

# Title: Salary Increase Policy

## Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	0033g
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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
E	April 10, 2019	Revision	K. Buchheit
F	May 5, 2021	Revision	K. Buchheit & K. Frank
G	Mar 1, 2023	Revision	Board

## 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 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. Freezing of salaries will only be considered after all other cost cutting options have been explored and utilized by the BCS Board.

## 2.0 Personal Days

For the first 2 (two) years of employment at BCS, a salaried employee will receive 12 personal days and an hourly employee will receive 7 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 14 personal days and an hourly employee will receive 10 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 20 days 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 step 1 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 Step Placement for New Employees**

New BCS employees will start at the step 1 that corresponds with their degree. However, the administrator may negotiate a higher starting step to acknowledge actual classroom teaching experience. A negotiated higher starting step will need to be confirmed by the BCS Board prior to any contract being signed.

## 7.0 Returning Bonus

Returning bonuses are at the discretion of the BCS Board in all aspects.

## 8.0 Salary Step-Chart

Initial year at BCS = Step 1. Steps are increased by 2.5% each year except on the “5’s (5, 10, 15,...) it increases by 6%. Each increase is rounded up to the next whole dollar amount. Cap at employment year 15, no further increases.

Step	BA	MA
1	45,000.00	48,300.00
2	46,125.00	49,508.00
3	47,279.00	50,746.00
4	48,461.00	52,015.00
5	51,369.00	55,136.00
6	52,654.00	56,515.00
7	53,971.00	57,928.00
8	55,321.00	59,378.00
9	56,705.00	60,863.00
10	60,108.00	64,515.00
11	61,611.00	66,128.00
12	63,152.00	67,782.00
13	64,731.00	69,477.00
14	66,350.00	71,164.00
CAP	70,331.00	75,434.00

## 9.0 Policy Review

This policy to be reviewed by the BCS Board at least every 2 years at the January BCS Board meeting.