



## EMPLOYEE COMPENSATION

### Base Wages<sup>1</sup>

The District will establish a standard beginning hourly wage/salary, and/or salary ranges by job classification, on an annual basis on or around July 1 for the upcoming school year. Following this determination, relevant information shall be posted on the District's website and will be available in the Human Resources Department (HR).

The District will negotiate with labor organizations representing District employees as required by law. The District will administer base wages for non-represented employees consistent with Board actions and HR procedures.

### Non-Base Wages<sup>2</sup>

In accordance with Board actions and District Human Resources procedures, employees may be eligible for the following non-base wages:

1. Teacher mentor program
2. Teacher summer curriculum/instruction/professional development work
3. Summer school
4. Curricular and co-curricular stipends
5. Extra time and over time for non-exempt (hourly) employees as approved by the employee's direct supervisor/principal
6. Special events pay for food service
7. Hard-to-fill bonus amounts
8. Extra time for teachers subbing during a prep time
9. Other amounts later determined by the Board and HR procedures

### Wages for New Hires into Existing Classifications

A new employee normally begins at the start of a salary or wage schedule (Step 1 or Cell 1) commensurate with the new employee's classification level. At the discretion of the District, a new employee's starting wage may be set at a different rate for any of the following reasons:

1. Differential for skills
2. Experience
3. Credentials
4. Hard-to-fill positions
5. Unusual circumstance

### **Performance-Based Increases**

Employees whose base wage is on a salary schedule or wage schedule can qualify for a performance based increase.

1. A teacher qualifies for this increase by receiving a successful performance evaluation and by completing required Public School Works Training, Security Awareness training and Professional Development. Qualified teachers move one (1) step or cell on the salary schedule effective the first payday of the next school year.
2. Other employees qualify for this increase by receiving a successful performance evaluation and by completing required Public School Works Training and Security Awareness training. Qualified employees move one (1) step or cell of the wage schedule effective the first payday of the next school or fiscal year, whichever work year applies to the specific position.
3. Eligibility for a performance-based increase requires both District employment and the first day of work to begin prior to January 1 of the school/fiscal year. Otherwise, eligibility begins in the following school/fiscal year.
4. Professional Development hours for teachers are prorated based on the number of months worked in the school year and FTE. All hours must be completed and reported by March 30. (NOTE: For any salary increase, including union negotiated increases, completion of Public School Works Training, Security Awareness training and Professional Development hours is required).

### **Non-certified Staff**

1. **Wages for New Positions** – Newly created positions require the drafting of a new job description to establish and describe duties and responsibilities, and an evaluation using a standard job evaluation method, to determine the appropriate classification and pay level.
2. **Promotion Increases** - An employee promoted from a lower classification on the wage schedule to a higher classification on the same schedule shall move to the step in the higher classification closest to the employee's current wage, but not less than the employee's current wage, plus one (1) step. An employee promoted (moving to a level with a higher entry wage rate) from one wage schedule to another wage schedule shall be placed on the step closest to their current step, but not less than the employee's current wage.
3. **Voluntary Demotion** – An employee voluntarily moving from a higher classification on the wage schedule to a lower classification on the same schedule, shall move to the step in the lower classification closest to, but not lower than, the employee's current wage. If the employee's wage exceeds the lower classification's range maximum, the employee's wage shall be adjusted to the lower classification range maximum. Placement for an employee voluntarily moving to a classification with a lower entry wage rate on another wage schedule will be evaluated on a case by case basis. Years of district experience and classification experience as well as internal comps will be analyzed to determine placement. If an employee has previously worked in the position, the employee may be placed in a step that the employee would have attained if they had remained in the position.

4. **Involuntary Demotion, Non-Performance Related** – An employee who is demoted a classification for non-performance reasons shall be placed on a step in the lower classification closest to, but not lower than, the wage the employee was receiving when the demotion occurred. If the employee’s wage exceeds the lower classification’s range maximum, the employee shall retain the employee’s current wage and such employee shall not be eligible for further base accumulating increases until their wage is within the lower classification’s range.
5. **Involuntary Demotion, Performance Related** – An employee who is demoted a classification for performance reasons shall move to the step in the lower classification closest to, but not higher than, the wage the employee was receiving when the demotion occurred. If the employee’s wage at the time of the demotion exceeds the lower classification’s range maximum, the employee’s wage shall be adjusted to the lower classification’s range maximum.
6. **Position Reclassification to a Higher Classification** – An employee in a position reclassified to a higher classification shall move to Step 1 of the higher classification. If the employee’s wage is above the higher classification’s Step 1, but below the classification’s maximum, the employee shall move to the step closest to, but not lower than, the wage the employee was receiving prior to the reclassification. If the employee’s wage exceeds the higher classification’s maximum, the employee shall retain their current wage and shall not be eligible for further base-accumulating increases until their wage is within the higher classification’s range.
7. **Position Reclassification to a Lower Classification** – An employee in a position reclassified to a lower classification shall move to the step in the lower classification closest to, but not lower than, the wage the employee was receiving when the reclassification occurred. If the employee’s wage exceeds the lower classification’s maximum, the employee shall retain their current wage and shall not be eligible for further base-accumulating increases until their wage is within the lower classification’s range.
8. **Temporary Appointments** - An employee temporarily appointed to a position in a higher classification shall receive at least the minimum of the higher classification. If their current pay exceeds the minimum, or if HR determines, they shall be placed at a step that provides an increase over their current pay for the duration of the appointment.
9. **Call Time for Custodians and Maintenance Personnel** – Call time will be paid when an employee is called to return to work for hours other than their normal shift or regularly scheduled assignments, including, but not limited to, emergency repairs, building alarms, etc. Employees who qualify for call time shall be paid one (1) hour wages as call pay in addition to the pay for time worked. Night Custodians who are called in to work for the Day Custodian and Relief Custodians who are called in to work as relief for another position shall not qualify for call pay.

#### **Staff on Teacher Salary Schedule**

1. **Advanced Degrees – Masters** - Within thirty (30) working days from HR receiving a copy of the university transcript identifying the Master’s Degree earned, the employee shall have \$2,000 added to their current base salary and be placed on the Masters schedule at the cell reflecting the new amount, or the next higher cell if no cell matched.
  - a. June 1 is the deadline for HR to receive copies of transcripts to apply the adjustment to the current school year contract. Copies of transcripts received after June 1 shall apply to the next school year’s contract.

2. **Advanced Degrees - Doctorate** – Within thirty (30) working days from HR receiving a copy of the university transcript identifying the Doctoral Degree earned, the employee shall receive a one-time stipend of \$5,000.

### **Teachers and School Counselors**

1. **National Board Certification** – Within thirty (30) working days from HR receiving a copy of the National Board Certification earned while employed with the District, the teacher/school counselor shall receive a one-time stipend of \$5,000.

<sup>1</sup>For the purpose of this document, Base Wage refers to a salary on a salary schedule, or an hourly wage on a wage schedule, or an employee's salary or wage rate paid exclusive of NonBase Wages or additional amounts.

<sup>2</sup>For the purpose of this document, Non-Base Wage refers to amounts not on a salary schedule, not on an hourly wage schedule, and not part of an individual employee's basic salary or wage rate. Non-Base Wages or additional amounts are amounts paid in excess of Base Wage.

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Reference: *Board Policy 3510* Payroll Authorization