

## Title: Salary Increase Policy

### Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	0033d
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### Revision History

Revision	Date	Revision Description	Originator
	March 2007	initial draft	K. Buchheit
B	March 1, 2010	Revision	K. Buchheit
C		Revision	K. Buchheit
D	April 3, 2017	Revision	K. Buchheit

### 1.0 Salary Increase

It is the intent and desire of the BCS Board to provide a salary increase as possible each fiscal year. However, salary increases are dependent on:

1. Student numbers enrolled at BCS
2. Average Daily Membership or ADM amount per student received from State of Oregon.

Consideration of the number of years employed at BCS will be taken into consideration when looking at salary increases.

A salary step-chart modified from the Silver Falls School District is used. The step-chart that BCS uses recognizes only a BA and a MA. A possible salary increase from the step-chart will only occur if the ADM amount received per student from the State of Oregon will allow the increase. If the ADM amount will not allow an increase for the year in question, salaries will remain frozen until the ADM amount will allow an increase. Any increase after a possible freezing of salary will continue from where freezing occurred and will not jump steps.

### 2.0 Personal Days

For the first 2 (two) years of employment at BCS, a salaried employee will receive 8 personal days and a hourly employee will receive 3 personal days each year to be used as the employee chooses.

After the initial 2 (two) years of employment at BCS, a salaried employee will receive 10 personal days and a hourly employee will receive 6 personal days each year of employment to be used as the employee chooses.

### 3.0 Personal Days Rollover

Each year, salaried employees will have the choice of either rolling over unused personal days for up to 2 years worth of unused personal days or to take compensation for the unused days at \$180.00 per day. The maximum number of unused personal days that may receive monetary compensation in a year is 10 (ten) days. Hourly employees have the same options of either rollover or compensation at their hourly rate for the number of hours normally worked in a single day for unused personal days.

### 4.0 Achievement of Masters Degree Acknowledgement

When a BCS employee attains an advanced degree such as a Masters, in education there will be a salary acknowledgement of this attainment by utilizing the degree in determining the employee salary placement on the salary step-chart.

BCS administrator can notify to the BCS Board that a degree is not applicable, in which case the employee must provide written description to the BCS Board of how the degree in question will be used in the classroom at BCS. In this case, the decision of the BCS Board is final.

### 5.0 Acknowledgement of New Employee with a Masters Degree

When a new BCS employee already possesses an advanced degree such as a Masters in education, there will be a salary acknowledgement of this by starting them at 0 step with a MA.

For a new employee, there will only be the one salary acknowledgement regardless of how many advanced degrees are held at initial employment.

BCS administrator can notify to the BCS Board that a higher level degree in something other than education is not applicable for the higher salary rate, in which case the employee must provide written description to the BCS board of how the degree in question will be used in the classroom at BCS. In this case, the decision of the BCS Board is final.

### 6.0 Salary Step-Chart

Step	BA	MA
0	35,813.00	38,862.00
1	37,056.00	40,260.00
2	38,299.00	41,665.00
3	39,540.00	43,067.00
4	40,782.00	44,467.00
5	42,023.00	45,868.00
6	43,264.00	47,271.00
7	44,503.00	48,673.00
8	45,747.00	50,075.00

9	46,989.00	51,476.00
10	48,231.00	52,877.00
11	49,473.00	54,277.00
12	50,715.00	55,681.00
13	51,957.00	57,080.00
14	53,199.00	58,481.00
15	54,441.00	59,886.00
CAP	55,000.00	60,000.00