Cache County School District

Policy Series 5000: Personnel

Policy No. 5112 P1

Employee Placement on Salary Schedules

Purpose

This procedure establishes the process for determining employee placement on District salary schedules.

Standard Placement

Teachers and other licensed employees shall receive salary schedule placement based upon:

a. Verified educational attainment;
b. Verified years of directly relevant experience;
c. Applicable District compensation schedules; and
d. Other factors identified in District compensation practices.

Classified employees shall be placed in accordance with the applicable salary schedule and compensation guidelines.

Experience Credit

The District may grant experience credit for prior employment when the experience:

a. Is verified through employment records;
b. Is substantially related to the position being filled; and
c. Provides skills or expertise beneficial to the District.

The District may recognize experience obtained in:

- Public education;
- Higher education;
- Government service;
- Military service;
- Private industry; or
- Other organizations, when the experience is directly relevant to the position.

Exceptional Placement Requests

Hiring supervisors may request placement beyond standard placement guidelines by submitting written justification to the Superintendent or designee.

The request shall include:
a. Position title;
b. Candidate qualifications;
c. Documentation of relevant experience;
d. Market or recruitment considerations, if applicable;
e. Justification for the requested placement; and
f. Assessment of internal equity considerations.

Hard-to-Fill Positions
Additional salary schedule placement may be considered when:

a. The District has experienced difficulty recruiting qualified candidates;
b. Applicant pools are limited;
c. Specialized certifications or expertise are required; or
d. Market compensation significantly exceeds standard placement levels.

Administrative and Executive Positions
For administrative and executive positions, the Superintendent may consider prior leadership experience beyond traditional K–12 educational service, including higher education, governmental, military, nonprofit, or private-sector executive experience when determining salary schedule placement.

Finality

Salary placement determinations are made on a case-by-case basis. Prior placement decisions do not establish precedent or entitlement for future placement decisions.

Adopted by Board of Education: July 16, 2026