

## **SALARY ADMINISTRATION AND POSITION CLASSIFICATION**

The County Classification and Pay Plan governs the classification and compensation of positions in County employment, and is maintained by the Department of Human Resources. The Pay Plan adopted by the Albemarle County School Board is directly linked to the Classification Plan and will be based on the principle of equal pay for equal work. The School Board will maintain a salary administration program that recognizes achievement and rewards individual ability and performance.

Adopted: July 1, 1993

Amended: July 8, 1996; December 8, 1997, September 14, 1998; September 27, 2012; June 12, 2017

---

Cross Ref.: GCA, Personnel – Definitions  
[GCC, Leave Program](#)

## **PROCEDURE FOR SALARY ADMINISTRATION AND POSITION CLASSIFICATION**

- A. Job descriptions are detailed specifications of each position classification and include general statements of the duties, responsibilities, and qualifications necessary for that position and the essential functions necessary for that position. A job description will be developed for each position. Supervisors will collaborate with the Department of Human Resources to ensure that each job description is an accurate reflection of that position.
- B. Like classifications will be grouped in terms of seven job factors:
1. Job Complexity
  2. Education and Experience
  3. Scope and Impact
  4. Supervision Received
  5. Working Relationships
  6. Working Environment
  7. Physical Demand

Groupings will be determined by a system of point values arrived upon in the analysis of each job.

- C. It is the responsibility of the principal/department head to maintain equitable and properly evaluated positions within his/her department. Newly created positions or major changes in the functions or responsibilities of an existing position shall be reported to the Director of Human Resources/designee in order to initiate an evaluation study to establish a new position or to reclassify an existing position.
- D. All position classifications and reclassifications must be approved by the Superintendent/designee prior to placement on a salary range.
- E. Salary ranges consisting of a minimum, midpoint, and maximum salary will be established for each class of positions based on the policies of the School Board, as well as information about similar positions within the adopted market and, where appropriate, compared with similar positions within the state.
- F. The Department of Human Resources will ensure that the plan is kept current through periodic reviews and comparative studies of pertinent factors affecting levels of pay. The Department of Human Resources may also recommend and engage in Superintendent-approved pilot programs designed to maintain comparable pay and classifications within the Division.
- G. Entrance Pay Rate - The entrance pay rate shall normally be the minimum rate in the pay range prescribed for the class. When a prospective employee has relevant experience, education, and/or skill sets beyond position requirements that would warrant placement

above the minimum rate, the Department of Human Resources will use established guidelines, internal equity, and market considerations to determine the entrance pay rate.

The Superintendent is authorized to hire employees at any point within the salary range, based on market conditions and the qualifications of the individual. If it is the Superintendent's decision that an employee is to start at or above midpoint, the Superintendent must notify the School Board in writing.

- H. Pay Rate Adjustment - The following personnel actions shall affect the pay status of an employee in the manner described. All pay rate adjustments must be approved by the Department of Human Resources prior to taking effect.
1. Promotion - When an employee is selected and promoted from one class to another having a higher pay range, the employee may receive an increase considering established guidelines, internal equity, market considerations, level of variance from the current pay grade, and where the employee's salary falls within the pay grade.
 

Promotions can only occur if:

    - a. There is a vacancy in the higher pay range; or,
    - b. A new position in the higher class is approved in the budget cycle for implementation in the next fiscal year; or
    - c. A duly approved career development program exists.
  2. Reassignment – Principals/department heads may need to reassign staff to different positions to best suit the needs of the school/department. When an employee is reassigned to a lower pay grade position for administrative purposes through no fault of the employee, the employee's pay rate shall not be decreased. If the employee's pay rate exceeds the new pay grade maximum rate, his/her pay shall remain the same until the pay grade maximum exceeds his/her current pay rate. The employee's salary may then increase in accordance this and other County policies, up to the new maximum of the pay grade range.
 

When an employee is reassigned to a lower pay grade position, if the employee is subsequently reassigned to a higher pay grade position, any pay increase shall be based upon established guidelines, internal equity, market considerations, and other relevant factors.
  3. Reclassification - When an employee is reclassified from one range into a higher range, the employee may receive a pay rate increase. The increase amount will be based upon established guidelines which include the level of variance from the current pay grade and where the employee's salary falls within the pay grade. Market considerations may also be considered.

4. Demotion – When an employee is demoted due to performance from one class to another having a lower pay range, the employee shall be placed within the lower range with consideration given to established guidelines, internal equity, market considerations, and other relevant factors.
5. Voluntary Movement to a Position in a Lower Pay Grade - When an employee chooses to apply for/move to a position in a lower pay grade, he/she may be subject to reduction in pay, with consideration given to established guidelines, internal equity, market considerations, and other relevant factors.
6. Movement to a Different Position in the Same Pay Grade – When an employee moves to a different position in the same pay grade, the employee’s rate of pay generally will remain the same, exclusive of day and hour changes and participation in the Virginia Retirement System (VRS). Any adjustment in pay shall be based upon established guidelines, internal equity, and other relevant factors.
7. Completion of First Six Months for Classified Employees - Upon successful completion of the first six (6) months of employment with the County, a regular employee will:
  - a. If hired on or before November 1<sup>st</sup> of a fiscal year, receive a calculated salary increase effective concurrently with the salary increase for all regular classified employees for that fiscal year. This prorated increase will be merit-based/performance-based if applicable.
  - b. If hired on or after November 2<sup>nd</sup> of a fiscal year, receive a calculated salary increase effective following the sixth (6<sup>th</sup>) month of employment or concurrently with the salary increase for all regular classified employees for the fiscal year, whichever is later.

This initial six (6)-month salary increase will only be awarded for successful completion of the employee’s initial employment period and would not be repeated for a change in position. However, if there is a break in service with the County, a re-hired employee would be eligible for another six (6)-month increase.

For 10-month employees, July and August will not be counted as months worked towards the six (6)-month calculation. For 11-month employees, July will not be counted as months worked towards the six (6)-month calculation.

8. Shift Differential - When an employee is assigned to work evening/midnight shifts, a pay differential will be paid as follows:

Evening: 4:00 p.m. - 12:00 a.m.	4% of the pay grade’s minimum salary for the position classification
---------------------------------	--

Midnight: 12:00 a.m. - 8:00 a.m. 5% of the pay grade's minimum salary for the position classification

Employees must be assigned to a shift to be eligible for the differential. If an employee works a shift that encompasses day, evening, or midnight shifts, the differential will be paid based on the majority of hours worked in the respective shift. If an employee is part-time, the shift differential will be prorated.

9. Certification Pay – When an employee is certified or licensed in a specific designated skill related to but not required for the employee's position, he/she may receive a salary stipend in an amount to be determined by the County in its sole discretion. This stipend would be in effect for the period of time that the licensure or certification is deemed compensable by the principal/department head, with the agreement from the Department of Human Resources.
10. Temporary Work in a Higher Classification – Temporary assignments with higher pay may be made only in situations when the work requires the designation of an employee in the higher classification by the Superintendent/principal/department head/designee and are not intended to apply to occasional assignments of supervisory or administrative responsibility.

A regular employee assigned temporary work in a higher pay grade position shall be paid the minimum rate of the higher classification (but no less than 5% above his/her regular rate) for all such time worked if the assignment will exceed 10 consecutive days.

11. In-Range Adjustment - When it can be substantiated that the salary of an employee is significantly below the average salary of the relevant market for the position, the relevant education/skill set of the employee has substantially increased, or the scope of the position has expanded considerably, an in-range equity salary adjustment and/or additional annual leave accrual may be granted. Requests for adjustments shall be submitted by the employee's principal/department head to the Director of Human Resources/designee who will review the request based on the following factors: 1) an identification of the position's relevant market; 2) internal equity; 3) degree of position expansion; and 4) other relevant considerations. The Director of Human Resources will use this information to make a recommendation to the Superintendent/designee, who shall have the sole authority to approve any adjustment to an employee's salary based on this process.

Adopted: July 1, 1993

Amended: September 13, 1993; June 19, 1995; July 8, 1996; December 8, 1997, September 14, 1998; September 11, 2008; September 27, 2012; June 12, 2017