



Department: Human Resources
Policy Number: HUM-A046
Effective Date: 10/17/2005

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

CLASSIFIED EMPLOYEE COMPENSATION PLAN

Each job is assigned to one of thirteen (13) Pay Grades; each Pay Grade has twenty one (21) pay steps.

Determination of Prior Service Credit - Classified Personnel

For the purpose of computing salaries of persons employed, transferred or promoted after the adoption of this policy, the Clarksville-Montgomery County School System will recognize the following kinds of experience:

1. Prior experience in the same class title or career path, not to exceed nine (9) years with the Clarksville-Montgomery County School System provided the employee left the service of the school system in good standing. Employee is placed at the step they were previously being paid for, not to exceed step 9. If an employee had a market adjustment which resulted in a higher grade but lower step, the previous step will be used to determine appropriate placement.
2. Persons who become employed by the Clarksville-Montgomery County School System who have previously been assigned to the school system while working under a federal project grant are given prior experience credit equal to the years they have worked in comparable position.
3. New hires possessing the minimum knowledge, skills and abilities required by a job are normally hired at Step 1a for the job. If a Supervisor has selected a candidate for a position who has more relevant employment experience, more education, or higher skill level than normally required for the job they may request to the Chief Human Resources Officer (CHRO) (ref. [CLS-F019](#), [CLS-F019a](#), and [CLS-F019b](#)) that the experience/education be granted as prior experience. Approval from the CHRO must be received before the employee is hired. If this option has been approved, the employee will be placed at requested step not to exceed step 9 at initial hire. The current pay rates, qualification and skill levels of existing job incumbents are carefully considered before a new employee is given credit for prior experience or education.
4. Effective 1 July, 2020 CMCSS certified teachers who transfer into educational assistant positions will receive steps equivalent to years of teaching with the district. Consideration will be given to those with master's degrees or higher, and 4 additional steps will be applied. External certified teachers who are new hires to educational assistant positions may have prior experience/education considered but will not exceed 9 steps at initial hire. Requests for consideration should be sent to the Chief Human Resource Officer (CHRO) (ref. [CLS-F019](#), [CLS-F019a](#), and [CLS-F019b](#)).
5. The Chief Human Resources Officer/designee is the final authority for approving prior service credit verification.

Step Increase Policy

The Classified-Compensation Plan provides twenty-one (21) steps for advancement within each skill level. Employees are advanced with the appropriate skill level based upon years of experience and satisfactory evaluation by the employee's designated supervisor.

Employee advancement is based upon the following:

1. Regular Employees who receive a satisfactory performance evaluation during the year are eligible for a step increase each July 1.
2. Employees are not eligible for a salary increase until the completion of the first six months of employment. Employees who receive a satisfactory performance review at the end of their probationary period are eligible for a salary increase effective on the date six months following the date of employment. The amount of this increase equals one-half step (1%). Subsequently, these employees would be eligible for salary increases July 1 of each year, after completion of at least 9 months of employment. Employees hired at a step beyond step 1a will not receive a step increase at the end of their probationary period.

Step Increases while on unpaid Leave of Absence

Scheduled salary increases are not postponed for employees on approved paid sick leave or paid leave of absence. If an employee is paid for 50% of their annual scheduled work days they will move to the next step. If an employee is out on approved leave without pay for more than 50% of their scheduled work days they will not move to the next step until the beginning of the following fiscal year.

Standard Promotional Increases

At the time of the promotion, the individual's salary is adjusted to reflect the increased demands and responsibility of the new position. If the employee is promoted to a position that is within the same career track (see attachment), the employee's pay rate will normally be increased to the lowest Step for the new job that is at least 8% greater than the employee's current Pay Step, with a minimum placement of step 2. If the position is not within the same career path, the employee will be placed at step 2 on the higher pay grade.

Supervisors may request additional step(s) be granted if candidate has more relevant experience or skill level than required for the position. Maximum of nine (9) steps will be granted. Approval from the CHRO must be received before steps are granted, with completed CLS-F019b.

Voluntary Lateral Transfer

A lateral transfer is a change in assignment from one work location to another within the school system or a change in assignment from one position to another position for which the employee is properly qualified. If an employee is selected for a transfer and the new position is in the same career track, they retain their current step status. If an employee is selected for a transfer and the new position is the same Grade but not within the same career path, the employee begins at Step2. All transfers are subject to the approval of the Chief Human Resources Officer/designee.

Temporary Reassignment

No pay adjustments are made for temporary assignments of less than 30 working days to perform the work of a job above the employee's assigned Pay Grade. Adjustments to pay rates of employees assigned temporarily for more than 30 days but less than six months to perform work of higher-level jobs are made at the discretion of management. Normally adjustments equal two (2) steps.

Demotions or Reassignment to a Lower Grade

Demotions occur when an employee is reassigned or voluntarily requests a transfer to a position in a lower Pay Grade. If an employee was promoted and subsequently returned to the original (lower) job, his/her pay rate is adjusted to the pay rate that would apply if the promotion had not occurred. If an employee elects to transfer into a position that is a lower grade, but within the same career track they will retain their current steps. If they are not within the same career path the employee's pay rate of pay will be reduced to step 2. If an employee has a market adjustment which results in a higher grade but lower step, the previous step will be used to determine appropriate placement. This exception will be granted for transfers that occur within sixty (60) days of grade increase.

Equity Adjustments

Adjustments to employees pay rates to correct inconsistencies or inequitable situations are occasionally necessary. The employee's supervisor and/or the Department Head document the reason for such an adjustment and forward the request to the Chief Human Resources Officer/designee no later than October 31 of the year for approval. Recommended equity adjustments must be submitted as part of the annual budgeting process, and if approved will be paid consistent with the normal salary increase cycle (July 1 of each year).

Calculation of Equity Adjustments

Adjustments are determined based on the results of scheduled yearly market analysis. If a position is determined to have upward movement, the position will be moved to the new grade. Step will be based on the next highest hourly rate of pay (no lower than 2), within new grade, based on grade of pay as July 1, at least 5 percent greater. Steps do not equal years of service. Employees in positions with movement to a higher grade should expect to have their steps decrease, but the decrease will not be greater than 2 steps. Although steps may be lower, the placement on the higher grade increases the future earning potential for employees in positions with upward market movement.

If market analysis determines the position to have downward movement, position will remain at current grade.

Calculations of Current Employees Salaries

Adjustments to the salaries of school system employees employed prior to the effective date of the market analysis which necessitated revisions to this administrative policy (July 1, 2005) are not authorized.

Compensation Guides and Schedules

A copy of all compensation guides for classified staff are located at the Human Resources Department and www.cmcss.net.

Associated Documents: [Career Path Chart, Attachment A](#)

Request for Transfer – Classified Staff Personnel ([HUM-F005](#))

TCA 49-5-611

Substitute School Bus Driver Pay ([TRN-A006](#))

Verification of Prior Job Experience ([CLS-F019](#))

Classified New Hire Prior Experience/Education Request ([CLS-F019a](#))
 Classified Transfer Prior Experience/Education Request ([CLS-F019b](#))

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/17/05		Initial Release
3/02/05	A	Add relevant "employment" in paragraph three and add last sentence of Voluntary Lateral Transfer paragraph and HUM-F005 reference under Associated Documents
10/05/06	B	In first paragraph 3 add "employment" after relevant.
2/27/08	C	Change name of policy, add note re TCA 49-5-611 in first paragraph under Determination of Prior Service Credit, add last sentence refloat custodian under Voluntary Lateral Transfer, add October 31, and replace last sentence with "and if approved..." under Equity Adjustments and add Calculations of Equity Adjustments.
5/05/08	D	Clarify #3 under Determination of Prior Service Credit – Classified Personnel, add form CLS-F019a and TRN-A006.
5/25/10	E	Revised Attachment A, changed Support Staff to Classified Staff under the Associated Documents section, and updated logo.
7/18/11	F	Removed reference to bargaining units in first paragraph of Determination of Prior Service Credit section. Removed references to "probationary" throughout. Deleted last two sentences in Voluntary Lateral Transfer section.
11/7/11	G	Added updated Attachment A
6/11/12	H	Update policy HUM-A002 to HUM-A060
4/6/15	I	Updated Step Increase Policy section to from sixteen to seventeen steps
11/23/15	J	Changed title to Classified Employee Compensation Plan.
12/14/15	K	Changed pay grade steps from 16 to 18 in para.1 and from 17 to 18 under step increase section.
10/17/16	L	Changed step from 18 to 19 throughout. Updated step increase information.
5/1/17	M	#3, added CLS-F019a. Updated associated documents.
7/17/17	N	Step increases updated to 20.
7/2/18	O	Step increases updated to 21.
8/12/19	P	Determination of Prior Service Credit – Classified, #2: replaced "not to exceed four years" with "equal to the years they have worked in a comparable position". Added references to CLS-F019b throughout. Standard Promotional Increases: added second paragraph. Voluntary Lateral Transfer: changed "Step 1" to "Step 2". Demotions or

		Reassignment to a Lower Grade: replaced “the employee’s pay rate normally would be reduced...” with last two sentences. Associated documents: added CLS-F019b.
10/7/19	Q	Added: If an employee has a market adjustment which results in a higher grade but lower step, the previous step will be used to determine
5/18/20	R	Added: 4 under Determination of Prior Service Credit – Classified. Updated associated docs.
3/22/21	S	Updated calculation of equity adjustments.
5/10/21	T	Added information to item 1 to include “same career path” along with experience in the same class title as prior experience that will be considered. Also added “If an employee had a market adjustment which resulted in a higher grade but lower step, the previous step will be used to determine appropriate placement” to item 1.
3/2/22	U	Updated information in the Calculation of Equity Adjustments portion of this policy.
9/19/22	V	Updated the Standard Promotional Increases portion of the policy with the following, “If the position is not within the same career path, the employee will be placed at step 2 on the higher pay grade.”

*** * * End of Policy * * ***