

Policy 4.001. Compensation Policy

The C.E.S. Representative Council seeks to maintain a compensation program which will keep C.E.S. in a favorable, competitive position as an employer and will encourage professional growth and personal improvement among the staff. The Executive Director shall develop and recommend wage and salary schedules for administrative and non-certified personnel and for certified and non-certified substitute employees and shall present such schedules to the Representative Council for approval consistent with any applicable collective bargaining agreements. All wage and salary schedules approved by the Council cover July 1st through June 30th of the appropriate fiscal year.

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REVISED: June 18, 1992
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4.001A. Procedures for Application of Wage and Salary Schedules

1. Definitions:
The term “wage” means compensation for non-exempt employees.
The term “salary” means compensation for exempt employees.
2. An employee’s wage or salary schedule is determined by the employee’s job title and job description. Each Division Director shall receive a complete set of wage and salary schedules prior to July 1st of each year. Copies are available through the C.E.S. Personnel Office.
3. Once a successful candidate for a position has been selected, the Program Director determines a recommendation for placement on the appropriate wage or salary schedule in accordance with this procedure. Any experience which is less than six months cannot be credited for placement on the salary schedule. Any experience which is more than six months may be credited at the discretion of the Division Director, subject to administrative review. The Division Director recommends a wage or salary to the Executive Director. No wage or salary may be finalized until the Executive Director’s approval has been obtained.
4. Any Division Director who is unsure at the time of hiring of the appropriate wage or salary schedule or placement on the schedule should contact the C.E.S. Personnel Office for assistance.
5. Certified personnel are placed on the salary schedule on the basis of relevant full-time paid experience and degree status as determined by and in the discretion of the Division Director, as set forth in Paragraph 3, above. Where stipends are applicable, the stipend amount is determined by the scope of the program responsibility.
6. Non-certified personnel are placed on the appropriate wage or salary schedule based upon relevant full-time paid experience, training and/or education within the most recent past ten years.
7. To establish a daily rate, the formula is:
 - Twelve-Month Positions – Annual Base Salary Divided by 260 Days.
 - School Year Positions – Annual Base Salary Divided by 187 Days.
8. To establish an hourly rate, the formula is:
 - Twelve-Month Positions – Daily Rate Divided by 7.5 Hours.
 - School Year Positions – Daily Rate Divided by 7.5 Hours.

9. To pro-rate a School Year (187 Day) Base Salary to a Twelve Month Base Salary, the formula is:
- School Year Daily Rate Multiplied by 226* Days equals Twelve Month Annual Base Salary.
 - *226 is derived as follows: 260 days less 20 vacation days and 14 holidays equals 226. Note: Number of vacation days may vary depending on classification but the formula will not be affected.

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