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## **Criteria for Moving Up the Salary Schedule for Classified Staff**

### **Purpose**

This procedure provides guidelines to classified staff for moving up the salary schedule.

### **Scope**

This procedure applies to all Valley School District classified staff.

### **Procedure**

1. A classified salary schedule with 13 steps has been developed for use beginning the 2004/2005 school year. To determine when a classified employee moves up on the salary schedule, the following criteria will apply:
  - (a) Full-time employees (equivalent to hours worked by a full-time teacher, usually 1464 hours/year) -Advance annually
  - (b) Part-time employees (equivalent to 6 hrs/day x 180 days/yr or more) - (1,080 Hrs.)- Advance annually
  - (c) Bus Drivers (equivalent to 4 hrs/day x 180 days) - (720 Hrs.) - Advance annually
  - (d) Custodian (equivalent to 6 hrs/day x 200 days) - (1,200) - Advance annually
2. Any employees not meeting the minimum requirements for an annual adjustment will automatically be advanced after two years' employment.

### **Supporting Documentation**

N/A

### **Document History**

<b>Action:</b>	<b>Date:</b>
New	To Be Determined
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