

District Code:

## WAGE ADMINISTRATION FOR HOURLY EMPLOYEES

### A. Wage Plan and Schedule

Employees will be told about the Pattonville School District's Wage Administration Program when they are employed. This information should include:

1. A broad explanation of the wage plan, including the district's underlying policy of insuring that fair and equitable wages are being paid throughout the District.
2. Wage ranges and categories.
3. The employee's wage range and category.

### B. Wage Schedule Placement at Time of Hire

New employee's initial wage schedule placement will be at a step appropriate to each employee's qualifications, education, and similar job-related experiences. All new employees will serve a forty-five (45) work day probationary period.

### C. Reassignment

Employees may be reassigned to higher or lower job categories, permanently or temporarily, under certain circumstances as determined by the district in its' sole and absolute discretion.

#### 1. Voluntary Reassignment

- a. If any employee is reassigned to a higher job category in a comparable classification with similar job skill requirements, the employee will be placed on the same step in the new category. If an employee is voluntarily reassigned to a higher job category with unrelated job skills, the employee will be placed on a step, not to exceed step 4; commensurable with experience.
- b. If an employee is voluntarily reassigned to a lower job category in a comparable classification with similar job skill requirements, the employee will be placed on the same step in the new category. If an employee is voluntarily reassigned to a lower job category with unrelated job skills, the employee will be placed on a step not to exceed step 4; commensurable with experience.

#### 2. Involuntary Reassignment

- a. If an employee is involuntarily reassigned to a higher job category, the employee will be placed on the same step in the new category. If the employee does not successfully complete the forty-five (45) workday probationary period, the employee will be considered for a similar available position at their former rate of pay or if the reassignment resulted from the employee's unsatisfactory performance in the prior position, then the employee may be terminated.

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- b. If an employee is involuntarily reassigned to a lower job category, the employee's current rate of pay will be frozen for a period of six (6) months from the effective date of their transfer. The effective date will be the first day of employment in the new position. At the end of the six (6) month period the employee will be placed at the higher step in the reassigned lower category which is nearest to their frozen rate of pay.
3. If an employee is temporarily reassigned to a classification in a higher category to meet the staffing needs of the district, wage schedule advancement shall begin on the day such assignment extends beyond ten (10) consecutive working days.
4. If an employee is temporarily reassigned to a classification in a lower category to meet the staffing needs of the district, the employee shall retain the higher category and step for the duration of such assignment and shall be eligible for any schedule advancements, which may occur on July 1.

**D. General Wage Adjustments**

1. Adjustments to the support wage schedule, general annual percentage increases and annual step increases approved by the Board of Education shall be effective on July 1.
2. An employee who has not yet completed the forty-five (45) work day initial probationary period prior to July 1, shall not be given any general annual percentage increase which may have been approved by the Board of Education until completion of the probationary period.

**E. Regular Employee Working on Scheduled/Non-Scheduled Work Day**

1. If a regular employee is called in to work in their assigned building on a non-scheduled workday (other than a regular holiday, Saturday or Sunday), they will be paid at their regular rate of pay.
2. If a regular employee agrees to work additional hours in a different job classification, the employee will be paid the regular rate for that job classification.

**F. Category Placement of Support Employees**

1. Employees will be placed on the board approved wage schedule. No supervisor may classify, hire, or set a starting wage without prior approval of the Assistant Superintendent for Human Resources or the Superintendent of Schools.

**G. Extenuating Circumstances**

1. The Superintendent of Schools or his/her designee has the privilege to alter or waive certain sections of this policy and its procedures to accommodate extenuating circumstances.

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