

ARTICLE XII -- COMPENSATION PLAN

Section 1. Statement of Policy

- A. All employees shall be compensated in accordance with the provisions stipulated herein, School Board Rules and State laws.
- B. The compensation system consists of rules and regulations governing the administration of the compensation system.
- C. The salary schedule shall consist of all pay grades and their specified salary ranges comprised of minimum and maximum annual salaries.
- D. The salary structure contains 18 pay grades with a five percent differential between grades, a minimum and maximum salary, and a 61 percent differential between the minimum and maximum.

Section 2. Initial Appointment Compensation

The rate of compensation upon initial employment shall be the minimum of the salary range for the job classification, unless the applicant is deemed to be exceptionally qualified for the position and/or recruiting efforts have failed to fill a position at the entry level; in this case, the Superintendent may authorize the initial compensation at a rate higher than the minimum of grade, but not to exceed the first quartile.

When a job vacancy is in a high demand occupational area and M-DCPS has experienced difficulty in recruiting, the parties agree to waive the existing first quartile limitation on initial compensation to create a more competitive starting salary.

A waiver requires that the following conditions be met:

- A. Existing single incumbent positions at a pay grade 45 or higher.
- B. The proposed initial compensation does not exceed the midpoint of the currently assigned pay grade.
- C. The vacancy has been advertised/posted once.
- D. DCSAA shall acknowledge in writing that the criteria above was met before implementation.

Section 3. Compensation Increases

An employee shall be eligible to receive a salary increase only when one of the following conditions exists:

- A. Negotiated salary increases which are provided for as stipulated in any economic settlement between M-DCPS and DCSAA, provided that employment commences on or before March 31 of the fiscal year.
- B. School Board approved reclassification of a position where the reclassification results in the position being assigned to a pay grade having a higher minimum and maximum salary.
- C. School Board approval of the promotion of an employee to a bargaining unit position which is assigned to a pay grade whose minimum and maximum annual salary exceeds their current salary range.
- D. An employee who is promoted to a position assigned to a higher pay grade shall receive a nine percent (9%) salary increase provided the new annual salary is not less than the minimum and does not exceed the maximum of grade.
- E. Employees assigned to rotating shifts will receive salary supplements while working on the shift. The amount of the supplement shall be equivalent to an amount equal to four percent of base salary for second shift or eight percent of base salary for third shift.

Section 4. Other Compensation Changes

A. Demotion

If demoted for unsatisfactory performance, an employee's salary shall be reduced to the same pay rate in the lower pay grade. If a bargaining unit employee who has been demoted accepts a position certified for inclusion in another bargaining unit, the employee's new salary shall be the published rate for the new assignment which is the closest to but less than the current salary. If the current rate is less than the new minimum salary, the employee's rate shall be frozen for the current fiscal year, however in no case shall the employee's salary exceed the maximum of the new assignment.

B. Reclassification

When the School Board approves the reclassification of a position and that position is assigned to a higher pay grade, the incumbent shall receive a salary increase of five percent (5%) or he/she is placed at the minimum of the new pay grade whichever is greater.

When a position is reclassified and assigned to a lower pay grade or when the minimum or maximum salary for a pay grade is decreased, the pay of an incumbent employee's salary may remain unchanged unless the annual salary is less than the minimum of the new pay grade. If the employee's salary exceeds the maximum of the new pay grade, the employee's salary shall not be adjusted for the remainder of the fiscal year of the effective change.

C. Career Redirection

Career redirection is the result of a decision made by an employee to pursue a different career path, e.g., move from a non-school site administrative position to a school site administrative position. Such a decision may be lateral in nature or may be a request for assignment to a lower pay grade. Such a request may result from a career development conference between an employee and supervising administrator, or may be initiated by the employee upon careful consideration of career opportunities. A request for career redirection, whether resulting in a lateral move or a downward adjustment in pay grade, shall be made by the affected employee in writing to the employee's supervisor for consideration and forwarded to the appropriate office. Final disposition of the request shall rest with the Chief Personnel Officer for Human Resources, who shall forward a recommendation for the Superintendent's consideration.

D. Reassignment

When a reassignment to a lower pay grade is at the request of the employee, the pay shall remain unchanged for the balance of the fiscal year, provided that the resultant rate of compensation does not exceed the maximum of the lower pay grade. If the employee's salary is above the maximum, it shall be reduced to the maximum of the lower pay grade. If the employee's salary is below the maximum for the lower pay grade, the employee will maintain their current rate of pay. The salary will be increased by the annual increment of the lower pay grade until the employee reaches the maximum.

When an employee is involuntarily reassigned to a position at a lower pay grade, the employee will be placed on the salary schedule of the lower pay grade at their current salary. If the employee's current salary is above the maximum of the new pay grade, he/she shall be frozen at his/her salary level for the balance of the fiscal year. Effective July 1 of the new fiscal year, the employee's salary shall be adjusted to the maximum salary of the previous fiscal year at the lower pay grade. Employees adjudicated pursuant to this procedure shall be eligible for subsequent salary enhancements.

Section 5. Compensation Upon Transfer or Lateral Reassignment

An employee who is transferred or reassigned to a position at the same pay grade shall not be granted a compensation increase as a result of being transferred.

Section 6. Compensation for Part-Time/Hourly Employment

Employees filling a position on a part-time basis shall be compensated at the minimum hourly pay rate of the grade, unless otherwise approved by the Chief Personnel Officer for Human Resources.