

ADMINISTRATION

Placement of Positions on the Unified Experience-Based Step Pay Scale

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 or 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 the employee is being hired.

B. Reassignments or Transfers

An employee's move to a lateral vacant 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

A promotion is the movement from one pay grade to a pay grade of a higher level. Salary increases associated with a promotion will be calculated as follows:

1. When an employee is promoted to a position in a higher pay grade, the employee will be placed on the appropriate grade/experience step of the new position based on the employee's creditable years of experience as determined by the Department of Human Resources.
2. When the new placement results in less than a 5% salary increase, a 5% increase to the employee's current base pay will be calculated.
3. The annual salary will be calculated based on the employee's assigned workdays and hours and pro-rated accordingly.

D. Demotions

A demotion is the movement from one pay grade to a pay grade of a lower level. Salary decreases associated with a demotion will be calculated as follows:

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. 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 step 10 of pay grade 18.
- b. The annual salary will be calculated based on the employee's 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.

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~~lower-level position because of an elimination of the employee's current position will not have a reduction in salary unless the employee's salary is above the maximum of the new pay grade. If the employee's base salary is above the maximum of the new pay scale, the employee's salary will be frozen for twelve (12) months and then reduced to the new maximum until the ~~if~~ employee's 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. The incumbent shall receive all market adjustments and step increments (if applicable) the incumbent would have been entitled to if the reclassification had not taken place. For example, if a pay study finds that a position should be on pay grade 17 rather than pay grade 18, existing incumbents in the positions 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 the 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.

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

 e. 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.

E. 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 the employee's creditable years of experience as determined by the Department of Human Resources.

Related Links

School Board [Policy 4-35](#)

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APPROVED AS TO
LEGAL SUFFICIENCY

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