HUMAN RESOURCES

Compensation

Salary Schedules

Annually the Division Superintendent (Superintendent) shall recommend to the Prince William County School Board salary schedules (scales) for all employees based upon the following considerations:

1. Internal equity among the positions;
2. Salaries sufficient to attract both beginning and experienced applicants and retain competent, productive employees;
3. A salary program that provides incentives for improved performance;
4. A salary program which is within budget limitations.

Any changes to the salary schedules must be approved by the Prince William County School Board.

Placement and Advancement on the Salary Schedules

The Prince William County School Board, with the assistance and recommendation of the Superintendent, shall adopt guidelines for the placement and advancement on the salary schedule of any newly appointed or rehired employee. Placement considerations and the setting of the employee's salary shall include but not be limited to previous experience, educational background, and degree status. All initial salary placements and any changes to an employee's salary shall be approved by the Prince William County School Board.

Salary

All regular full-time and part-time employees, except ten-month hourly employees, will be compensated semi-monthly in 24 equal installments. Ten-month hourly employees will be compensated semi-monthly in 20 installments based upon the number of hours worked in each semi-monthly period.

Placements, advancements, and compensation procedures shall be administered in accordance with the regulations governing their use.
The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.

Legal Reference: Virginia Code § 22.1-289.1

Adopted: March 17, 1993
Reviewed/Revised: June 12, 2019

PRINCE WILLIAM COUNTY SCHOOL BOARD