Virgin Islands' Department of Education
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THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION

POLICY NAME	**SALARY SCHEDULE MOVEMENT, CERTIFICATION COMPLIANCE, AND PAY FOR PERFORMANCE POLICY**			**POLICY NO.**	V1-.11.6.2026
EFFECTIVE DATE	November 6, 2026	**DATE OF LAST REVISION**		**VERSION NO.**	1
ADMINISTRATOR RESPONSIBLE	Nicole Jacobs, Director of Human Resources		**CONTACT INFORMATION**	nicole.jacobs@vide.vi	
APPLIES TO					
GROUP 1	VIDE Personnel Subject to Salary Movement	GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**
1				

APPROVAL AND REVIEW

Division Head

Nicole Jacobs

Date: November 6, 2026

Legal Counsel

Date: November 6, 2026

Commissioner

Date: November 19, 2026

SCOPE

This policy applies to all employees of the Virgin Islands Department of Education whose positions are subject to movement on a salary schedule, step schedule, or other approved compensation structure.

POLICY STATEMENT

Describe the policy and the reason for the policy.

The Virgin Islands Department of Education's compensation system is founded on a pay-for-performance philosophy that recognizes and rewards employee effectiveness, professional accountability, and compliance with employment requirements. Accordingly, movement on the salary pay schedule is not automatic and shall be contingent upon an employee's satisfactory job performance and continued fulfillment of all qualifications and requirements applicable to the position held.

An employee shall not be eligible for advancement on the salary schedule if the employee:

1. Fails to attain a satisfactory performance evaluation for the preceding evaluation year;
2. Fails to obtain, maintain, or renew any certification, license, endorsement, credential, or other qualification required for the position held; or
3. Fails to complete the required course in Virgin Islands History in accordance with Title 17 of the Virgin Islands Code.

Employees who do not satisfy these requirements shall remain at their current salary schedule step until such time as all applicable eligibility requirements have been met, subject to applicable law, policy, compensation schedule, and Department procedures.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
GVI	Government of the Virgin Islands
VIDE	Virgin Islands Department of Education
HR	Office of Human Resources
CBA	Collective Bargaining Agreement
Salary Schedule Movement	A change from one step or salary level to another under an approved salary schedule or compensation structure.
Evaluation year	The performance period used by the Department to assess an employee, as established by the applicable evaluation system.
Satisfactory Performance	The minimum overall performance rating that the Department's applicable evaluation instrument identifies as acceptable for salary schedule movement.
Required credential	A certification, license, or qualification that is legally or officially required for the employee's position or assignment.
Administrative review	A review by the designated Department official or office to determine whether a salary movement eligibility decision was based on accurate information and the applicable requirements.

POLICY SECTIONS

PURPOSE

The purpose of this policy is to establish the conditions under which employees of the Virgin Islands Department of Education ("Department" or "VIDE") are eligible for movement on the salary schedule. This policy affirms the Department's commitment to pay for performance and provides that salary movement is contingent upon an employee's satisfactory job performance and continued compliance with required employment standards, including certification and statutory training requirements.

NOTIFICATIONS

All VIDE employees will receive a copy of this policy annually. This policy supersedes all previously written memorandums and policies. The Department reserves the right to rescind and/or amend this and all Department policies at any time, with or without notice. VIDE shall notify employees of any changes to this policy, particularly changes that affect salary schedule eligibility or advancement.

PROCEDURES

I. PAY-FOR-PERFORMANCE

The Virgin Islands Department of Education recognizes salary schedule movement as a form of compensation progression that must be earned through satisfactory performance and continued compliance with employment requirements. Salary movement is not based solely on continued employment or time in position. Employees must satisfy the applicable requirements concerning:

A. Performance expectations;
B. Position-related certification or licensure requirements; and
C. Statutory or Department-mandated training and educational requirements.

Employees who fail to meet these standards shall be ineligible for salary schedule movement until the deficiency has been corrected.

II. CONDITIONS THAT PRECLUDE SALARY SCHEDULE MOVEMENT

A. Unsatisfactory Performance Evaluation

An employee shall not be eligible for salary schedule movement if the employee receives an overall performance rating below the satisfactory level established by the applicable evaluation system for the preceding evaluation year.

For purposes of this policy, satisfactory performance means the minimum overall rating identified as acceptable for salary schedule movement by the Department's applicable evaluation instrument. HR shall apply the rating standard applicable to the employee's classification and evaluation system.

If an employee does not have a completed evaluation because a supervisor or the Department failed to complete or submit it, the absence of an evaluation shall not automatically be treated as an unsatisfactory rating. HR shall review and document the circumstances and determine an appropriate method of assessing eligibility.

For employees who are newly hired, transfer, change supervisors, work only part of the evaluation year, or are absent for a substantial portion of the evaluation period, HR shall determine the applicable evaluation period, responsible evaluator, and available performance records under the governing evaluation process. HR shall document whether the available records support an eligibility determination and, if they do not, the assessment method permitted by the applicable process.

For purposes of this policy, a satisfactory rating means an overall rating of **Proficient, Distinguished, Meets and Exceeds Standard**, or any equivalent rating designated by the Department as acceptable performance. Any overall rating below satisfactorily and basic shall result in the withholding of salary movement.

B. Failure to Meet Certification or Licensure Requirements

An employee shall not be eligible for salary schedule movement if the employee fails to obtain or maintain any certification, license, endorsement, or credential required for the position held.

This includes, but is not limited to:

- An expired or lapsed certification or license;
- Failure to renew a required credential;
- Failure to obtain the certification required for the employee's position or assignment; or
- Failure to provide documentation of current certification to the Office of Human Resources.

Failure to provide proof of a required credential shall be reviewed separately from a substantial failure to hold a required credential. HR shall also distinguish between an employee who has not renewed a required credential and an employee who timely applied for renewal but is awaiting action by the licensing authority. HR shall verify the employee's status and determine whether the employee is legally authorized to continue in the position. Nothing in this policy authorizes an employee to perform duties without a credential required by law. Where a provisional, temporary, or other conditional credential is permitted, HR shall verify its validity and determine whether it satisfies the requirements for the employee's position.

C. Salary Schedule Eligibility Review

HR shall initiate a uniform review of salary schedule eligibility using Department records, unless an application is required by the governing compensation schedule, law, or CBA. HR shall publish the review calendar and notify employees of any application requirement, the information they are responsible for providing, where to submit it, and the submission deadline.

When salary schedule movement is withheld, HR shall provide timely written notice, in accordance with applicable law and CBA, identifying (1) the specific eligibility requirement not met; (2) the facts and records supporting the determination; (3) the action or documentation needed to address the deficiency; (4) where and by when the information must be submitted; and (5) how and by when the employee may request an administrative review. The notice shall distinguish between a substantive failure to meet a requirement and a temporary delay caused by missing, incomplete, or inaccurate Department records. An employee shall not automatically be denied salary schedule movement solely because a supervisor failed to complete or submit an evaluation or other required Department record. HR shall review and document the circumstances.

D. Failure to Complete Virgin Islands History Requirement

An employee shall not be eligible for salary schedule movement if the employee has not completed the required course in Virgin Islands History in accordance with Title 17 of the Virgin Islands Code, where such completion is required.

Failure to submit acceptable proof of completion to the Office of Human Resources shall also result in the withholding of salary movement.

III. RESTORATION OF SALARY SCHEDULE MOVEMENT

An employee whose salary movement has been withheld under this policy shall become eligible for movement once the employee has:

A. Satisfied the outstanding requirement; and
B. Submitted acceptable supporting documentation to the Office of Human Resources.

Once Human Resources verifies that the requirement has been met, salary schedule movement shall be implemented **effective the date the requirement was completed,** subject to payroll processing timelines.

Salary movement shall not be effective for any period prior to the employee's actual completion of the requirement.

IV. Employee Responsibility

Employees are responsible for maintaining their eligibility for salary schedule movement. This includes responsibility for:

A. Performing duties at a satisfactory level;
B. Participating in the performance evaluation process;
C. Obtaining and maintaining all certifications or licenses required for their position;
D. Completing required Virgin Islands History coursework within the prescribed timeframe; and
E. Submitting all required documentation to the Office of Human Resources in a timely manner.

Failure to do so may result in delayed or withheld salary movement.

V. OFFICE OF HUMAN RESOURCES RESPONSIBILITY

The Office of Human Resources shall be responsible for administering this policy and verifying employee eligibility for salary schedule movement. HR shall have the authority to:

A. Review performance ratings, certification records, and course completion records;
B. Withhold salary movement where an employee is not in compliance with this policy;
C. Determine whether submitted documentation is sufficient to support movement; and
D. Implement salary movement once compliance has been verified.

HR shall document the reason for each withholding, maintain supporting records, provide required written notices, review employee-submitted corrections, and coordinate approved changes with Payroll. If documentation is rejected, HR shall explain in writing what is missing or why the documentation does not satisfy the stated requirement.

VI. SUPERVISORY RESPONSIBILITIES

Supervisors shall complete performance evaluations by the established deadlines, discuss performance expectations and deficiencies with employees as required by the applicable evaluation process, submit completed evaluations to HR, and promptly notify HR of known concerns regarding required position-related credentials. Supervisors shall provide accurate information needed to complete eligibility reviews.

VII. ADMINISTRATIVE REVIEW

An employee who disagrees with a salary schedule eligibility determination may submit a written request for administrative review to the Director of the Office of Human Resources within the period identified in HR's written notice. The request shall identify the disputed determination and include any supporting information or documentation.

VIII. NO AUTOMATIC ENTITLEMENT

Nothing in this policy shall be interpreted to create an automatic entitlement to salary schedule movement. Salary movement is earned through satisfactory performance and compliance with all applicable employment requirements. Employees who fail to meet these standards shall remain ineligible for salary movement until all deficiencies have been corrected and verified.

IX. EMPLOYEES COVERED BY OLLECTIVE BARGAINING AGREEMENT

For employees covered by a CBA, this policy shall be administered in a manner consistent with the applicable collective bargaining agreement. Nothing herein shall be construed to modify, diminish, or supersede any rights, salary schedule provisions, step movement requirements, grievance rights, or other negotiated terms contained in an applicable collective bargaining agreement.

EXCEPTIONS

No exceptions.

RELATED POLICIES, LOCAL/FEDERAL STATUTES, AND OTHER REFERENCES

Adapted From:

- Virgin Islands Department of Education Employee Handbook

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Director of Human Resources	Creation of the policy
Office of Legal Counsel	Input for legal sufficiency
VIDE Commissioner	Approval of the Policy

CONTACTS

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