

11.2 COMPENSATION POLICY

Purpose:

The purpose of this policy is to define the roles between Director and Board of Trustees in determining employee compensation. Employee compensation makes up a large portion of the school's budget, directly affects the performance of the school, and has long term implications. Because of the importance of these matters, roles should be clearly defined.

Policy:

It is the responsibility of the Director to ensure that funds are available for any compensation within the specified budget category.

New Positions:

New positions within the school must first receive approval to be added from the Board of Directors and be in accordance with hiring procedures. Compensation for new positions will be determined jointly between the Director and Board of Directors and should fall within the suggested salary schedule.

New Employees:

Compensation for new employees hired for existing positions will be determined based on previous compensation for the position, employee qualifications, and the suggested salary schedule. The Director will determine new employee compensation based on the above criteria and should fall within the suggested salary schedule. Any new employee compensation more than 5% above the suggested salary schedule will require approval from the Board of Directors.

Existing Employees:

Raises for existing employees are determined by the Director based on employee performance, the suggested salary schedule, and budget available for compensation. Any raise in excess of 5% over one year, with or without duty changes will require approval from the Board of Directors. Any changes to qualifications or categories within the suggested salary schedule will be addressed at the beginning of the next salary agreement and not in the middle of a budget year.

Approved: 08/15/2015