CONTENTS

GENERAL PAY GUIDELINES 3
Philosophy 3
Purpose 3
Job Classification 3
Raises 3
Eligibility 4
Pay Ranges 4
Initial Placement - General 4

COMPENSATION (LICENSED) 5
Initial Placement 5
Wages and Rates of Pay 5
Salary 5
Compensation 5
Class Coverage 5
Leaves of Absence 5
Performance Pay 6
World Class Education Targets 6
Additional Responsibility Pay 6
Part-Time Teachers 6
Sick Leave Payout 6

COMPENSATION (CLASSIFIED) 7
Initial Placement 7
Wages and Rates of Pay 7
Promotion 7
Reclassification 8
Demotion 8
Reassignment 8

COMPENSATION
(ADMINISTRATORS/NON-TEACHING
PROFESSIONAL EMPLOYEES) 9
Initial Placement 9
Wages and Rates of Pay 9
Promotion 9
Reclassification 9
Demotion 9
Reassignment 9
COMPENSATION GUIDE

GENERAL PAY GUIDELINES

Philosophy

Douglas County School District is dedicated to attracting and retaining the best employees by paying professional salaries and rewarding those who are great at what they do. While most school districts are constrained by antiquated pay systems, our innovative pay for performance model provides us the opportunity to celebrate effectiveness with a variety of ways to deliver increases in compensation.

Purpose

This is a guide for administering salaries and wages for Teachers, Administrative, Professional, Technical and Classified employees of the Douglas County School District, excluding employees covered by the collective bargaining agreement of the Amalgamated Transit Union (ATU). Practices described are intended to implement School Board policy and goals, as well as state and federal regulations.

Job Classification

District jobs are assigned to pay ranges based upon compensable factors and grouped with jobs of similar scope. On a periodic basis, selected jobs from each job family will be reviewed to ensure that conditions in the district, such as organizational structure, major programs, or significant responsibilities in a particular job, have not changed enough to warrant a change in job range classification. Newly established jobs are analyzed and range assignment is determined prior to hiring personnel for the position. This procedure accomplishes two objectives. First, the appropriate pay range becomes part of the recruitment and hiring strategy of the district. Second, a consistent practice of salary administration is established at the initiation of each job.

Employees who change to a job with a different Pay Basis may experience an impact to their pay cycle.

Raises

Annual pay increases are not guaranteed. The increase amount is contingent on many factors, primarily state funding.

General pay increase recommendations are presented to the Board of Education by District administration and shall be based on consideration of such factors as wage increases within competitive job markets and budget resources.

On occasion, ‘off-cycle’ pay adjustments may be made based on market conditions. These one-off adjustments will have no impact on salary increases.
Eligibility

Employees must meet the following criteria to be eligible for raises:

• Employed by DCSD as of the last contract/work day of the school year as a regular employee (not substitute, temporary or 110)

• Assigned to a budgeted, allocated position as of the first contract/work day for the next school year.

• Did not receive an increase via an adjustment, raise, or promotion after January 1.

• Hired prior to January 1 (Licensed, Administrative, Professional and Technical employees).

• Hired prior to March 1 (Classified employees).

Pay Ranges

Pay ranges represent the internal job classification as well as external job market pay levels. The greater the level of complexity present in a job, the higher the placement in the pay range structure. A minimum and maximum pay rate for each range is determined to maintain pay equity or fair pay for each job.

Employees should be assigned to a pay range and paid a salary rate between the minimum and maximum (inclusive). Minimum and maximum pay rates are valid for one year. Employees whose salaries are higher than the maximum for their band will receive a lump sum payment in lieu of an ongoing increase to base salary. When salary bands are adjusted according to market conditions, employees whose salaries fall below the new minimum for the salary band will be adjusted to the new minimum, whenever such adjustment is financially feasible.

Initial Placement - General

Employment, assignment, and salary placement should be in accordance with the job requirements as specified in the job description. Where job requirements include transcripts, certificates, or licenses, these must be official and on file with the district. Salary placement will be at the direction of the Human Resources department. The Compensation Department shall determine hiring rates based upon job-related qualifications, salary history, and salaries of other employees in same position. Job postings for positions typically will identify the starting salary range for the position.
COMPENSATION (Licensed)

Initial Placement

The Compensation Department shall annually establish a starting salary in each Certified Salary Band for all new hire teachers with zero years teaching experience. The starting salary will reflect the hiring objectives of the district. Starting salaries for all other new hire teachers will be based upon consideration of experience, area of teaching specialty, certifications or specialized training, and availability of qualified applicants.

Wages and Rates of Pay

The district will continue to align its pay structure with market data. The pay structure divides position titles into job families and within each job family are pay ranges that categorize/align those positions according to availability of qualified applicants. Each pay range consists of a minimum rate, midpoint, and maximum rate.

DCSD continues to be a market sensitive competitor for all positions in the district, to ensure attraction and retention of the best talent possible. Positions are evaluated regularly, to identify changing trends that may require movement within the Licensed Salary Bands.

Salary Compensation

Returning teachers who are rehired within one year will be paid the same base salary as the previous year, with increases and/or lump sum pay approved by the Board of Education and shown in the Licensed 12-Block. The increases reflect adjustments based on the teacher’s relative position in the salary band (1st Third, Middle Third, 3rd Third) and the teacher’s evaluation rating for the previous school year.

Licensed employees hired prior to January 1 will receive an increase in pay as approved by the Board of Education and shown in the Compensation 12-Block. The increases are based on performance ratings in the previous year.

Class Coverage

Teachers who agree to cover other teachers’ classes during their preparation periods at the request of the principal will be paid at an hourly rate of $30.00, in addition to their regular pay.

Leaves of Absence

Employees on a leave of absence for more than 90 work days during the school year are not eligible for a salary increase. Employees on a leave of absence for more than 60 workdays will have their merit increase prorated as follows:

- If on leave for 61 – 75 workdays, increase is prorated at 50%
- If on leave for 76 – 90 workdays, increase is prorated at 25%
Performance Pay

Douglas County School District is dedicated to attracting and retaining the best employees by paying professional salaries and rewarding those that are great at what they do. Our innovative pay for performance model provides us the opportunity to celebrate teacher effectiveness by increasing compensation via multiple methods.

World Class Education Targets

Bonus targets will be set based on World-Class Education Targets developed in 2014-2015. Should these targets be achieved (in conjunction with the overall evaluation rating) a bonus may be paid to the teacher. This bonus is a lump sum payment that is PERA eligible and does not increase base salary. To be eligible for World-Class Education Targets, teacher must be rated “Highly Effective” and meet certain additional criteria.

Additional Responsibility Pay

The Additional Responsibility component of Pay for Performance is intended to compensate employees for participation on District and Site-based committees that develop and advance the strategic vision of the District and/or Site. Compensation will be set by the Human Resources Department and/or Site.

Part-Time Teachers

Part-time teachers who are assigned less than forty (40) hours per week shall have their salary calculated in the same manner as full-time employees, but will receive a prorated amount based on their scheduled weekly hours. For example, a teacher scheduled to work 20 hours per week will receive 50% of the annual salary calculated for the position.

Sick Leave Payout

Teachers will be paid forty-eight dollars ($48.00) at the time of separation for each day of all of their accumulated sick leave up to 130 days upon resignation or retirement from service with the District, provided they have at least ten (10) years continuous service with the District. Employees who qualify for the sick leave payout benefit will receive a lump sum payment on or before August 31st of the year they retire and/or separate from DCSD.
Compensation (Classified)

The Douglas County School District is dedicated to paying competitive wages to all support staff. Salary ranges and positions are reviewed regularly to allow the District to respond to changing conditions in the market, resulting in our ability to attract and retain employees of the highest caliber.

Initial Placement

The Compensation Department shall individually set hiring rates for the new Classified employees under the following guidelines:

1. A new employee with no direct experience in the job will be placed at the minimum pay range rate.
2. A new employee with prior experience may be placed above the minimum rate as determined from salary/wage history.
3. Internal equity will be considered whenever possible.
4. A new employee in a hard to fill position or with special qualifications may be placed above the pay rates of current employees in the same position.

Wages and Rates of Pay

1. Compensation. Employees hired prior to March 1 will receive an increase in pay as approved by the Board of Education and shown in the Compensation 4-Block. The increases are based on performance ratings in the previous year.

2. Pay Ranges. Each job classification is assigned to a pay range in the Classified Salary Schedule. All employees will be paid a wage at least equal to the minimum rate for the pay range to which they are assigned.

3. Employee Transfer. When a Classified employee voluntarily transfers to another job classification which is paid a rate of pay different than that of his/her previous job classification, the employee’s individual pay rate will be adjusted. Employees who transfer after March 1 will not be eligible for a performance increase.

Promotion

For compensation purposes, a promotion occurs when an employee is placed in a higher pay range (except for general structure changes or position Reclassification). The effective date of the promotion is determined by the hiring manager and the Compensation Department.

The new salary rate shall be equal to or greater than the minimum rate for the new range. Promotion increases shall normally follow these guidelines:

The basis for computing a promotion increase shall be the employee’s previous base pay rate, exclusive of stipends or supplements.

If promotion increase does not advance employee to new range minimum, adjust promoted employee’s pay to new range minimum.
Reclassification

On a periodic basis jobs may be reclassified into a different pay range or salaries may be adjusted within pay ranges in order to maintain the internal/external equity to other jobs of similar worth in the district. Reclassification of a job is not a promotion or demotion. Reclassification changes result when there has been a significant modification of job duties or qualifications as determined by the school district. If an employee's job is reclassified, no increase will be given unless the employee is below the minimum for the new pay range.

Demotion

For compensation purposes, a demotion occurs when an employee is placed in a lower pay range (except for general salary structure changes or position Reclassification). An employee's pay rate may be reduced if s/he moves to a position in a lower pay range. If a demotion occurs at the District’s request, all efforts will be made to minimize or eliminate a pay decrease.

Reassignment

Placement in a lower pay range not resulting from a demotion may not immediately reduce salary. Programmatic, organizational, or funding changes are examples of such actions, which may create this condition.

Class Coverage

Compensation

Classified employees who provide classroom coverage of at least one (1) class period or one (1) hour (whichever is less), will be compensated at the employee's regular hourly rate of pay or the classroom coverage rate of $15.00 per hour, whichever is greater, for each such period of continuous classroom coverage.

A classified employee may only be paid for performing one (1) job at a time. Hours recorded for classroom coverage cannot also be recorded as hours worked in the employee's regular job.

This requirement and payment option does not apply to Special Education Assistants who provide classroom coverage for a teacher who is attending a student's staffing meeting at the school.

Performance Pay Components

System Development

The District’s Pay for Performance Plan will compensate employees for high performance and help achieve the strategic vision of the District. This Plan offers opportunities for employees to participate on development committees and other working groups as the system is developed for Classified Staff.

Additional Responsibility Pay

The Additional Responsibility Pay is intended to compensate employees for participation on committees that develop and advance the strategic vision of the District.
Compensation
(Administrators/Non-teaching Professional Employees)

Initial Placement

The Compensation department shall individually set hiring rates for new administrators/non-teaching professional employees under the following guidelines:

Persons with previous job experience or special skills may be hired at a rate up to but not exceeding the maximum posted pay range. Internal equity will be considered whenever possible.

Wages and Rates of Pay

Compensation

Administrative, Professional and Technical employees hired prior to January 1 will receive an increase in pay as approved by the Board of Education and shown in the Compensation 4-Block. The increases are based on performance ratings in the previous year.

Promotion

For compensation purposes, a promotion occurs when an employee is placed in a higher pay range (except for general structure changes or position Reclassification). The effective date of the promotion is determined by the hiring manager and the Compensation Department.

The new salary rate shall be equal to or greater than the minimum rate for the new range. Promotion increases shall normally follow these guidelines:

The basis for computing a promotion increase shall be the employee’s previous base pay rate, exclusive of stipends or supplements. If a promotion increase does not advance the employee to the new range minimum, the Compensation Department will adjust the promoted employee’s pay to the new range minimum.

While the District does not generally use ‘per diem’ when looking at pay for positions working a different number of days, some compensation may be awarded or decremented based on a move to a position with a different number of days.

Reclassification

On a periodic basis jobs may be reclassified into a different pay range or salaries may be adjusted within pay ranges in order to maintain the internal/external equity to other jobs of similar worth in the district. Reclassification of a job is not a promotion or demotion. Reclassification changes result when there has been a significant modification of job duties or qualifications as determined by the school district. If an employee’s job is reclassified, no increase will be given unless the employee is below the minimum for the new pay range.

Demotion

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