

**Policy**

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ESTABLISHING INITIAL PLACEMENT ON SALARY GUIDES

The superintendent shall recommend to the board initial salary placement for new professional and support personnel.

Credit for prior teaching experience shall be considered at the discretion of the superintendent in compliance with the following:

In determining initial placement on a salary schedule, consideration may be given to prior experience, training or other factors considered relevant.

Up to seven (7) of the ten (10) years may be considered for initial placement on the teacher's salary guides.

The superintendent may in individual cases recommend to the board consideration of more than seven (7) years of prior teaching credit if it is deemed to be in the best interest of the district. In such cases, the superintendent must give supporting reasons in writing for review by the board.

Additionally, in highly competitive areas of certification, such as math, science, and technology, the superintendent shall have the authority to recommend a salary commensurate with the actual years of teaching experience and qualifications.

Support personnel shall be placed on the first step of the appropriate guide unless they are moving between positions with comparable duties within the district. In those special cases salary guide credit may be offered.

Support Staff Salary Schedules

The board shall establish salary schedules for classifications of the support staff, providing for minimum and maximum salaries, annual increments, and salary incentives.

In determining initial placement on a salary schedule, consideration may be given to prior experience, training or other factors considered relevant.

Salary increments for service shall be operative and effective only for those members of the support staff appointed on or before December 31 of the preceding school year.

Employees temporarily transferred to a position on a higher salary level shall be compensated accordingly for the period of time they assume responsibilities of the higher position if they work more than five consecutive days in such higher rated position. However, employees shall not be reduced in pay if they are temporarily transferred to a position on a lower salary level.

Adopted: June 1999  
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Key Words

Advanced Education, College Courses, Credits

**Possible Cross References:**

2130	Administrative staff
*2131	Superintendent
4000	Concepts and roles in personnel
*4111/4211	Recruitment, selection and hiring
*4115/4215	Supervision
*4116/4216	Evaluation

\*4111.1/4211.1 Nondiscrimination/affirmative action

\*4112.2 Certification

\*4112.6/4212.6 Personnel records

\*Indicates policy is included in the Critical Policy Reference Manual.