

SUPPORT STAFF COMPENSATION PLAN

Introduction

To provide the assurance that the City of Bristol Virginia School Board has an equitable and competitive method of compensation, it has established a systematized method of wage administration.

Policies and Procedures for Administration

A wage range has been developed for every position in the pay plan, reflecting a blending of the market value of that position with the ability to pay. Efforts will be made to keep competitive the pay ranges within this pay plan. This will be achieved by continually assessing the market and establishing pay ranges based on both the external marketplace and the Board's financial resources. This is consistent with the goal to pay competitive earnings for the kind of work in the areas in which service is provided.

The following procedures outlined in the Compensation Administration Program apply to regular full-time and part-time employees of the Board in positions listed on the Support Staff Pay Schedule.

(A) New Personnel

As part of the pay system, entry hire rates have been established to provide flexibility in hiring into the established pay ranges based upon a new employee's qualifications and previous experience. The following procedures apply to new hires of regular full-time and part-time employees:

- (1) The Superintendent, or designee, may hire up to the maximum hire rate as established for each position. Hire rates are to be based on the qualifications of the individual with importance being placed on years of experience. The following schedule will provide direction, but is not meant to be a specific requirement for new hires. This is only a guide.

- | | |
|---|------------|
| 1 | Years = 1% |
| 2 | Years = 2% |
| 3 | Years = 3% |
| 4 | Years = 4% |
| 5 | Years = 5% |

And so forth up to Max Hire Rate

- (2) An individual hired into a position will be paid at least the minimum hire rate of an appropriate pay range, but normally not more than the Maximum Hire Rate. Exceptions may be made for unusual circumstances and/or exceptional candidates. These exceptions will be made by the sole discretion of the Superintendent and shall be adequately document to assure future consistency.

(B) Opportunities for Pay Increases

This procedure applies to regular full-time and part-time employees in positions listed on the Support Staff Pay Schedule.

The support staff pay schedule shall increase the same base amount as the teacher scale increased budgeted for the year and any step increase shall provide support staff with a comparable increase (i.e. if the Board approves a 1% Plus Step salary increase for teachers, the support staff pay scale will increase 1% and the employees' hourly rate increase will equate a 1% Plus Step increase).

(C) Guidelines for Pay Adjustments

Any percentage increases of base pay are determined by the Board on an annual basis predicated upon the annual budget.

(D) Promotional Increases

This procedure applies to regular full-time and part-time employees who are promoted to a position which falls in a higher range.

- (1) A promotion from a position in one salary range to a position in the next highest salary range shall provide the promoted employee with at least the budgeted increase in salary, provided that the new salary amount does not exceed the max hire rate for the newly assigned salary range.
- (2) A promotion from a position in one salary range to a position which is two or more salary ranges above the original salary range will provide the promoted employee with an additional increase of 1% per grade, provided that the new salary does not exceed the Max Hire Rate for the newly assigned salary range.
- (3) If the increase does not bring the employee up to the hire rate for the new range, then the employee will be moved to the hire rate of the newly assigned range.
- (4) The promotional increase shall never take an employee above the maximum for the range. In this case, the employee would receive the maximum for the range.
- (5) All promotional increases are contingent on the availability of funds, as determined on an annual basis.

(E) Lateral Transfer

Lateral transfers within jobs classified in the same salary range do not warrant an increase in an individual's salary and the individual will continue to receive opportunities as the compensation program dictates for other employees.

(F) Voluntary Transfer Requests, Involuntary Transfers and Demotions

When an employee requests a voluntary transfer, the employee will apply for the requested position. The procedures followed will be the same as a new employee regardless of whether the request is an above grade or below grade position.

If an employee is involuntarily transferred to another position due to budget cuts or administrative realignment, every attempt will be made to keep the employee's current hourly pay; however, the employee pay will move within the limits of the newly placed position. This may result in the employee hourly rate being frozen until the maximum rate of that position catches up to the hourly rate. Should unusual circumstances warrant a reduction in hourly pay, the final decision will be made solely by the Superintendent and shall be adequately documented to assure future consistency.

If an employee is demoted due to just cause, the hourly rate provided to the employee will be the same as if employee was a new hire. Exceptions may be made for unusual circumstances not addressed elsewhere. These exceptions will be made solely by the Superintendent and shall be adequately documented to assure future consistency.

(G) General Pay Adjustments

Periodically, compensation surveys will be conducted to ascertain whether or not the Board's compensation program is competitive to the market. Adjustments will be considered so that the Board's salary ranges reflect changing market conditions, coupled with the Board's ability to pay. If adjustments to the salary ranges are deemed necessary, these adjustments will be made at the discretion of the Board in one of the following two (2) ways:

- (1) Increasing (or decreasing) each salary range by an appropriate percentage, but making no across-the-board adjustments for an individual's compensation. Individual's compensation will be increased as current plan guidelines dictate.
- (2) Increasing (or decreasing) each salary range by an appropriate percentage, and at the same time, increasing (or decreasing) the employee's earnings by the same percentage, thereby keeping each person in the same relative position with his or her salary range.

(H) Finance Office Responsibilities

The Finance Office has been designated responsibility of the Compensation Program. The Finance Office, in conjunction with the Personnel Office, will have the following responsibilities in administering the program:

- (1) Ensuring that accurate job descriptions are prepared and maintained for all positions. (Personnel Office has primary responsibility.)

- (2) Ensuring that each individual covered under the compensation program is assigned to a proper position title and salary range.
- (3) Ensuring that approved compensation increases are within the established policies and guidelines of this program, or, if exceptions to the policies, they are supported with justifiable reasons and authorization for exception.
- (4) Ensuring that each individual's personnel file is up-to-date and contains documentation of all personnel actions and assumed position dates. (Personnel Office has primary responsibility.)
- (5) Ensuring that salary ranges are revised according to changes in marketplace factors, the Board's ability to pay, and the annual budget.
- (6) Ensuring that an overall assessment plan of compensation cost and how it coordinates to budgetary considerations and policy compliance is developed and monitored.

(I) Our Commitment to Fairness

Every attempt has been made to provide a compensation program that is competitive and fair to all persons. This program administration is designed to help each School Board employee, without regard to race, color, sex, race, national origin, mental or physical disability, veteran's status, or marital status to achieve his/her maximum earnings potential within the organization.

Adopted: by the Bristol Virginia School Board on June 14, 2000.

Revised: by the Bristol Virginia School Board on January 2, 2001.

**Revised: by the Bristol Virginia School Board on December 3,
2018.**