

P4016 SALARY PLACEMENT PROCEDURES FOR CLASSIFIED STAFF

BOARD POLICY:

An individual employed in a classified position by the Wichita Public Schools will be placed on a range as identified in the Board approved Classified Salary Schedule. The exact step on the range will be determined by the Chief Human Resources Officer or designee after consideration of the individual's work, education, and/or training.

Administrative Implemental Procedures:

1. It is the responsibility of the Human Resources Division to identify the initial range and step for each individual being employed, based on the information provided on the individual's employment application.
2. Normally, a new classified employee may be placed no higher than Step 6 on Ranges A through Jc and K through Z of the Classified Salary Schedule. The Superintendent or designee may authorize the employment of a person at a higher step in positions where there are critical shortages.
3. Classified personnel who are employed for a position formerly held, within a year, or for a related position, may receive the same or a comparable salary step placement. Work experience will be evaluated for salary step placement when a classified employee is rehired in an assignment that differs from their former position.
4. Upon moving from one salary range to the next higher range, employees will normally be retained on the same step. If employees move more than one salary range, they may be placed on a lower step but shall receive not more than 7 percent increase in salary. The Superintendent or designee must approve such exceptions. This 7 percent does not apply to employees who move from the A-Jc Salary Schedule to the K-Z Salary Schedule.

Administrative Responsibility: Human Resources

Latest Revision Date: November 2019

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