



POLICY TITLE: COMPENSATION

POLICY NUMBER: OP-12

DRAFT DATE: 07/17/2019

BOARD APPROVAL DATE: 07/23/2019

POLICY: COMPENSATION

Policy #OP-12:

1 This policy shall apply to District employees, excluding the Chief Executive Officer.

2 Compensation at Hiring.

2.1 New Employees. All newly appointed employees shall be compensated at a rate within the salary range for the position/job title as periodically approved by the Board of Directors.

3 Merit Advancement within Salary Range.

3.1 Performance Evaluation Required. The Chief Executive Officer or other responsible managing employee shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee. Performance evaluations are completed annually on October 31 with a merit increase effective date of November 1.



3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date as follows:

3.2.1.a Appointment date between November 1 and April 30 eligible for merit advancement October 31.

3.2.1.b Appointment date between May 1 and October 31 eligible for merit advancement October 31 one year later.

3.2.2 Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall follow the advancement dates outlined in 3.2.1.

3.2.3 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

3.2.4 Position Reclassification. An employee whose position is reclassified to a new position shall have no change in merit advancement date.