

Policies and Regulations

Section G - Personnel

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

Adopted – February 17, 2023

MANAGERIAL PERSONNEL - GUIDELINES FOR DETERMINING GRADES AND SALARIES

The following guidelines shall provide the method of identifying the correct placement of management personnel on the salary scale according to the grade level assigned to the employee. Deviations from these guidelines shall require the approval of the Division Superintendent.

- I. **Management salary scales grades 12 through 21 are based on 245 days of employment. Salaries for positions of fewer than 245 days shall be determined using the per diem rate of pay on the appropriate grade and step multiplied by the number of workdays for the position.**

- II. **Hiring of New Employee on the Managerial Salary Scale**

A new employee entering the School Division, or a current employee being promoted to a new management position shall be given credit for appropriate and equivalent previous administrative experience directly related to the position being offered and placed on the approved fiscal year salary scale.

- III. **Promotion of Current Employee**

- 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.

- IV. **Lateral Assignments**

An employee who changes positions within the same grade will remain on the same step 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 or unless there is a change in the scheduled number of workdays/hours. If the new assignment has a greater or fewer number of scheduled days/hours, the employee's annual salary will be adjusted accordingly.

- V. **Placement of Previous (Returning) Employees on the Managerial Salary Scale.**

A previous employee who returns to MPCS shall be placed on the salary scale by determining all applicable work experience earned outside of MPCS after separation and adding it to the credited experience through separation from MPCS. At that point, the appropriate entry salary would be determined.

VI. **Proration of Salaries**

- A. The daily rate of pay shall be determined by dividing the annual salary by the number of days of employment in the work year.
- B. Employees who begin employment subsequent to 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 on the basis of the number of days to be worked or actually worked in accordance with the number of days in the employee's work year.

VII. **The granting of employee step increases shall be considered annually as a part of the budget process and shall be contingent upon School Board approval.**

VIII. **When an employee is placed in a temporary or acting position, the Superintendent may authorize an appropriate salary adjustment for the duration of the assignment. This adjustment shall be computed in accordance with section II of this regulation.**

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:

- A. The higher position is vacant due to an extended leave of the incumbent, or the position is vacant.
- B. The absence of the incumbent or the vacancy of the position is expected to continue for a minimum of 45 consecutive working days.
- C. The employee in the temporary or acting role is expected to retain the duties and responsibilities associated with the employee's own position; and
- D. Acting pay shall be retroactive to the date the acting role commenced and shall be limited to no more than 90 consecutive working days.

IX. **Appealing years of experience credit procedure is as follows:**

- A. Managerial personnel will need to submit the Prior Years of Credible Service form (GCBA-R-M-F) to the Human Resources Department by March 17, 2023. A maximum of 5 additional years of external experience will 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.

The Superintendent has the authority to place employees on the appropriate grade at a step necessary to attract, hire, and retain highly qualified candidates for hard to fill managerial positions.

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

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