

Policies and Regulations

Section G - Personnel

Salary Schedule – Classified Personnel – Guideline for Determining Grade and Salary

Adopted – February 17, 2023

CLASSIFIED PERSONNEL - GUIDELINES FOR DETERMINING GRADES AND SALARIES

The following regulation shall provide the method of identifying the placement of classified personnel on the salary scale according to the grade level assigned to the position the employee holds. Deviations from these guidelines require the written approval of the Superintendent.

- I. **New employees shall be given credit eligible previous experience according to requirements below:**
 - A. Allowed credit for related years of experience:
 1. Full-time equivalent work experience directly related to the position.
 2. Part-time equivalent work experience directly related to the position will be evaluated on a case-by-case basis. Partial credit may be awarded if approved by the Executive Director of Human Resources.
 - a. Substitute or temporary employment experience, if directly related to the position being offered, will be evaluated on a case-by-case basis. Full or partial credit may be awarded if approved by the Executive Director of Human Resources.
- II. **All classified positions have been assigned a salary grade. New classified positions shall be assigned a salary grade by the Executive Director of Human Resources.**
- III. **Assignment of Current Employees**
 - A. When an employee is promoted to a higher salary grade, the follow steps are applied.
 1. For promotion to the next higher grade, determine 5 percent of the employee's current hourly rate. Add that amount to the current hourly rate and place on the new grade closest to that rate without going under.
 2. For promotion to a position two grades or higher, determine 10 percent of the employee's current hourly rate. Add that amount to the current hourly rate and place on the new grade closest to that rate without going under.
 - B. The step of an employee who changes positions within the same grade shall remain the same with no salary adjustment unless the new position is substantially different from the employee's current role by which a review of the employee's equivalent experience to the new role should be conducted to determine if a higher placement is appropriate.
 - C. An employee reassigned to a lower salary grade position, either involuntarily or at his/her own request, shall be placed on the salary scale as follows:
 1. Involuntary Reassignments: An employee involuntarily reassigned to a lower grade position during the work year shall retain his/her current salary until the end of the work year. The salary for the ensuing work year shall be reflected as follows:

- a. For reassignment to the next lower grade the employees' current hourly rate may be reduced by a minimum of 5 percent.
 - b. For reassignment to a position of two grades or lower, the employees' current hourly rate may be reduced by a minimum of 10 percent.
 - 2. Voluntary Reassignments: Employees reassigned to a lower grade position during the work year at their own request shall have their salaries adjusted to reflect the new grade placement at the time of reassignment. Salary placement on the lower grade shall be determined by reducing the current hourly rate by:
 - a. A minimum of 5 percent for movement to the next lower grade;
 - b. A minimum of 10 percent for movement to a position that is two or more grades lower.
- D. Temporary or acting compensation may be provided to a full-time employee who assumes the duties and responsibilities on an interim basis of a position on a higher pay grade under the following conditions:
 - 1. The higher position is vacant due to an extended leave of the incumbent or the position is vacant;
 - 2. The absence of the incumbent or the vacancy of the position is expected to continue for a minimum of 45 consecutive working days;
 - 3. The employee in the temporary or acting role is expected to retain the duties and responsibilities associated with the employee's own position; and
 - 4. Acting pay shall be retroactive to the date the acting role commenced and shall be limited to no more than 90 consecutive working days.

When an employee is placed in a temporary or acting position, the Superintendent or Executive Director may authorize a minimum 5 percent (for assignment to the next higher grade) or a minimum of 10 percent (for assignment to a grade two or more grades higher) for the duration of the assignment. If approved, the salary of the employee shall be adjusted within the employee's current grade.

IV. Placement of Previous (Returning) Employees on the Classified Salary Scale

- A. A previous employee who returns to a position similar to the one held prior to separation shall be placed on the salary scale by assessing all applicable work experience earned outside of the School Division, after separation, and added to the credited experience upon separation from the Division. Salary scale credit shall be given consistent with Section I.
- B. A previous employee who returns to a position different from the position held prior to separation shall be placed on the salary scale in accordance with Section I of this regulation.

V. Proration of Salaries

- A. The daily rate of pay shall be determined by multiplying the number of hours of employment in the workday by the employee's hourly rate.
- B. Employees who begin employment after the beginning date of the work year or terminate employment prior to the end of the work year shall be paid a pro rata share of the annual salary based on the number of days to be worked or actually worked in accordance with the number of days in the employee's work year and hourly rate.
- C. Unpaid absences shall result in a pay deduction at the appropriate hourly rate.

VI. Appealing years of experience credit procedure is as follows:

- A. Classified personnel will need to submit the Prior Years of Credible Service form (GCBA-R-C-F) to the Human Resources Department by March 17, 2023. A maximum of 5 additional years of external experience will be allowed and salary changes resulting from an approved appeal shall become effective on the first workday for the position in the following fiscal year. If the appeal is approved changes will be implemented at the start of the next fiscal year, contingent upon available funding.
- VII. **The granting of employee step increases is considered annually as a part of the budget process and is contingent upon School Board approval.**

The Executive Director of Human Resources is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed and revised as needed.