

**PERSONNEL - MANAGEMENT LEADERSHIP TEAM/CLASSIFIED
EMPLOYEES**

SUBJECT: Salary Schedule, Work Year, Vacation and Holidays

Structure

The Management/Classified Employees' Salary Schedule shall have a series of different compensation ranges with six (6) annual increment steps for experience on each range. Rates of pay shall be shown in monthly figures. Administration shall insert the most recent schedule in the Policy Manual as a Regulation.

Classification

Each employee shall be assigned to a job "classification" which has a specific title, a designated compensation range and a clear statement of the duties required to be performed by employees in such classification. The complete current list of titles and range placements shall be maintained in the Policy Manual.

Initial Step Placement

1. Employees New to the District

An employee new to the District shall be assigned the position title for which he/she has qualified and be placed on the first step of the range designated for that position unless approval is given by the Board of Education for initial placement at a higher step.

2. Continuing Employees

(a) Promotions

An employee promoted to a job classification at a higher salary range on this salary schedule shall receive a minimum salary increase of five percent (5%), except that he/she may be placed on the last step of the new salary range if that is the maximum salary for the classification.

(b) Demotions

An employee demoted to a job classification at a lower salary range on this salary schedule will be initially placed on the step which is the next lower amount than the employee's prior compensation rate.

Position Reclassification

When an employee occupies a position which is reclassified to a higher range because of a comparability study or a revision of duties, the employee will be placed on the new range on the same step that he/she occupied prior to the reclassification. Such change will be effective on the date of position reclassification.

Anniversary Date

The contract year for Management/Classified employees shall be the July 1 to June 30 fiscal year irrespective of the beginning date of service; thus, the anniversary date for all employees shall be July 1. Awarding of step advancement is based on the employee's anniversary date. The first anniversary date for a new employee who began service on or between July 1 and January 15 shall be the following July 1. The first anniversary date for a new employee who began service after January 15 and on or before June 30 shall be the second July 1 of his/her employment.

Step Advancement

Employees shall be entitled to appropriate yearly step advancements on their anniversary date in recognition of experience and service to the District. Step advancements shall be awarded each year on July 1. Continuing employees whose promotion or reclassification becomes effective on July 1 will be awarded their step advancement in the new, higher classification. No employee shall advance more than one step per year.