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## ADMINISTRATIVE/TECHNICAL SALARY SCHEDULE COMPENSATION PLAN

### GENERAL PROCEDURES AND GUIDELINES

Effective Date: July 1, 2023

The 2023-2024 salary schedule for Administrative/Technical Personnel is an "open-range" format providing a salary range consisting of a minimum and maximum salary for each pay grade. The placement of a new hire employee will be based on related experience at the same responsibility level.

#### **SALARY ADMINISTRATION PROCEDURES:**

**New Hires** - Placement of new employees on the salary schedule shall be determined by a comparison of their salary history, comparable years of experience at the new job level and internal equity. In cases of critical need for which there are a limited number of qualified candidates, the Superintendent or his/her designee may approve a higher starting salary for these employees. Job classifications identified as such will have an extended salary range.

**Salary Increases** - Salary increase percentages are determined each year by the available OCPS budget dollars and the movement of the salary schedule. Increases to individual salaries will not go beyond the maximum of the salary range. Therefore, if an employee is currently at the range maximum and the budget guideline is 4%, but the maximum of the range moves 3%, the employee would be eligible for only a 3% increase.

All Administrative employees must be hired or in an administrative role by January 15<sup>th</sup> of the current year in order to be eligible for the July 1, budget guidelines pay increase. All other employees must work one day over half of the previous school year to be eligible for a July 1, budget guideline pay increase, using the promotional guidelines below. Employees who do not meet this time frame would still be entitled to the range movement if any.

In compliance with the 2011 Student Success Act, school-based administrators will receive performance pay based on annual evaluation when salary increases are provided. Principals and Assistant Principals assigned to Title I and Focus and Priority schools will receive a salary supplement of no less than \$5 per pay check.

#### **Promotional Increases:**

##### **Promotion within Administrative Schedule:**

If an employee is promoted one or two pay grades, the employee will receive the greater of an increase of 5% to current base pay or an increase to the minimum of the new range. If an employee is promoted three or more pay grades, the employee will receive the greater of an increase of 10% to current base pay or an increase to the minimum of the new range.

##### **Promotion from Instructional to Administrative:**

Employees being promoted from an Instructional position to an Administrative position with no previous comparable experience will receive the greater of an increase of 5% to current annual base pay or the minimum of the new salary grade. If the employee has previous related experience that is comparable to the level and position being promoted into, credit will be given for prior experience. Special exceptions may be considered for critical needs areas.

##### **Promotion from Classified to Administrative:**

Employees being promoted from a classified position to an Administrative position with no previous comparable experience will receive the greater of an increase of 5% above current annual base pay plus a portion of average overtime, based on the overtime credit guidelines, or the minimum of the new salary grade. If the employee has previous related experience that is comparable to the level and position being promoted into, consideration will be given for prior experience.

#### **Demotions/Downgrades:**

Employees receiving a demotion/downgrade of one or two pay grades will receive the lesser of a decrease of 5% below current annual base pay or pay grade minimum. Employees receiving a demotion/downgrade of three or more pay grades will receive the lesser of a decrease of 10% below current annual base pay or pay grade minimum, not to exceed the maximum of the salary range.

#### **Returning Retirees:**

If an administrative employee retires and returns to OCPS at the same or lower level capacity, the employee will be compensated at the top of the first quartile of the salary range. If the retired employee is returning to OCPS to take a higher graded position, the employee's salary will be determined by experience level, not to exceed the top of the first quartile.

#### **Other Breaks in Service:**

If an employee terminates and is rehired in the **same job** within six months, he/she shall be reinstated at the former grade and salary. Breaks in service longer than six months shall require salary placement consistent with new hire provisions. For previous OCPS employees, all previous OCPS experience at a comparable level may be brought to the salary schedule.

### **Leaves of Absence:**

Approved leaves of absence shall not constitute a break in service, and will not count as time worked for the purposes of pay increases.

### **Salary Supplements:**

Upon approval by the Superintendent, the following salary supplements are awarded for no more than one year at a time and shall **not** be added to the base pay of the employee for either future years or calculation of percentage increases.

- a) Additional Duties: Unique and unusual assignments requiring significant additional responsibilities may be compensated with a supplement of up to \$3,000.
- b) Performance Incentive Pay:
  - *An incentive award of up to \$3,000 may be established.*
  - *These awards will not become a part of base pay.*
  - *Nominations for these awards will be made by the supervisor and reviewed by the executive cabinet for recommendation to the superintendent.*
  - *Nominations will be supported by appropriate documentation that on its own merit is clear and convincing. Since the basic standard for receiving base pay is high performance, these nominations are exceptions to the rule.*
  - *It is expected that an individual would not be able to sustain such levels of intensity any more frequently than once every three years.*
  - *Eligibility for nominations is characterized by dramatic, perhaps even profound, improvements in their own and their cost center services. These changes are such that they are widely recognized by peers, the Executive Cabinet, and the system in general.*
- c) K-8 Principals: Principals assigned to a K-8 schools will be compensated at the Elementary School level, but will receive a 2% salary supplement at the end of the school year.

### **Targeted Schools and School Transformation Office Recruitment and Performance Bonus**

- **Targeted Schools**
- Schools that currently have or previously had a school letter grade of an "F"
- Schools that have earned 3 consecutive D's
- Schools within the School Transformation Office
- Targeted Schools are identified annually and are posted on the Compensation Services website
- Supplement for assistant principals:
  - *Assistant Principals appointed/reappointed to the targeted schools for the specified school year will receive \$68.18 per pay check*
- Recruitment Bonus for principals and assistant principals: the section below pertains to principals and assistant principals requested specifically to work (based on high performance) at the targeted schools for the specified school year only.
  - *Principals appointed/reappointed to the targeted schools for the specified school year are eligible for a \$recruitment bonus. The bonus is paid in three payments over the school year.*
  - *Assistant Principals appointed/reappointed to the targeted schools for the specified school year are eligible for a recruitment bonus. The bonus is paid in three payments over the school year.*
- Retention Bonus for principals and assistant principals: the section below pertains to principals and assistant principals who are reappointed specifically to a targeted school.
  - Principals reappointed to the targeted schools for the specified school year are eligible for a retention bonus. The bonus is paid in three payments over the school year.
  - Assistant Principals reappointed to the targeted schools for the specified school year are eligible for a retention bonus. The bonus is paid in three payments over the school year.
  - Principals and Assistant Principals must not be on an improvement plan or must maintain a "C" or better or must move the grade upward to receive one of the three payments.

- Performance Bonus for Principals:
  - \$10,000 Opportunity: The targeted school receives a school letter grade of an "A" or the targeted school improves two letter grades
  - \$5,000 Opportunity: The targeted school receives a school letter grade of a "B:

**Special Assignment** - Principals or other employees placed on special assignment such as "principal-on-assignment" should receive a base pay commensurate with the new assignment, typically the same as their prior assignment.

Situations not specifically addressed through general guidelines will be handled on a case-by-case basis using a consistent approach in order to maintain integrity of the pay system.

In a dynamic organization, the need for revisiting positions is necessary when significant changes in responsibilities occur. To accommodate the potential need for upgrading/downgrading a position, on an as-needed basis, please contact Compensation Services. The request will be processed using an analysis of various criteria including written justification from the department head and a draft of the revised job description.