

POLICY—410.7—SALARY GUIDELINES

	DISTRICT CODE: 410.7	ADOPTED: 5.7.2019
	RESCINDS: 410.7	ADOPTED: 5.16.2017

BOARD POLICY

1. The Board of Education directs the District Administration to meet with representatives of the employee agent group in salary negotiation to establish salary schedules.
2. It is also the policy of the Board to pay wages and salaries that shall enable the District to secure and retain qualified licensed employees.
3. The Board delegates to the District Administration the responsibility for implementing the salary policy.

	ADMIN-REG: 410.7-1	APPROVED: 5.7.2019
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ADMINISTRATIVE REGULATION:

1. Date of Payments
All licensed employees shall receive two salary payments each month, totaling twenty-four (24) payments per contract year, 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.
2. Salary Rates
District licensed employees 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.
3. Deductions
All approved deductions, other than those legally required, shall be made only upon the written request of the employee.
4. Basic Salary Schedule
A basic salary schedule shall be established for licensed employees. The schedule shall be based upon consideration of contract teaching experience in an accredited school and upon continued education (See, Section 9).
5. Differential Allowance
Differential allowance may be paid to licensed employees with special assignments.

6. Salary Placement

6.1. To determine a licensed employee's initial salary placement:

- 6.1.1. Identify the licensed employee's "Education Enhancement" Increment Level
- 6.1.2. Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - 6.1.2.1. No more than one (1) year service credit is awarded for a single school year
 - 6.1.2.2. One (1) year service credit is awarded for each year if the employee worked one-half or more of an accredited school system's contracted days in a single school year and at least 50% FTE
 - 6.1.2.3. Licensed employee's experience in Canyons District receives full credit
 - 6.1.2.4. Licensed employees who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience
- 6.1.3. Add one (1) additional Increment Level

7. Education Enhancement

7.1. To determine the licensed employee's "Education Enhancement" Increment Level:

- 7.1.1. Identify the licensed employee's degree attainment from an accredited university:

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

Example: A newly hired licensed employee with a Master's Degree +20 semester hours and four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

8. The Director of Human Resources and Chief Financial Officer are allowed to make exceptions for difficult to fill positions.
9. 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 the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
10. Submission of Evidence
 - 10.1. 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 or for education enhancement.
 - 10.2. For new employees to the District, the following will be accepted for education enhancement:
 - 10.2.1. University credits beyond the original license and Bachelor's degree
 - 10.2.2. USBE credit earned after July 2005
 - 10.2.3. USBE credit earned prior to July 2005, if approved by the Local Professional Improvement Committee (LPIC)
 - 10.2.4. Other educational credit approved by LPIC
 - 10.3. For current licensed employees to the District, the following will be accepted for Education Enhancement:
 - 10.3.1. Credit earned from an accredited university,
 - 10.3.2. USBE approved credit, District approved credit, and
 - 10.3.3. LPIC approved in-service credit. These hours will be granted in accordance with Policy—400.212—Local Professional Improvement Committee.
 - 10.4. Education Enhancement Increment Level(s) changes shall be awarded when the Human Resources Department receives a completed Application for Education Enhancement Change form and proof of eligibility in the form of an official transcript. Proof of eligibility must be submitted prior to the last working day 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.



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.