

Procedures regarding administrator salary adjustments :

Effective July 1, 2014:

- Administrators hired or promoted to the position of Executive Director or above **prior to July 1, 2012** will be placed on the administrative pay scale at step M-7 (\$92,900.00) or the step that is closest to their existing salary effective January 1, 2015.
- Administrators hired or promoted to the position of Executive Director or above **after July 1, 2012 and** who will have been in that position for a minimum of (1) fiscal year as of July 1, 2014 will be placed on the administrative pay scale at step M-5(\$91,000.00) effective January 1, 2015.
- Administrators hired or promoted to the position of Executive Director or above **after July 1, 2012 and** have not been in that position for a minimum of (1) fiscal year as of July 1, 2014 will be placed on the administrative pay scale at step M-1 (\$87,200.00) or the step that is closest to their existing salary effective January 1, 2015.

Any person hired in the position of Executive Director or above **after July 1, 2014** will be placed on the administrative pay scale at step M-1 (\$87,200.00) or the step that awards a maximum of a 5% increase unless otherwise approved by the Board of Trustees.

Any person hired in an administrative position (i.e. placed on the administrative pay scale) after **January 1st** of each year will not be eligible for any pay increase provided to staff until they have been in the position for one (1) complete fiscal year. (eg. hired January 1, 2014 as a Director of Public Affairs will be placed on the appropriate scale and step and will not be eligible for any additional pay adjustments until July 1, 2015 if any pay increases or adjustments are approved)

Any administrator hired, promoted or currently in the position of Director or above who receives an advanced degree will be eligible for a one (1) step pay increase upon confirmation and final award of degree (all supporting

documentation **must be** received in the Office of Human Resources by January 1st of each year in order to receive the increase for the current school year).