

## 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 pays will provides for payment of salaries, and for recognition of recognizes achievements, as well as and rewards for differences in individual ability and performance.

~~All position classifications and reclassifications must be approved by the Superintendent/designee prior to placement on a salary range.~~

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

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Cross Ref.: GCA, Personnel - Definitions

## PROCEDURE FOR SALARY ADMINISTRATION AND POSITION CLASSIFICATION

A. Job descriptions are ~~written descriptions~~ detailed specifications of each position ~~classification, and which~~ 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, and supervisors~~ Supervisors are 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 ~~the following common elements~~ 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

~~This grouping~~ 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/~~designee~~ 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.

~~EF.~~ The Department of ~~The Director 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.

~~FG.~~ 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, ~~and~~ education, and/or skill sets beyond position requirements that would warrants 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 following will be used as a guide for this placement:~~

<del>Less than 12 months= relevant experience</del>	<del>Minimum range</del>
<del>1 year to less than 3 years= relevant experience</del>	<del>≤ 5% above minimum</del>
<del>3 years to less than 5 years= relevant experience</del>	<del>≤ 10% above minimum</del>
<del>5 years to less than 7 years= relevant experience</del>	<del>≤ 15% above minimum</del>
<del>7 or more years relevant experience</del>	<del>≤ 20% above minimum</del>

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~~be brought in at or above midpoint, the Superintendent must notify the School Board in writing.

GH. 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. 1. Promotion - When an employee is selected and promoted from one class to another having a higher pay range ~~and additional responsibilities~~, the employee may receive an increase ~~of up to ten percent or that rate which would be granted to a newly hired employee as stated in paragraph F above with consideration given to 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 and relevant experience.~~

Promotions can only occur if:

- a. There is a vacancy in the higher pay range; or,
- b. Additional A new positions in the higher class ~~are is~~ approved in the budget cycle for implementation in the next fiscal year; or
- c. There is in place 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 and through no fault of the employee, his/her the employee's pay rate of pay shall ~~remain the same not be decreased. If the employee's pay rate of pay exceeds their new pay grade maximum rate, his/her pay shall remain the same until the pay grade range maximum changes increases exceeds his/her current pay rate., thus allowing their individual~~ The employee's salary to may then increase in accordance this and other County policies, up to the new maximum within of the normal the pay grade range, as a result of subsequent market studies and/or reclassifications, to the extent that the employee's salary then matches falls inside the new range for his/her position/job classification.

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 ~~another~~ higher range, the employee ~~will~~ 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 the elements identified in B.
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~~ Grade - When an employee chooses to apply for/move to ~~to/apply for~~ a position in a lower pay grade, he/she may be subject to reduction in pay, with consideration given to established guidelines, based upon 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 ~~in B above, as well as internal equity considerations and the level of variance from the current position.~~
57. Completion of ~~Probationary Period for~~First Six Months for Classified ~~and Nonlicensed Administrative Employees~~ - Upon successful completion of their ~~probationary periods~~ first six (6) months of employment with the County, a regular ~~,classified and nonlicensed administrative~~ employees will:
  - a.

a. ~~\_\_\_\_\_~~ If hired on or before November 1<sup>st</sup> of a fiscal year, receive a calculated salary increase ~~effective the following July 1st, earned by their participation in the regular merit evaluation cycle 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; or,~~

b. If hired on or after November 2<sup>nd</sup> of a fiscal year, receive a ~~a prorated~~ calculated ~~\_\_\_\_\_~~ salary increase, ~~as outlined in Exhibit 1, based on:~~ 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. ~~\_\_\_\_\_~~

1. ~~\_\_\_\_\_~~ the number of months worked in the fiscal year, and

2. ~~\_\_\_\_\_~~ the budgeted merit increase in the fiscal year

~~Probationary~~ This initial six (6)-month salary increases ~~\_\_\_\_\_~~ will only be awarded for successful ~~\_\_\_\_\_~~ completion of the employee's initial ~~probationary employment period and would not be repeated for a change in position. Successful \_\_\_\_\_ completion of subsequent probationary periods, as may be required in \_\_\_\_\_ accordance with Policy GCN, will not result in subsequent \_\_\_\_\_ probationary increases. 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 for 10-month employees towards the six (6)-month calculation. ~~and For 11-month employees, July will not be counted for 11-month employees as months worked towards the six (6)-month calculation.~~

6. ~~Completion of Probation for Licensed Administrative Employees—Certified administrative employees serve a 3-year probationary period in accordance with state law and Policy GCG. Such employees will:~~

a. ~~\_\_\_\_\_~~ If hired on or before November 1<sup>st</sup> of a fiscal year, receive a salary ~~\_\_\_\_\_~~ increase July 1st, earned by their participation in the regular merit ~~\_\_\_\_\_~~ evaluation cycle; or,

b. ~~\_\_\_\_\_~~ If hired on or after November 2<sup>nd</sup> of a fiscal year, receive a prorated ~~\_\_\_\_\_~~ salary increase, as outlined in Exhibit 2, based on: ~~\_\_\_\_\_~~

1. ~~\_\_\_\_\_~~ the number of months worked in the fiscal year, and

2. ~~\_\_\_\_\_~~ the budgeted merit increase in the fiscal year

78. 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 ~~base salary~~the pay grade's minimum salary for the position classification

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

Employees must be ~~permanently~~ assigned to a shift to be eligible for the differential. If an employee works a shift that encompasses ~~both~~ day~~light~~, 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.

89. 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~~County in its sole~~ly~~ discretion. ~~This stipend would be in effect for the period of time that the licensure or certification is deemed compensable by the Department Director/principal/department head, with the agreement of from the Department of Human Resources.~~

10. ~~H. —~~ Temporary work Work in a ~~higher~~Higher classification ~~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.

~~All~~A regular employees ~~who are~~ 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~~ ~~their~~his/her regular rate) for ~~those hours of such assignment all such time worked~~ if the assignment will exceeds ~~ten~~(10) consecutive days.

~~These 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 principal/department head or Superintendent and are not intended to occasional assignments of supervisory or administrative responsibility.~~

- ~~I.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 adjustment may be granted. ~~Requests for adjustments will~~shall be submitted by the employee's ~~supervisor~~principal/department head to the Director of Human Resources/designee. ~~The Director of Human Resources 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 -  
~~The Superintendent~~ shall have the sole authority to approve any adjustment to an employee's salary based on this process. - ~~The Superintendent will inform the School Board, in writing, when such an adjustment is made.~~\_\_\_\_\_

Adopted: July 1, 1993

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**EXAMPLE OF PRORATED MERIT FOR NEW CLASSIFIED AND NON-CERTIFIED  
ADMINISTRATIVE EMPLOYEE  
WHO SERVES A SIX (6) MONTH PROBATIONARY PERIOD**

Hire Date      End Probation      Merit Increase July 1st      Date Of Increase

*The following employee would participate in the regular evaluation cycle and receive an increase July 1:*

July 1	December 31	12/12 x merit earned	July 1
August 1	January 31	11/12 x merit earned	July 1
September 1	February 28	10/12 x merit earned	July 1
October 1	March 31	9/12 x merit earned	July 1
November 1	April 30	8/12 x merit earned	July 1

*The following employee would not participate in the regular merit program but would receive an increase based on the payout percentage*

December 1	May 31	7/12 x payout percentage	July 1
January 1	June 30	6/12 x payout percentage	July 1
February 1	July 31	5/12 x payout percentage	August 1
March 1	August 31	4/12 x payout percentage	September 1
April 1	September 30	3/12 x payout percentage	October 1
May 1	October 31	2/12 x payout percentage	November 1
June 1	November 30	1/12 x payout percentage	December 1

EXAMPLE OF PRORATED MERIT FOR NEW LICENSED ADMINISTRATIVE  
EMPLOYEE  
WHO SERVES A THREE (3) YEAR PROBATIONARY PERIOD

Hire Date                      Merit Increase July 1st                      Date Of Increase

*The following employee would participate in the regular evaluation cycle and receive an increase July 1:*

July 1                      12/12 x merit earned                      July 1

August 1                      11/12 x merit earned                      July 1

September 1                      10/12 x merit earned                      July 1

October 1                      9/12 x merit earned                      July 1

November 1                      8/12 x merit earned                      July 1

*The following employee would **not** participate in the merit program but would receive an increase based on the payout percentage ( In this example the payout percentage is 3% of the \$20,000 midpoint ):*

December 1                      7/12 x payout percentage                      July 1

January 1                      6/12 x payout percentage                      July 1

February 1                      5/12 x payout percentage                      August 1

March 1                      4/12 x payout percentage                      September 1

April 1                      3/12 x payout percentage                      October 1

May 1                      2/12 x payout percentage                      November 1

June 1                      1/12 x payout percentage                      December 1