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 recommended by the Superintendent and approved by the Board of Trustees.

The Superintendent may recommend a set rate for employees, based on the needs of the District, subject to approval 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 1\textsuperscript{st} of each year in order to receive the increase for the current school year).

Effective July 1, 2016:

Salary supplements for administrative staff that are grant funded are limited to:

- Principal Investigator or Grant Administrator: 5% of annual salary
- All other staff assigned: 2% of annual salary

Supplements are to be confirmed annually with a letter issued by Human Resources after approval by the Superintendent and the Board of Trustees. These funds will not be added to the employee’s base salary.

Supplements are also time-limited and will only be provided throughout the duration of the specific grant and/or as grant funds are available. No district funds will be used to provide grant supplements. Positions created with grant funds are not guaranteed for continuation without approval of the Superintendent and Board of Trustees. Salaries must be consistent with the approved district pay scales.

DATE: August 8, 2017

Procedures for policy GADA-Salaries
Revised 061014