

POLICY—410.7—SALARY GUIDELINES		
	<i>DISTRICT CODE:</i> 410.7	<i>ADOPTED:</i> 5.16.2017
	<i>RESCINDS:</i> GCB	<i>ADOPTED:</i> 6.10.06
<u>BOARD POLICY</u>		
<p>1. It is the policy of the Board to meet with the Administration, officers of each departmental organization, and their appointed representatives in salary negotiations to establish salary schedules. It is also the policy of the Board to pay wages and salaries that shall enable the District to secure and retain qualified personnel.</p> <p>2. The Board delegates to the District Administration the responsibility for implementing the salary policy.</p>		
	<i>ADMIN-REG:</i> 410.7-1	<i>APPROVED:</i> 5.16.17
<u>ADMINISTRATIVE REGULATION:</u>		
<p>1. <u>Date of Payments</u> Two salary payments shall be made each month, one on the 15th and the other on the last day of the month. If the 15th or the last day of the month falls on a weekend or on a holiday, payday will be the preceding financial banking day of the month. All approved deductions, other than those legally required, shall be made only upon the written request of the employee.</p> <p>2. <u>Salary Rates</u> District personnel shall be compensated at rates agreed upon through negotiations and published in the salary schedules for each licensed group of employees. The actual employee's salary shall be a factor of his/her percent of contract and placement on the salary schedule.</p> <p>3. <u>Basic Salary Schedule</u> A basic salary schedule shall be established for licensed personnel. The schedule shall be based upon consideration of contract teaching experience in an accredited school and upon continued training.</p> <p>4. <u>Differential Allowance</u> Differential allowance may be paid to teachers with special assignments.</p> <p>5. <u>Salary Placement</u> 5.1. To determine an educator's initial salary placement:</p>		

- 5.1.1. Identify the educator's "Education Enhancement" Increment Level
- 5.1.2. Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - 5.1.2.1. Two half years, with at least one of the years being a minimum of 92 days, will be added together to equal one year/Increment Level
 - 5.1.2.2. Educator's experience in Canyons District receives full credit
 - 5.1.2.3. Educators who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience

6. Education Enhancement

6.1. To determine the educator's "Education Enhancement" Increment Level:

- 6.1.1. Identify the educator's degree attainment from an accredited university:

Bachelor's Degree	n/a
Bachelor's Degree + 20 semester hours	+1 Increment Level
Bachelor's Degree + 40 semester hours	+1 Increment Level
Bachelor's Degree + 60 semester hours	+1 Increment Level
Master's Degree (Total of 6 Increment Levels)	+3 Increment Levels
Master's Degree + 20 semester hours	+1 Increment Level
Master's Degree + 40 semester hours	+1 Increment Level
Master's Degree + 60 semester hours	+1 Increment Level
Doctorate Degree (Total of 12 Increment Levels)	+3 Increment Levels

Example: A newly hired educator with a Master's Degree +20 semester hours and four years of experience would be placed on Increment Level eleven (11), contingent upon verification of education and experience.

7. The Director of Human Resources and Business Administrator are allowed to make exceptions for difficult to fill positions.

8. Military Experience

No Increment Level shall be granted to any employee for military experience except for previous employees who have left the District to enter the military service. These employees shall be granted benefits required under the reemployment rights provision of Chapter 43 of Title 38, U.S. Code.

9. Submission of Evidence

- 9.1. It shall be the responsibility of the employees to submit to the Human Resources Department documented evidence which they wish to have considered in determining their initial placement on the salary schedule.
- 9.2. For new employees to the District, only graduate hours beyond the original certificate and B.S. degree will count toward salary placement except under the following circumstances. For new hires, undergraduate hours taken after the original certificate and B.S. degree may be considered for salary placement if the

new hires' hours are recommended to the Local Professional Improvement Committee (LPIC) by one or more District administrators as meeting an identified District need. The recommendation, along with supporting evidence, must be submitted in writing to the LPIC no later than the first five days of the new hire's start date, so the LPIC will have sufficient time to approve or deny the request.

- 9.3. Education Enhancement Increment Level(s) for current employees will be granted only for resident (on campus) college credit, USOE approved credit, District approved credit and LPIC approved in-service credit. These hours will be granted in accordance with Policy—400.212—Local Professional Improvement Committee.
- 9.4. Education Enhancement Increment Level(s) changes shall be awarded when the Human Resources Department receives proof of eligibility in the form of an official transcript. Proof of eligibility must be submitted prior to the 15th of the month to be effective on the 1st of the following month. Proof of eligibility received after April 15th will be reflected on the next school years contract.

10. Compensation for Substitute Teachers

A salary schedule for substitute teachers shall be established.

REFERENCES

None

FORMS

None

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.