

### 7.03 Support Staff Wage Adjustments

- A. Eligibility Requirements – Performance Increment: ~~An employee may apply for the Performance Increment or a supervisor may request the increment for an employee by completing the Support Staff Compensation Plan Adjustment Form (Appendix Part III 7.03A) and submitting it along with a copy of the most recent employee evaluation. All adjustments are determined for the ensuing year. Adjustments in increment are in addition to annually negotiated increases in salary. An employee may be eligible for a performance increment of \$.25/ hour one time every four years.~~
- B. Eligibility Requirements - Service Increment: An employee is eligible for the service increment when the anniversary year of the employee's date of hire will be divisible by 5. [For example, the eligible employee who was hired between January 1 - December 31 of 2004 would earn the service increment for payment beginning July 1 2009, having recorded five years of service since the anniversary year of his hire indicates his cumulative service to the District is divisible by 5.] The District records dates of hire for all employees. In the event of intervening employment, the last date of hire will be used to determine a service increment of \$.25 / hour.
- C. Eligibility Requirements - Skill Increment: Employees request approval for enrollment in training from their supervisor using form Appendix Part III – 7.03C. Successful completion of 120 hours of additional approved training will qualify the employee for a pay increment for the ensuing year. The remuneration will be an additional \$.25/hour. Documentation of additional training and/or skill development must be submitted to the immediate supervisor for any employee applying for compensation adjustment at the Skill Increment Level (Appendix Part III-7.03A). The training must be useful in performing tasks within the current position of employment. Training acquired on the job can be certified by the supervisor as augmented performance to qualify for additional compensation. Supervisors will pre-approve any additional training that will be applied for compensation adjustment. Once an employee has submitted a Compensation Adjustment Form, the employee will be informed of the status of the application within two weeks of the submittal date. **Skill Increment option expires June 30, 2018**
- D. Employees are only eligible for one of the above wage adjustments (7.03A, B, C) per school year.
- E. Appeals: An employee may appeal a decision of a supervisor/administrator regarding the application within two weeks of having been informed of the application not having been approved. The employee then has two weeks to file a letter of appeal with the person at the next decision level (principal, district administrator, or personnel committee of the Board of Education) requesting a meeting for reconsideration of the decision, and a decision will be rendered and communicated within a two-week period; two week deadlines for communicating a decision and filing subsequent appeals at all levels will be the expected practice. A hearing before the personnel committee of the Board of Education will constitute the final appeal remedy.
- F. An employee who has been denied a wage adjustment may re-apply for the ensuing fiscal year subsequent to a successful performance evaluation.