HUMAN RESOURCES

Management

Guidelines for Determining Grades and Salaries

The following guidelines shall provide the method of identifying the correct placement of management personnel on the salary scale according to the grade level assigned to the manager. Deviations from these guidelines shall require the approval of the Superintendent.

I. All salaries on the consolidated salary scale are for 250 days of employment, with one exception. The salaries on Grade 12 are for a 195-day teacher with an approved master's degree as defined in Regulation 524.02-1, ”Certificated Personnel – Guidelines for Determining Grades and Salaries,” and 524.03-1, ”Certificated Personnel – Compensation – Upgrading of Contracts,” and for 250 days of employment for all other employees classified at this level. Salaries for positions of fewer than 250 days shall be determined using the per diem rate of pay on the appropriate grade and step multiplied by the number of work days for the position.

II. Initial Placement of Positions on a Salary Grade

A. Principals shall be placed on a salary grade as follows:

1. Elementary Principals ............... Grade 18
2. Middle School Principals ............... Grade 19
3. High School Principals ............... Grade 20

B. Assistant Principals shall be placed on a salary grade as follows:

1. Elementary School Assistant Principals ...... Grade 15
2. Middle School Assistant Principals ...... Grade 16
3. High School Assistant Principals ...... Grade 17

C. Administrative Intern - Teacher’s Salary plus five (5) days.

D. Other Managers

New administrative positions shall be assigned a salary grade by the Associate Superintendent for Human Resources.

III. A manager reassigned to a lower salary grade, either involuntarily or at his/her own request, shall be placed on the salary scale as follows:
1. **Involuntary Reassignments**: A manager involuntarily reassigned to a lower grade during the contractual year shall retain his/her current salary until the end of the school year. The salary for the ensuing contractual year shall reflect the following procedures outlined in either item \( a \) or \( b \) below.

   a. Subsequent to School Board approval, a manager reassigned or transferred by recommendation of the Superintendent to a lower grade management position in the best interest of the School Division may be placed on the step in the new grade which is closest to his/her current salary by locating the per diem rate in the new grade which is closest to, but not less than, the manager's current per diem rate of pay. If the new salary does not at least equal the current salary, the manager's salary shall be frozen for two years or until the salary scale is improved to equal or exceed the frozen salary, whichever comes first. If, after two years, the salary scale does not equal or exceed the manager's frozen salary, the manager's salary shall revert to the last step of the appropriate grade.

   b. Subsequent to School Board approval, a manager reassigned or transferred by recommendation of the Superintendent to a lower grade management position due to adverse personnel action shall retain his/her current salary until the end of the fiscal year (June 30). Effective with the new fiscal year (July 1), salary placement on the lower grade shall be determined by reducing the current salary by 5%. The reduced salary will be used to determine the placement in the new grade by locating the per diem rate in the new grade which is closest to, but not greater than, the manager's current per diem rate of pay.

   c. Subsequent to School Board approval, a manager reassigned or transferred by recommendation of the Superintendent to a teaching position shall retain his/her current salary until the end of the fiscal year (June 30). Effective with the new fiscal year (July 1), salary placement shall be determined in accordance with the guidelines established in Regulation 524.02-1.

2. **Voluntary Reassignments**: A manager reassigned to a lower grade position during the contract year at his/her own request shall have his/her salary adjusted to reflect the new grade placement at the time of reassignment.
a. A manager with previous applicable experience in Prince William County Public Schools (PWCS) who voluntarily returns to a lower grade position shall be placed on the step in the new salary grade as follows:

(i) All applicable work experience prior to July 1, 1995, shall be identified. Using a conversion chart developed for implementation of the consolidated salary scale, the years of applicable experience identified shall be converted to determine the appropriate entry step on the new grade of the consolidated salary scale.

(ii) All applicable PWCS experience subsequent to July 1, 1995, shall be identified. One step on the consolidated salary scale may be granted for each year of applicable experience identified if this action is consistent with the treatment of all other School Division employees in the same grade.

b. A manager with no prior applicable work experience* in PWCS who voluntarily returns to a lower grade position shall be subject to the maximum step limitation for the new grade as defined on Page 1 of this regulation.

*NOTE: When reassigned to a teaching position, applicable prior work experience will be subject to the maximum step limitation for the new grade as defined on Page 1 of this regulation.

c. When a manager is placed in a temporary or acting position, the Superintendent (or designee) may authorize an appropriate salary adjustment for the duration of the assignment. This adjustment shall be computed in accordance with the provisions of this section.

IV. Placement of Previous (Returning) Employees on the Salary Scale

A. A previous employee who returns to PWCS shall be placed on the salary scale as follows:
1. The final grade and step of individuals who terminated employment prior to July 1, 1995, shall be identified. Using the conversion chart, this grade and step shall be converted to determine the appropriate entry placement on the consolidated salary scale.

2. The converted grade and step of individuals who terminated employment subsequent to July 1, 1995, shall be identified for appropriate entry placement on the consolidated salary scale.

3. All applicable work experience earned outside of PWCS subsequent to separation shall be identified. Salary scale credit may be granted for appropriate administrative experience on the basis of one step for each year of creditable experience if this action is consistent with the treatment of all other School Division employees in the same grade.

V. Proration of Salaries

   A. The daily rate of pay shall be determined by dividing the annual salary by the number of days of employment in the work year.

   B. Employees who begin employment subsequent to the beginning date of the work year or terminate employment prior to the end of the work year shall be paid a prorata share of the annual salary on the basis of the number of days to be worked or actually worked in accordance with the number of days in the employee's work year.

VI. The granting of employee step increases shall be considered annually as a part of the budget process and shall be contingent upon School Board approval.

VII. Managers who receive an overall summary rating of "Not Meeting Standards" on their Summative Evaluation Report shall not, if eligible, be given a pay increase for the ensuing contractual year.

The Associate Superintendent for Human Resources (or designee) is responsible for monitoring and implementing this regulation.

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

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS