HUMAN RESOURCES

Classified Personnel

Guidelines for Determining Grades and Salaries

The following regulation shall provide the method of identifying the correct placement of classified personnel on the salary scale according to the grade level assigned to the position the employee holds. Deviations from these guidelines require the written approval of the Superintendent or the Associate Superintendent for Human Resources.

I. Effective July 1, 1995, a consolidated salary scale was implemented in accordance with the compensation plan approved by the School Board.

II. Initial placement of current employees will be determined by using a conversion placement chart developed as part of the combined salary scale proposal.

III. New employees entering the School Division will be given credit for equivalent previous experience according to the experience placement chart on the approved fiscal year salary scale, not to exceed step 13.

IV. All salaries on the consolidated salary scale are for 250 days of employment. Salaries for positions of fewer than 250 days will be determined using the hourly rate of pay on the appropriate grade and step multiplied by number of hours worked per day then multiplied by the number of work days for the position.

V. All classified positions have been assigned a salary grade. New classified positions will be assigned a salary grade by the Director of Human Resources (or designee) with approval of the Associate Superintendent for Human Resources.

VI. Assignment of Current Employees

A. When an employee is promoted or placed in a higher salary grade, the new salary will be determined using the following guidelines.

1. For promotion to the next higher grade, determine 5% of the employee’s current hourly rate. Add that amount to the current hourly rate and place on the new grade closest to that rate without going under.

2. For promotion to a position two grades or higher, determine 10% of the employee’s current hourly rate. Add that rate to the current hourly rate and place on the new grade closest to that rate without going under.

Employees promoted or reassigned to a position in which the duties are significantly different shall be placed in accordance with item III of this regulation. (Example: A new employee hired as a school bus driver with no prior equivalent experience will be placed on the consolidated salary scale in accordance with item III of this regulation. If that same school bus driver is subsequently selected for a secretarial position this is
one or more grades higher, the promotional rate will be applied, as applicable. If that school bus driver has previous equivalent experience as a secretary, a review will be performed and the offer will be whichever is the greater of these two processes.

B. The step of an employee who changes positions within the same grade will remain the same with no salary adjustment unless there is a change in the scheduled number of work days. If there are a greater number of work days in the new position, the employee's annual salary will be increased accordingly. If there are fewer work days in the new position, the employee's salary will be decreased to reflect a shorter work year.

C. An employee reassigned to a lower salary grade position, either involuntarily or at his/her own request, will be placed on the salary scale as follows:

1. Involuntary Reassignments: An employee involuntarily reassigned to a lower grade position during the work year will retain his/her current salary until the end of the work year. The salary for the ensuing work year will be reflected as follows:
   a. For reassignment to the next lower grade the employees’ current hourly rate may be reduced by a minimum of 5%.
   b. For reassignment to a position of two grades or lower, the employees’ current hourly rate may be reduced by a minimum of 10%.

2. Voluntary Reassignments: Employees reassigned to a lower grade position during the work year at their own request will have their salaries adjusted to reflect the new grade placement at the time of reassignment. Salary placement on the lower grade will be determined by reducing the current hourly rate by:
   a. A minimum of 5% for movement to the next lower grade;
   b. A minimum of 10% for movement to a position that is two or more grades lower.

D. When an employee is placed in a temporary or acting position, the appropriate associate superintendent may authorize a minimum 5% (for assignment to the next higher grade) or a minimum of 10% (for assignment to a grade two or more grades higher) for the duration of the assignment.
VII. Placement of Previous (Returning) Employees on the Salary Scale

A. A previous employee who returns to a position similar to the one held prior to separation will be placed on the salary scale as follows:

1. The final grade and step of individuals who separated employment prior to July 1, 1995, will be identified. Using the conversion chart, this grade and step will be converted to determine the appropriate entry placement on the consolidated salary scale.

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

3. All applicable work experience earned outside of the Prince William County School Division, subsequent to separation, will be identified. Salary scale credit will be given consistent with item III.

B. A previous employee who returns to a position different from the position held prior to separation will be placed on the consolidated salary scale in accordance with item III of this regulation.

VIII. 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. The hourly rate of pay shall be determined by dividing the daily rate of pay by the number of hours of employment in the work day.

C. 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 pro rata 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.

D. A night differential of 2.5% will be paid to all employees beginning their regular work shift on or after 2:00 p.m.

E. Unpaid absences shall be deducted at the appropriate hourly rate.
IX. The granting of employee step increases is considered annually as a part of the budget process and is contingent upon School Board approval.

X. Classified employees who receive an overall (summary) rating of “Not Meeting Standards” on their annual evaluation will not receive a step increase for the ensuing school year, if applicable.

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

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