

C5.6 - CLASSIFIED PAY PLAN SETTING FORTH A SYSTEM OF RANGES AND STEPS AND PROVIDING A METHOD OF PROGRESSION BETWEEN RANGES AND STEPS.

- a. The Santa Rosa District School Board classified pay plan maintains a system of salary ranges and levels for all members of the classified service.
- b. **Ranges.** The system of salary ranges shall run from the lowest pay range 1 to the highest pay range 30. The Santa Rosa District School Board inserts the dollar figure within these pay ranges and the dollar figures shall follow the system of progression from the low in pay range 1 to the high in pay range 30.
- c. **Levels.** Each range in the classified pay plan has appropriate levels. The Santa Rosa District School Board has the sole responsibility for determining the dollar amounts within these levels. The dollar amounts inserted follow the system of progression from the lowest level 1 to the maximum level.
- d. **Time Period Between Levels.** Beginning on the last day of the 2009-2010 school year, advancement on the salary schedule ~~due to merit increases~~ shall not be effective unless specifically agreed upon through the negotiation process for bargaining unit employees or specifically approved by the Board for employees not covered by a union contract. Notwithstanding any language to the contrary, each employee shall start each year on the same step as he/she was on at the end of the prior year unless he/she received a promotion that required a salary schedule change. The minimum time which may be recognized as a year of service shall be full-time actual service rendered more than one-half (1/2) the number of days or more than one-half (1/2) the number of total hours required for the normal period of service for the position held.
 1. When a promotion is made from one classification to a higher classification, the employee shall be placed on the first level of the new range or at the level that results in an increase of approximately five percent (5%), whichever applies.
 2. An employee who voluntarily demotes to a lower classification will have their pay adjusted to the new range, based upon the employee's years of service. In that case, the employee will be placed at the level closest to the previous hourly rate without exceeding that rate of pay.
 3. An employee who accepts, or is given, a lateral transfer will assume the new positions at his/her same range and level.
 4. When an employee is on any type of leave without pay or Worker's Compensation, and the merit increase falls within that time, no merit shall be granted. Merit increase will be granted when the employee returns from leave, provided that one half of the work hours required have been fulfilled for that fiscal year. When less than one half of the required hours have been worked, the appointing site may, and with Santa Rosa District School Board approval, request in writing that the employee be granted the merit increase.
 5. **Upgrades to Higher Range.** When the appointing site requests, that the Santa Rosa District School Board approves an appointment to a position of a higher range, the incumbent employee, if applicable, shall receive an increase of approximately 5% or be placed in the first pay level of the upgraded pay range, whichever applies.
 6. **Downgrades to Lower Range.** When the appointing site requests, and the Santa Rosa District School Board approves, an appointment to a position of lower range, the incumbent employee will be placed in the range of the new position at a level that correlates with the number of years in the district, if that