

P4503 SALARY PLACEMENT PROCEDURES

BOARD POLICY:

An individual employed by the Wichita Public Schools will be placed on a range as identified in the Board approved Classified Personnel Classification Plan. The exact step on the range will be determined by the Division of Human Resources 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 range and step for each individual being employed and to recommend the identified range and step placement to the Superintendent of Schools and the Board for final approval.
2. Normally, a new classified employee may be placed no higher than Step 6 on Ranges A through Jc of the Classified Salary Schedule. The Superintendent may authorize the employment of a person at a higher step in positions where there are critical shortages.
3. Normally, a new classified employee may be placed no higher than Step 6 on Ranges K through Z of the Classified Salary Schedule. The Superintendent may authorize the employment of a person at a higher step in positions where there are critical shortages.
4. Classified personnel who are employed for a position formerly held or a related position may receive the same comparable salary step placement. Work experience will be evaluated for salary step placement when a classified employee is rehired in a skilled assignment not related to his/her former position.
5. 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 less than 7 percent increase in salary. The maximum employees would normally receive when advancing to a higher range is to retain their present step on the salary schedule. There may be exceptions to this policy, e.g., employees changing to a craft and/or field where they are unskilled or inexperienced, and classifications which are upgraded for the purpose of increasing the pay potential for a number of employees.

Administrative Responsibility: Human Resources

Latest Revision Date: November 2005

Previous Revision Date: June 1993 P4503

Reference: Policies and Procedures for Classified Personnel