



Section: ADMINISTRATIVE EMPLOYEES
Title: SALARY AND WORKING PERIODS
Adopted: February 20, 1996
Revised:

	324. SALARY AND WORKING PERIODS	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p>The Joint Operating Committee of the school believes that a thorough and effective school system is vital in providing the best educational program for the pupils of the school and the taxpaying citizens who support the school.</p> <p>It is therefore incumbent on the Joint Operating Committee to pursue and implement a plan of compensation, based upon responsibility and performance which will provide fair and adequate financial incentive for all management personnel.</p> <p>The Administrative Evaluation and Compensation Plan provides the system to implement compensation and benefit adjustments. (<i>See Policy #301</i>)</p> <p>Working periods have been established as part of this policy: Normal administrative hours are 8:00 a.m.-4:00 p.m. during the academic year with provision for changes or reduced holiday/summer schedules as approved by the Director. All administrative personnel are expected to work beyond normal hours as needed. The annual calendar specifies work days. Schedules are reviewed and updated as required.</p> <p>Salary ranges have been established as part of the Administrative Evaluation and Compensation Plan. They are updated annually as part of the compensation process.</p> <p>The Administrative Director is authorized to award credit for past experience of a new applicant for initial placement on the salary range.</p> <ul style="list-style-type: none"> • One year's credit for each year of professional experience up to seven (7) years. • One year's credit for each two (2) years of trade experience up to seven (7) years. • Credit for professional and trade experience combined beyond the seventh (7) year shall be negotiated with the Joint Operating Committee. Availability of appropriate personnel shall be a factor in determining starting salaries and considered in conjunction with the present personnel. <p><i>See Personnel Plan for current salary ranges and working periods.</i></p>	

