Cache County School District

Policy Series 5000: Personnel

Policy No. 5112

Employee Placement on Salary Schedules

The Board of Education recognizes that attracting and retaining highly qualified employees is essential to achieving the district's mission and supporting student success. The board further recognizes that labor market conditions, specialized expertise, prior experience, and hard-to-fill positions may occasionally warrant salary schedule placement beyond standard entry-level placement practices.

The purpose of this policy is to establish consistent guidelines for the placement of employees on district salary schedules while providing sufficient flexibility to recruit and retain exceptional personnel.

New Employees

Employees newly hired by Cache County School District shall be placed on the applicable salary schedule in accordance with district compensation procedures, verified education, licensure, and relevant experience.

The district may grant salary schedule credit for prior verified experience that is substantially related to the position being filled and that contributes to the employee's ability to successfully perform the position's duties.

Exceptional Placement Consideration

In limited circumstances, the superintendent or designee may recommend salary schedule placement beyond standard placement practices when such placement is necessary to:

1. Recruit or retain highly qualified candidates.
2. Address shortages in difficult-to-fill positions.
3. Recognize exceptional and directly relevant prior experience.
4. Fill positions requiring specialized knowledge, certifications, leadership experience, or unique qualifications.
5. Respond to competitive labor market conditions.
6. Address organizational needs that are in the district's best interest.

Administrative and Executive Positions

Because administrative and executive positions often require unique leadership experience and qualifications, placement on administrative salary schedules may include consideration of prior executive, management, supervisory, higher education, governmental, military, or private-sector leadership experience when such experience is substantially related to the duties of the position.

Internal Equity

All salary placement decisions shall consider internal equity, fiscal responsibility, consistency with district compensation practices, and the long-term interests of the district.

Authority
The superintendent shall develop administrative procedures for implementing this policy.

Legal References

Approved by Board of Education: July 16, 2026