.
Medical Opt- Out Stipend	\$125 per pay period	Provided to employees who choose to opt-out of medical benefits.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.
Homeless Liaison	\$1,500	Paid to a staff member that is the first point of contact for any families and/or students dealing with homelessness.	Eligibility starts at the beginning of the school year.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
Summer Counselor Support	<del>\$750</del> \$900	Paid to hired Counselor(s) to answer high school questions regarding transcripts, curriculum, and concurrent enrollment over <b>specified hours in</b> the month of July	Eligibility starts in July.	Paid one time in July.
SPED Counseling Support	<del>\$1,000</del> \$1,500	Paid to a staff member that is providing counselor support and completing tasks specific to SPED students and their IGP.	Eligibility starts at the beginning of the school year.	Two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
Temporary Project Stipend	\$500-\$1,500	Paid to a staff member that is providing additional support to one or more departments on a specific, temporary task during the school year. This stipend amount is determined by the project's time requirement and responsibilities.	Eligibility starts when project is assigned	Paid one time after successful project completion.



## Administrator Salary Table A-Basis – 12-month Calendar\* July 1, 2023

### PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10
<b>Executive Director</b>										
A*	\$201,400	\$201,400	\$205,428	\$205,428	\$209,537	\$209,537	\$213,728	\$213,728	\$218,002	\$218,002
B	\$205,428	\$205,428	\$209,537	\$209,537	\$213,728	\$213,728	\$218,002	\$218,002	\$222,362	\$222,362
C	\$209,537	\$209,537	\$213,728	\$213,728	\$218,002	\$218,002	\$222,362	\$222,362	\$226,808	\$226,808
<b>Vice Principal/SPED Director</b>										
D*	\$188,336	\$188,336	\$192,178	\$192,178	\$196,100	\$196,100	\$200,022	\$200,022	\$204,022	\$204,022
E	\$192,178	\$192,178	\$196,100	\$196,100	\$200,022	\$200,022	\$204,022	\$204,022	\$208,102	\$208,102
F	\$196,100	\$196,100	\$200,022	\$200,022	\$204,022	\$204,022	\$208,102	\$208,102	\$212,265	\$212,265
<b>Director</b>										
G*	\$129,850	\$129,850	\$132,500	\$132,500	\$135,150	\$135,150	\$137,800	\$137,800	\$140,450	\$140,450
H	\$132,500	\$132,500	\$135,150	\$135,150	\$137,800	\$137,800	\$140,450	\$140,450	\$143,100	\$143,100
I	\$135,150	\$135,150	\$137,800	\$137,800	\$140,450	\$140,450	\$143,100	\$143,100	\$145,750	\$145,750
<b>Assistant Director</b>										
J*	\$121,900	\$121,900	\$124,550	\$124,550	\$127,200	\$127,200	\$129,850	\$129,850	\$132,500	\$132,500
K	\$124,550	\$124,550	\$127,200	\$127,200	\$129,850	\$129,850	\$132,500	\$132,500	\$135,150	\$135,150
L	\$127,200	\$127,200	\$129,850	\$129,850	\$132,500	\$132,500	\$135,150	\$135,150	\$137,800	\$137,800

NBC or Doctorate Differential is \$3000 paid in two installments in January and June.

\*Annualized salary includes 230 work days. The 230 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

\*\*\*Board may consider past experience when determining initial placement and promotion.

Pay Scale Group Key:

A, D, G, J - Minimum requirements: Bachelor's Degree, Valid CA Teaching Credential, \*Creditable Experience (internal candidates only)

B, E, H, K - Valid CA Teaching Credential, Master's Degree (in related field) or Administrative Credential

C, F, I, L - Valid CA Teaching Credential, Master's Degree (in related field) and Administrative Credential



## Home School Teacher (HST) Salary Table B-Basis – 10-month Calendar\*\* July 1, 2023

### PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>A</b> (Minimum BA)	\$66,144	\$66,144	\$66,144	\$66,144	\$67,136	\$68,143	\$69,166	\$70,204	\$71,257	\$72,327	\$73,412	\$74,514	\$75,632	\$76,767
<b>B</b> (+14 graduate semester units)	\$66,144	\$66,144	\$66,144	\$67,136	\$68,143	\$69,166	\$70,204	\$71,257	\$72,327	\$73,412	\$74,514	\$75,632	\$76,767	\$77,920
<b>C</b> (+28 graduate semester units)	\$66,144	\$66,144	\$67,136	\$68,143	\$69,166	\$70,204	\$71,257	\$72,327	\$73,412	\$74,514	\$75,632	\$76,767	\$77,920	\$79,089
<b>D</b> (+42 graduate semester units)	\$66,144	\$67,136	\$68,143	\$69,166	\$70,204	\$71,257	\$72,327	\$73,412	\$74,514	\$75,632	\$76,767	\$77,920	\$79,089	\$80,276
<b>E</b> (+56 graduate semester units)	\$67,136	\$68,143	\$69,166	\$70,204	\$71,257	\$72,327	\$73,412	\$74,514	\$75,632	\$76,767	\$77,920	\$79,089	\$80,276	\$81,480
<b>F</b> (+70 graduate semester units)	\$68,143	\$69,166	\$70,204	\$71,257	\$72,327	\$73,412	\$74,514	\$75,632	\$76,767	\$77,920	\$79,089	\$80,276	\$81,480	\$82,703
<b>G</b> (+84 graduate semester units)	\$69,166	\$70,204	\$71,257	\$72,327	\$73,412	\$74,514	\$75,632	\$76,767	\$77,920	\$79,089	\$80,276	\$81,480	\$82,703	\$83,945
<b>H</b> (+98 graduate semester units)	\$70,204	\$71,257	\$72,327	\$73,412	\$74,514	\$75,632	\$76,767	\$77,920	\$79,089	\$80,276	\$82,682	\$86,271	\$87,997	\$90,637
<b>Continued</b>	<b>15</b>	<b>20</b>	<b>25</b>	<b>30</b>										
<b>H</b> (+98 graduate semester units)	\$93,357	\$96,159	\$99,044	\$102,017										

NBC or Doctorate Differential is \$3000 paid in two installments in January and June.

\*\*Annualized salary includes 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\*\*Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

\*\*\*\*\*Pay scale level is based on years served in the same position at Blue Ridge Academy.



**SPED Teacher Salary Table  
B-Basis – 10 -month Calendar\*  
July 1, 2023**

**PAY SCALE LEVEL**

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>A</b> (Minimum BA)	\$67,467	\$67,467	\$67,467	\$68,816	\$70,193	\$71,598	\$73,030	\$74,490	\$75,981	\$77,501	\$79,052	\$80,633	\$82,246	\$83,892
<b>B</b> (+14 graduate semester units)	\$67,467	\$67,467	\$68,816	\$70,193	\$71,598	\$73,030	\$74,490	\$75,981	\$77,501	\$79,052	\$80,633	\$82,246	\$83,892	\$85,570
<b>C</b> (+28 graduate semester units)	\$67,467	\$68,816	\$70,193	\$71,598	\$73,030	\$74,490	\$75,981	\$77,501	\$79,052	\$80,633	\$82,246	\$83,892	\$85,570	\$87,281
<b>D</b> (+42 graduate semester units)	\$68,816	\$70,193	\$71,598	\$73,030	\$74,490	\$75,981	\$77,501	\$79,052	\$80,633	\$82,246	\$83,892	\$85,570	\$87,281	\$89,027
<b>E</b> (+56 graduate semester units)	\$70,193	\$71,598	\$73,030	\$74,490	\$75,981	\$77,501	\$79,052	\$80,633	\$82,246	\$83,892	\$85,570	\$87,281	\$89,027	\$90,808
<b>F</b> (+70 graduate semester units)	\$71,598	\$73,030	\$74,490	\$75,981	\$77,501	\$79,052	\$80,633	\$82,246	\$83,892	\$85,570	\$87,281	\$89,027	\$90,808	\$92,625
<b>G</b> (+84 graduate semester units)	\$73,030	\$74,490	\$75,981	\$77,501	\$79,052	\$80,633	\$82,246	\$83,892	\$85,570	\$87,281	\$89,027	\$90,808	\$92,625	\$94,478
<b>H</b> (+98 graduate semester units)	\$74,490	\$75,981	\$77,501	\$79,052	\$80,633	\$82,246	\$83,892	\$85,570	\$87,281	\$89,027	\$90,808	\$92,625	\$94,478	\$96,340
<b>Continued</b>	<b>15</b>	<b>20</b>	<b>25</b>	<b>30</b>										
<b>H</b> (+98 graduate semester units)	\$102,208	\$105,275	\$108,434	\$111,687										

NBC or Doctorate Differential is \$3000 paid in two installments in January and June.  
 \*Annualized salary includes 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.  
 \*\*Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.  
 \*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.  
 \*\*\*\*Pay scale level is based on years served in the same position at Blue Ridge Academy.



**GE Instructional Coordinator Salary Table  
B-Basis – 10-month Calendar\*\*  
July 1, 2023**

**PAY SCALE LEVEL**

Pay Scale Group	1	2	3	4	5	6	7	8	9	10
<b>Tier I</b>										
A	\$86,390	\$87,980	\$89,570	\$91,160	\$92,750	\$94,340	\$95,930	\$97,520	\$99,110	\$100,700
B	\$87,980	\$89,570	\$91,160	\$92,750	\$94,340	\$95,930	\$97,520	\$99,110	\$100,700	\$102,290
C	\$89,570	\$91,160	\$92,750	\$94,340	\$95,930	\$97,520	\$99,110	\$100,700	\$102,290	\$103,880
<b>Tier II</b>										
A	\$89,570	\$91,160	\$92,750	\$94,340	\$95,930	\$97,520	\$99,110	\$100,700	\$102,290	\$103,880
B	\$91,160	\$92,750	\$94,340	\$95,930	\$97,520	\$99,110	\$100,700	\$102,290	\$103,880	\$105,470
C	\$92,750	\$94,340	\$95,930	\$97,520	\$99,110	\$100,700	\$102,290	\$103,880	\$105,470	\$108,120

*NBC or Doctorate Differential is \$3000 paid in two installments in January and June.*

*\*Annualized salary includes 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.*

*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.*

*\*\*\*Board may consider past experience when determining initial placement and promotion.*

**Pay Scale Group Key:**

- A – Minimum requirements, Bachelor's Degree and valid CA teaching Credential
- B – Valid CA Teaching Credential, Master's Degree (in related field) or Administrative Credential
- C – Valid CA Teaching Credential, Master's Degree (in related field) and Administrative Credential

*Tier I: Coordinators who do not directly supervise instructional staff*

*Tier II: Coordinators who directly supervise instructional staff*



## High School Counselor Salary Table C-Basis – 10.5-month Calendar\* July 1, 2023

### PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>A</b> (Minimum BA)	\$68,900	\$68,900	\$68,900	\$70,278	\$71,684	\$73,118	\$74,581	\$76,073	\$77,595	\$79,148	\$80,732	\$82,347	\$83,994	\$85,675
<b>B</b> (+14 graduate semester units)	\$68,900	\$68,900	\$70,278	\$71,684	\$73,118	\$74,581	\$76,073	\$77,595	\$79,148	\$80,732	\$82,347	\$83,994	\$85,675	\$87,389
<b>C</b> (+28 graduate semester units)	\$68,900	\$70,278	\$71,684	\$73,118	\$74,581	\$76,073	\$77,595	\$79,148	\$80,732	\$82,347	\$83,994	\$85,675	\$87,389	\$89,136
<b>D</b> (+42 graduate semester units)	\$70,278	\$71,684	\$73,118	\$74,581	\$76,073	\$77,595	\$79,148	\$80,732	\$82,347	\$83,994	\$85,675	\$87,389	\$89,136	\$90,919
<b>E</b> (+56 graduate semester units)	\$71,684	\$73,118	\$74,581	\$76,073	\$77,595	\$79,148	\$80,732	\$82,347	\$83,994	\$85,675	\$87,389	\$89,136	\$90,919	\$92,738
<b>F</b> (+70 graduate semester units)	\$73,118	\$74,581	\$76,073	\$77,595	\$79,148	\$80,732	\$82,347	\$83,994	\$85,675	\$87,389	\$89,136	\$90,919	\$92,738	\$94,593
<b>G</b> (+84 graduate semester units)	\$74,581	\$76,073	\$77,595	\$79,148	\$80,732	\$82,347	\$83,994	\$85,675	\$87,389	\$89,136	\$90,919	\$92,738	\$94,593	\$96,485
<b>H</b> (+98 graduate semester units)	\$76,073	\$77,595	\$79,148	\$80,732	\$82,347	\$83,994	\$85,675	\$87,389	\$89,136	\$90,919	\$92,738	\$94,593	\$96,485	\$98,416
<b>Continued</b>	<b>15</b>	<b>20</b>	<b>25</b>	<b>30</b>										
<b>H</b> (+98 graduate semester units)	\$100,384	\$102,393	\$104,441	\$106,530										

NBC or Doctorate Differential is \$3000 paid in two installments in January and June.

\*Annualized salary includes 204 work days. The 204 work days is a minimum number of work days, and isam members may need to work additional days beyond the work calendar.

\*\*Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

\*\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

\*\*\*Pay scale level is based on years served in the same position at Blue Ridge Academy





**Certificated Support Salary Table  
C-Basis – 10.5-month Calendar\*  
July 1, 2023**

**PAY SCALE LEVEL**

Step	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
<b>School Psychologist, Program Specialist</b>								
Salary	\$89,197	\$94,548	\$100,221	\$106,235	\$112,609	\$119,365	\$126,528	\$134,120
<b>Speech and Language Pathologist</b>								
Salary	\$81,561	\$86,455	\$91,642	\$97,141	\$102,970	\$109,149	\$115,698	\$122,640
<b>Nurse</b>								
Salary	\$77,563	\$82,217	\$87,151	\$92,380	\$97,923	\$103,798	\$110,026	\$116,628
<b>Occupational Therapist</b>								
Salary	\$77,757	\$82,422	\$87,368	\$92,610	\$98,166	\$104,057	\$110,300	\$116,918
<p><i>NBC or Doctorate Differential is \$3000 paid in two installments in January and June.</i></p> <p><i>*Annualized salary includes 204 work days. The 204 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.</i></p> <p><i>**Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.</i></p>								

**Additional Supplement Bonus (“Supplement”):**

The Executive Director may recommend a Supplement for teachers as set forth in this section.

- An Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Teacher supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Executive Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Executive Director:
  - 1. The Executive Director must first agree with the teacher on the terms
  - 2. The supplemental work must be separate from the normal job responsibilities.
  - 3. The work must be completed or in the process of being completed.

**Part-time Teachers:**

For all part-time teachers.

- Part-time/Full time Status: Compensation for part-time teachers will be \$30.00 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non-instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. This allotted time should be sufficient to complete each part-time teacher’s duties. All time worked will be compensated at the part-time teacher’s hourly rate. Part-time teachers will work no more than up to 17 hours of work per pay period in July and for up to 8.5 hours of training and up to 8.5 hours for student support prior to the beginning of school in August.
- During the school year a part-time teacher’s weekly approved hours will correspond to the number of enrolled students.

Regularly enrolled students:

# of students enrolled	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
# of approved weekly hours	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	27	28.5	30	32

- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's employee handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.
- Part-time teachers will receive the same compensation, corresponding to their number of enrolled students, during school holiday breaks.

When a case load of 20 students is reached, employees may be rated in and placed on a salary table and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a case load of less than 28 students over a course of three (3) consecutive months may result in a return to part time status.

## **CLASSIFIED COMPENSATION**

### **Experience and Placement**

- Each classified employee will be placed on the salary schedule based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
  - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
  - Example: SPED instructional aide at a school district, or a company may be equivalent experience for the SPED instructional aide position, but SPED center aide will be applicable experience.
- The evaluation of prior experience and placement on the Salary Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision, consistent with the School's approved budget.
- The following criteria will be considered in the evaluation of prior experience:
  - The number of days worked in a year must be at least 180 days as a full-time employee
  - The percentage of days worked
  - Position held
  - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total years of experience is a fraction of a whole, it will be rounded up.
  - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board



**Classified Staff Salary Table  
A-Basis – 12-month Calendar\*  
July 1, 2023**

**PAY SCALE LEVEL**

Pay Scale Group	Rate Type	A	B	C	D	E	F	G	H	I	J	K	L
Office Tech 1	Hourly	\$16.70	\$17.02	\$17.36	\$17.71	\$18.06	\$18.42	\$18.79	\$19.18	\$19.56	\$19.95	\$20.34	\$20.75
	Annual	\$34,736	\$35,401	\$36,108	\$36,836	\$37,564	\$38,313	\$39,083	\$39,394	\$40,684	\$41,496	\$42,307	\$43,160
Office Tech 2	Hourly	\$20.26	\$20.66	\$21.07	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.73	\$24.21	\$24.70	\$25.19
	Annual	\$42,140	\$42,972	\$43,825	\$44,720	\$45,614	\$46,529	\$47,444	\$48,401	\$49,358	\$50,356	\$51,376	\$52,395
Office Tech 3	Hourly	\$21.66	\$22.09	\$22.54	\$22.98	\$23.45	\$23.91	\$24.39	\$24.88	\$25.38	\$25.89	\$26.40	\$26.93
	Annual	\$45,052	\$45,947	\$46,883	\$47,798	\$48,776	\$49,732	\$50,731	\$51,750	\$52,790	\$53,851	\$54,912	\$56,014
Office Tech 4	Hourly	\$27.02	\$27.56	\$28.10	\$28.66	\$29.23	\$29.82	\$30.42	\$31.03	\$31.65	\$32.28	\$32.91	\$33.58
	Annual	\$56,201	\$57,324	\$58,448	\$59,612	\$60,798	\$62,025	\$63,273	\$64,542	\$65,832	\$67,150	\$68,502	\$69,846
Office Tech 5	Hourly	\$36.04	\$36.76	\$37.50	\$38.26	\$39.02	\$39.80	\$40.60	\$41.41	\$42.24	\$43.09	\$43.95	\$44.83
	Annual	\$74,963	\$76,460	\$78,000	\$79,580	\$81,161	\$82,784	\$84,448	\$86,132	\$87,859	\$89,627	\$91,416	\$93,246
Office Tech 6	Annual Salary	\$85,436	\$87,155	\$88,898	\$90,683	\$92,491	\$94,343	\$96,240	\$98,157	\$100,119	\$102,126	\$104,177	\$106,271

Department Managers may request from the Executive Director, or his/her designee, in writing that a team member is placed into a new higher cell on the salary schedule during the fiscal year (July 1 – June 30) based on:

- New team member exceeding job expectations and performance after a 3-month new hire period
  - Team member taking on new assignments, tasks, or job responsibilities
  - Team member becoming highly proficient in specific skills that allow him/her to train other department members
- \*Annualized salary includes 230 work days. The 250 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

\*\*Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

### **Role/Salary Placements**

- All positions are classified according to the corresponding role and/or salary placements based on the required set of skills, education, effort, and responsibility of the job assignment as indicated in the specific job description. All positions may be reclassified as necessary by the Executive Director or designee. Some hard-to staff positions may be compensated out of the salary schedule as approved by the Executive Director.

### **Advancements on Pay Scale**

- An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

### **Lateral Transfer**

- A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

### **Reassignments**

- Employees approved to voluntarily transfer to a position in a lower placement on the salary scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or schedule
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

### **Rehires**

- A former employee who returns to a position similar to the role held prior to separation will be placed on the salary scale as follows:
  - The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the salary scale.
  - All applicable work experience earned outside of Blue Ridge Academy's, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

### **Experience – Nonexempt Employees**

- Each nonexempt employee will be placed on the salary schedule based on their years of relevant experience. Although non-exempt employees may be paid a monthly salary (paid on a semi-monthly basis), all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Executive Director or his/her designee. The following criteria, among others, may be considered in evaluation of prior experience:
  - The number of days worked in a year must be at least 180 days as a full time employee
  - The percentage of days worked
  - Position held
  - Type of the organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the schedule.

- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Executive Director or his or her designee may adjust a rehired non-exempt employee's placement on the pay scale as appropriate based on the employee's accumulated relevant experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

**Additional Supplement Bonus ("Supplement"):**

The Executive Director may recommend a Supplement for classified staff members as set forth in this section.

- An Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Executive Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Executive Director:
  - 1. The Executive Director must first agree with the classified staff member on the terms
  - 3. The supplemental work must be separate from the normal job responsibilities.
  - 4. The work must be completed or in the progress of being completed.

## **POLICY BRIEF AND PURPOSE**

Our payroll advance policy describes our terms for advancing pay to our employees as an emergency short-term loan.

## **SCOPE**

This policy applies to all employees, with the exception of the Executive Director and officers of Blue Ridge Academy. In addition, temporary employees with contracts that are less than one year will not be eligible for Payroll Advances.

## **POLICY ELEMENTS**

“Payroll advance” refers to employees receiving a portion of their pay before their next normal payday. This does not include any money paid to the employee for work-related expenses.

The School is not obliged to pay employees in advance and may choose to do so if employees have qualifying reasons.

## **CONDITIONS FOR REQUESTING A PAYROLL ADVANCE**

Employees can ask for a pay advance if they:

- *Have been employed with the school for three consecutive months.*
- *Have not taken any other company-sponsored loan.*
- *Do not have any current negative evaluations or disciplinary actions.*

These conditions apply to all eligible employees without discrimination against protected characteristics.

Employees should have a legitimate reason to ask for advance pay, usually an unexpected or unavoidable occurrence. Examples of such reasons, although not conclusive, are for:

- *Family or personal emergencies (e.g. being victims of a robbery or fire, having to pay funeral fees)*
- *Hospital bills not covered by medical insurance*
- *Car repairs not covered by insurance*
- *To save a family home*

Examples of non-qualifying reasons, include but are not limited to:

- Taking a planned vacation
- Entertainment expenses
- Gambling
- Fines

## **PAYROLL ADVANCE TERMS**

Subject to approval, the maximum advance pay may be up to \$5,000. If employees find themselves in need of more frequent or larger pay advances than they are allowed, they should discuss the situation with their Executive Director. The Executive Director may decide to make exceptions on a case-by-case basis.

We will deduct the amount of the advance pay from an employee’s future paychecks. This may mean:

- Depending on the amount, deducting the full amount from their next paycheck.
- Repaying the amount in small installments out of a number of future paychecks.

The repayment terms must be in writing and signed by employees and will comply with applicable laws.

We will not charge any administrative fees or interest.

If an employee resigns or is terminated before they repay their payroll advance, HR, subject to approval by the Executive Director, is responsible for reaching a new agreement with the employee. Any relevant legal requirements (whether federal, state or local) must be followed.

## **PAYROLL ADVANCE AGREEMENTS**

Employees who want to request a payroll advance should request a Payroll Advance form from HR. They must:

- Indicate their reasons for filing the form.
- State the amount of money they want to receive in advance.
- Sign to accept this policy's terms.

This procedure must be followed:

1. Employees should submit the form to their Executive Director or their Supervisor, if the Executive Director is unavailable.
2. The Executive Director should first review the form. If they approve, they must sign the form and submit it to HR.
3. HR or designee must also review the form and decide whether to grant the employee's request in consultation with the Executive Director. If they approve, HR must create an agreement form for the pay advance and repayment terms taking any applicable taxes into account. This agreement must be signed by HR or designee and the employee and include relevant dates.
4. HR must forward the signed agreement to the accounting department. The accounting department will generally give employees their advance pay through check or bank transfer within a week, if possible, after receiving the form.

If the request is denied, the Executive Director must inform the employee.

The advance must be paid back within one year of the initial payment to the employee, subject to applicable law. If there is a problem with meeting the requirement then the employee must sign an agreement that moves them toward quickly meeting that requirement.

## **NOTICE TO BOARD**

The Board must be informed by the Executive Director if an employee resigns prior to repaying their payroll advance.