

**Subject: Salary Policy**

**Effective Date: March 07, 2008**

**Approved By: Board of Directors**

**Policy:** It is the policy that an individual salary shall be within the designated salary schedule for the position based on the position's duties and responsibilities.

**Procedure:**

1. Adjustments of Salary Schedules
  - a. Salary schedules may be adjusted periodically within School guidelines.
2. Step Increases
  - a. Salary advancement within a salary schedule is based primarily on years of service.
  - b. Step Increases normally are awarded annually, in accordance with School funding guidelines.
3. Promotional Increases
  - a. A salary increase may be granted upon promotion or upward reclassification when the promotion represents a change to a higher salary schedule column.
4. Salary Adjustments Upon Demotion or Downward Reclassification
  - a. An employee normally will receive a salary decrease upon demotion when the demotion represents a change to a lower salary schedule column.
  - b. Upon downward reclassification, an employee may, at the decision of the Executive Director, receive a salary decrease, or may be frozen at their current salary column and step, or the employee's current salary rate may be retained even though the salary is above the maximum of the salary schedule for the new classification.
5. Equity Increases
  - a. An increase in salary to remedy a salary inequity may be granted in accordance with applicable guidelines.
6. Administrative Stipend for Temporary Assignments

- a. An administrative stipend may be paid to an employee who is temporarily assigned responsibilities of a higher level position or other significant duties not part of the employee's regular position. The sum of stipend and base salary shall not exceed the commensurate salary of the higher-level position at the same step.

Original Policy 02/27/01  
Revised Policy 03/07/08