

The School Board of Polk County, Florida
Human Resource Services Division

Salary Schedule Guidelines for Non-Union Employees
and
District/School-Based Administrators

SALARIES FOR NON-UNION EMPLOYEES

The information contained in this document is applicable only to non-union employees who were formerly referred to as “Clerical” or “Professional Technical” and District/School-based Administrators.

Effective date of this document: August 15, 2016 (Board approval September 6, 2016)

Definitions:

Administrative Staff - For the purposes of this document, administrative staff are defined as all positions at the Director level or above (salary grade 21.1 ADM or higher) and all assistant principals and principals.

Base Salary – Salary for the regular workday exclusive of supplements.

Bonus (Performance Based) – A one-time payment of an extra amount of money that may be awarded to an eligible administrative staff member in addition to their base salary as determined by the Superintendent as recognition of outstanding performance, the acceptance of additional job responsibilities which were performed in an effective or highly effective manner, and/or a unique one time accomplishment achieved by an administrator.

Demotion – An employee’s voluntary or involuntary transfer from one job to another that is at least one Salary Grade lower.

Exempt – Exempt employees are not eligible for overtime compensation. Additional pay may be provided in extenuating circumstances and with prior approval from the Superintendent.

Experience – Documented evidence of full time equivalent work in a related field or position. For salary purposes, a year of work experience per Florida Statute 1012.01 is earned by working a total of more than one half of the number of days required for the position being filled.

Lateral Transfer – Change from one position to another position within the same Salary Grade.

Non-exempt - Non-exempt employees will be paid time and one half for overtime hours, defined as hours worked beyond 40 in the same work week, and must be approved by their supervisor prior to the work being performed.

Previous Equivalent Work Experience - For the purpose of evaluating and awarding previous experience, the individual's previous experience must be equivalent experience based upon their direct personal participation in and performance of the job duties, events and activities that are required in the new position.

Salary Budget – Overall budget for salaries.

Salary Structure - Salary schedules are developed for each Salary Grade. Each salary grade has equal salary steps. Adjustments to the Polk County School Board salary schedules for non-union employees and District/School-based administrators may be made annually or less frequently, based upon available funding, upon recommendation by the Superintendent and School Board approval.

General Salary Administration Guidelines

Non-union employees and District/School-based Administrators of Polk County School Board will be assigned to a position which corresponds directly to the established salary structure. Each Salary Grade within the structure has an established Salary Range.

Demotions/Reassignments – Demotions/reassignments may be voluntary or involuntary.

- Voluntary - An employee who is voluntarily demoted/reassigned will move to the same salary step on the lower salary grade he/she held in the previous salary grade upon transfer to the new position. Any supplement(s) held by the employee in the higher salary grade position will not be carried to the lower salary grade position. However, the employee will be entitled to any Board authorized supplement(s) which are attached to the lower salary grade position.
- Involuntary - Employees who are involuntarily demoted/reassigned during his/her contract year will maintain their salary and any supplemented compensation until the end of the current fiscal year. If reappointed to the lower salary grade position for the subsequent year, the employee will move to the same salary step on the new salary grade he/she held in the previous salary grade. The employee will be eligible for any supplement(s) which are authorized by the Board for his/her new salary grade.

Interim/Temporary Placements - An employee who is placed temporarily in a position which has a higher Salary Grade as compared to that of his/her current position will have a salary adjustment as described under the "Promotions" section below, for the specified

period of time in which he/she fills the temporary assignment.

Transfers – A non-union employee who transfers to another position, whether voluntarily or involuntarily at the same Salary Grade should remain at their current base salary.

Maximum or Above Maximum of the Salary Range - Any employee at or above the maximum of their respective salary range will receive no increases until such time that the maximum of that Salary Grade is adjusted upward and their salary is able to move forward and still remain under or at the maximum. The employee's pay will be frozen until it is recaptured by subsequent adjustments to the maximum salary of their job's Salary Grade. Further annual increases can be made up to the range maximum once the employee's pay falls within the range.

New Hires / Transfers / Salary Placement - Following the required vacancy advertisement period, and after conducting applicant interviews, the hiring manager will contact the Superintendent's designee within the Department of Human Resources and identify the top candidate that he/she is recommending to fill the vacant position. The Superintendent's designee shall then conduct a review and evaluation of the top candidate's credentials including all previous equivalent work experience related to the position being filled, industry and/or trade certification(s) held by the candidate, college/university/trade school course work, and/or degree(s) held beyond that which is required for the position. Based upon that evaluation, the Superintendent's designee will identify and discuss with the hiring manager the appropriate base salary to be offered to the candidate as well as any supplements which may be applicable to the position. The established base salary shall be comparable to any current employee(s) salary in the same position and salary grade who have equivalent experience and credentials. The hiring manager may then contact the candidate and make a formal offer of employment with the established base salary.

NOTE: This provision applies to all non-bargaining non-union positions below the Director level (Salary Grade 21.1 ADM).

Promotions - When a non-union employee is promoted to the next highest salary grade, he/she will be placed on step 1 of the new salary grade. If this process does not result in a salary increase of at least 5%, additional steps will be granted to ensure an increase of at least 5%. If the promotion consists of an increase of two or more salary grades, the process should result in an increase of at least 10%. Additional steps will be granted as needed to ensure an increase of at least 10%.

In either case as referenced above, previous equivalent work experience (in excess of the amount of work experience required for the new position) may be reviewed by the Human

Resources Department for possible salary step adjustments. However, any step adjustments based upon experience shall take into consideration any current employee in the same position and salary grade who has equivalent experience and credentials.

NOTE: Promotion language does not apply during the first full year of employment. An employee who applies for and is granted a promotion within this first full year of employment from their initial contracted start date shall move to Step 1 on the new salary grade, or the step which guarantees a minimum of no loss of annual salary. When a promotion is granted within the first full year of employment, the Superintendent's designee will additionally review all relevant equitable experience aligned with the job description of the new position and award additional steps if applicable.

Other Salary Related Issues

Birthday and Rotating Holiday Benefit for eligible non-union personnel:

Eligible employees are defined as those working in the following positions:

Executive Assistant

Secretary – Administrative

Secretary – Executive

Employees in these positions may receive the following: one (1) paid day off in recognition of the employee's birthday, to be used in the month of the employee's birthday during the calendar year, and two (2) rotating holidays to be used in the calendar year. New employees must work at least half of the duty year of service prior to becoming eligible.

The supervisor and employee should endeavor to work out mutually agreed upon scheduling that will prevent disruption in the workplace, however if mutual agreement is not reached, the supervisor's decision will prevail.

Salary Placement for Administrative Staff

NOTE: The following guidelines apply to District level administrative positions at the Director level (Salary Grade 21.1 ADM) and above and all assistant principals and principals.

Administrative Salary Placement - Directors and above

- The initial salary (step) placement of personnel into the administrative positions of Director (on Salary Grade 21.1 ADM) and all administrative personnel moving into salary grades higher than Salary Grade 21.1 ADM will be determined by the Superintendent.
- The annual salary (step) progression for Directors and above is also determined by the Superintendent based upon the PCPS Guidelines for Performance Based Salary Adjustments for Administrators.
- The promotion of a Director or above to a higher Salary Grade will result in placement at the beginning step or a step placement resulting in a salary increase as determined by the Superintendent.
- Should an administrator staff member transfer to a lower Salary Grade, the step placement on the lower Salary Grade will be determined by the Superintendent.

Administrative Salary Placement – Principals and Assistant Principals

- The initial salary (step placement) of Principals and Assistant Principals on their designated Salary Grade will be determined by the Superintendent.
- The annual progression on the designated Salary Grade will also be determined by the Superintendent based upon the PCPS Guidelines for Performance Based Salary Adjustments for Principals and Assistant Principals.
- The promotion of a Principal or Assistant Principal to a higher Salary Grade will result in placement at the beginning step or a step placement resulting in a salary increase as determined by the Superintendent.
- Should a Principal be transferred to a lower Salary Grade, the step placement on the lower Salary Grade will be determined by the Superintendent.
- Assistant Principals moving within the same salary grade with the same title and responsibilities (i.e. Assistant Principal 10 month moving to 11 month or 11 month moving to 10 month) will retain their same step placement.
- Should an Assistant Principal be transferred to a lower Salary Grade the individual will move to the same salary step on the new Salary Grade he/she held in the previous Salary Grade.

Performance Based Salary Adjustments for Principals, Assistant Principals and Administrative Staff.

- Contingent upon available funding, annual salary adjustments for Principals, Assistant Principals and Administrative Staff will be based in part on their performance as assessed by their immediate supervisor; as well as other district determined factors including but not limited to additional responsibilities, school demographics, level of performance difficulties for meeting certain assessment criteria (i.e. student achievement, at-risk school challenges, annual district goals, etc.) and improvement in staffing of underrepresented critical needs areas or other factors as identified by the Superintendent in the PCPS Guidelines for Performance Based Salary Adjustments.
- As previously addressed, annual progression on the salary schedule is determined at the discretion of the Superintendent within a range from zero to four increments (steps).
- The annual salary adjustments for Principals, Assistant Principals and Administrative Staff may be adjusted by one or more of the following:
 1. Frozen – No salary increase;
 2. Up to four (4) increments (steps) and/or up to (4) one-time bonus(es);
(Example-Bonus: One = \$250. - Two = \$500. - Three = \$750. – Four = \$1,000.)
 3. Adjustment to the base salary of the applicable Salary Grades;
- The cumulative total of all increments/one-time bonus(es) will be within the budget parameters as approved by the School Board each year.