

## **Compensation**

The Board of Directors annually establishes salaries for all employees through the adoption of salary schedules. Related benefits will be made available as provided by law and/or Board Policy. RCW 28A.310.230

### **General Provisions**

All employees will be paid on the last working day of each month.

Nonexempt employees paid on hourly time sheets will be paid for hours worked during each pay period on the last working day of each month. The pay period will begin the eleventh (11th) of the month and end the tenth (10th) of the following month.

The work week begins Saturday and ends Friday.

### **Pay Differential**

Pay differential may be applied to positions designated by the Superintendent.

### **Certificated Employees – Salary Schedule Placement and Advancement**

Certificated employees will be placed on the established salary schedule based on substantiated professional experience, latest and highest degree, eligible academic credits and/or eligible in-service credits earned since receiving the latest and highest degree.

Advancement on the salary schedule is based on experience and educational attainment, and will be implemented in accordance with procedures approved by the Superintendent.

Eligible documentation received in Human Resources by October 1 of the year for which compensation is being calculated will be used for the purpose of placement and/or advancement on the certificated salary schedule. Eligible documentation received after October 1 will be applied the next contract year.

### **Classified Employees – Salary Schedule Placement and Advancement**

Classified employees will be placed on step 1, 2, or 3 of the established salary schedule based on the employee's education, experience, unique skills or talents, or based on the ESD's needs. The Superintendent may approve initial placement beyond step 3.

Eligible classified employees will advance to the next step on the salary schedule, as approved by the Board of Directors through the adoption of the ESD budget. Eligible employees are employees who have worked for at least six months, who are not on probation and who are adequately performing the essential functions of the job. The Superintendent may advance an employee more than one step based on exceptional performance or extraordinary contributions or circumstances.

Employees who have separated, and return to work at the ESD, may be placed at the salary step and level they were on at the time of separation.

### *Legal References:*

*RCW 28A.405.200 Annual salary schedule as basis for salaries for certificated employees.*

*WAC 392-121-264 Definition — Certificated years of experience.*

Adoption Date: **4-10-75**

Revised Dates: **9-23-76; 1-20-77; 1-23-79; 1-22-81; 1-21-82; 1-24-84; 2-26-85; 10-25-88; 2-20-90; 3-26-91; 2-23-93; 9-26-95; 2-24-98; 1-28-03; 2-22-05; 7-28-15; 1-1-17; 9-23-24**

Renumbered: **306 to 5310 1-1-17**