

SUPPORT STAFF CONTRACTS, COMPENSATION PLAN, AND SALARY SCHEDULES

The key objectives of the District's compensation system for support staff are:

- A. To attract, retain, and motivate employees by offering competitive and equitable compensation for services performed.
- B. To standardize compensation administration within the District by establishing equitable rates for positions based upon functions, responsibilities, education, knowledge and training, licensing, or certification and skills required.

In determining contracts and compensation plans for support staff, the Board will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service to the District. It will also consider the prevailing pay for similar employment in other school districts and in the private sector of the area. Annual increments will be dependent upon the employee's satisfactory performance in the position.

Support employees will be notified in writing by July 1 of each year of:

- A. Assignment
- B. Employment period
- C. Compensation

The salary schedule adopted by the Board will remain in effect until changed or modified by the Board.

Return to Salary Schedule: An employee who has been granted a leave of absence upon return to the District shall be placed at the same step on the salary schedule. They may, however, advance one step if the time they worked during the school year prior to their approved leave of absence was more than one-half (1/2) of their scheduled work days for the year.

Adopted: June 30, 1981
Revised: May 12, 1992
Reviewed: February 25, 2003