

Salary Schedule, Placement and Supplemental Contract for Classified Employees

The Board of Trustees will establish salary schedules for classified positions in the district. Salary schedules will be reviewed annually by the Board and revisions will be effective the first day of the fiscal year for which they were adopted.

Following the adoption of schedules, administrators will use them as a guide for employing classified staff. No more than two years of work related experience may be applied to placement on the salary schedule. Placement on the classified salary schedule above Step 3 must be requested in writing by employee's supervisor and approved by Board of Trustees.

Vertical advancement on the salary schedule is limited to one step per year and will occur only when an employee receives a satisfactory evaluation.

Regular employees whose salary can be stated in an annual amount will be paid in 12 monthly increments. Monthly salary calculations will be based on a month that begins on the sixteenth and concludes the fifteenth of the next month.

Policy History:

Adopted on: 03/25/2008

Revised on: 10/28/2014