

Subject: Compensation, Step Progressions Policy

Effective Date: December 08, 2006

Approved By: Board of Directors

Policy: New employees who work 51% or more of the fiscal year during their first year of employment will progress to the next step of their salary grade as if they worked the entire fiscal year. New employees who work 50% or less of the fiscal year during their first year of employment shall remain on their entry step of their salary grade until completion of the next full fiscal year after hire.

Procedure:

New employees in positions with a grade-step salary schedule who start after July 1 but before January 1 will start on step 1 of their salary grade (unless otherwise approved by the Board), and will progress to step 2 on July 1 of the following year.

New employees in positions with a grade-step salary schedule who start on or after January 1 but before June 30 will start on step 1 of their salary grade (unless otherwise approved by the Board), and will remain on step 1 through the remainder of the current fiscal year and through the entire following fiscal year, progressing to their next step on July 1 of their third fiscal year.

Example: A full-time classified employee begins work on January 15, 2007. The employee starts on step 1 of the employee's appropriate pay grade.

At the beginning of the next fiscal year (July 1, 2007), the employee remains on step 1 of the employee's pay grade.

At the beginning of the next fiscal year (July 1, 2008), the employee progresses to step 2 of the employee's pay grade.