



Department: HUM  
Policy Number: HUM-A083  
Effective Date: 11/04/16

## ADMINISTRATIVE POLICY

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

### DETERMINING ADMINISTRATOR SALARIES

#### ADMINISTRATORS AT THE SCHOOL-LEVEL

The base salary for teachers transitioning into an administrative (Principal & Assistant Principal) position at the school level will begin at the appropriate pay grade / step 1. An administrator must complete 50% or more of an administrator contract period for the current school year before advancing a pay step the following fiscal year, beginning July 1. If the administrator serves less than 50% of an administrative contract period, they will remain at the same step the following fiscal year.

#### ADMINISTRATOR PROMOTION

The base pay for school level administrators moving into a higher school-level administrative pay grade will have their annual salary based on a weighted average with each of the following factors weighted at 50%:

- Step placement at current step on the new grade level.
- Step placement on the new grade level using a maximum of 8 years of experience and giving experience credit at a 1 to 4 ratio.

The base salary for administrators moving to a new position will be reviewed on a case-by-case basis by the Chief Human Resources Officer. If position change is result of a promotion, the individual's salary is adjusted to reflect the increased demands and responsibility of the new position. Salary will be based on a weighted average with each of the following factors weighted at 50%:

- Step placement at current step on new grade level.
- Step placement on new grade level using a maximum of 8 years of experience and giving experience credit at a 1 to 4 ratio.

#### ADMINISTRATOR DEMOTION

If a position change results in a lower grade than the employee's current step, accumulated administrator experience will be reviewed and an appropriate placement will be determined by the Chief Human Resources Officer.

#### EQUITY ADJUSTMENTS

Adjustments to employee's placement on the administrator salary schedule are occasionally necessary. The supervisor/Department Chief must document the reason for such an adjustment and forward the request to the Chief Human Resources Officer no later than November 30 of the year for approval. Recommended equity adjustments must be submitted as part of the annual market analysis and annual budget process. Adjustments are determined based on the results of the scheduled yearly market analysis. If a position is determined to have upward movement, the position will be moved to the next highest grade. The step will be based on the next highest annual salary within the new grade, based on rate of pay as of July 1, at least 5% greater. If market analysis results determine position is above the next highest grade, movement will be made over a two year period, following process described previously for each year.

If the District is unable to fill specific Administrator positions, the Director of Schools may identify these as "Hard-to-Fill" positions. Based on the need and recruitment challenge that may occur, an annual one-time only supplement of \$3,000 may be provided to a current employee who accepts a placement that is at the Senior Leadership Level and a \$2,500 annual supplement for non-Senior Leadership Level. A one-year commitment to the position will be required by the employee. If the employee begins after January of the school year, the supplement will be pro-rated based on the number of months working in this position.

An administrator must complete 50% or more of an administrator contract period for the current school year before advancing a pay step the following fiscal year beginning July 1<sup>st</sup>. If the administrator serves



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less than 50% of an administrative contract period, they will remain at the same step the following fiscal year.

**ADMINISTRATOR EXTERNAL CANDIDATES**

The base salary for new external administrator candidates will be reviewed on a case-by-case basis by the Chief Human Resources Officer.

An administrator must complete 50% or more of an administrator contract period for the current school year before advancing a pay step the following fiscal year beginning July 1. If the administrator serves less than 50% of an administrator contract period, they will remain at the same step the following fiscal year.

**POPULATION SUPPLEMENT**

A population supplement will be added to administrative positions based on the criteria in the chart on the following page. The student population will be reviewed at the end of the first attendance reporting period (20 school days), and adjustments will be made for the following pay period.

POSITION	STUDENT POPULATION	STIPEND
High School Principal I	699 or less	N/A
High School Principal II	700 - 999	\$1,250.00
High School Principal III	1, 000 +	\$2,500.00
High School Assistant Principal I	699 or less	N/A
High School Assistant Principal II	700 - 999	\$625.00
High School Assistant Principal III	1,000 +	\$1,350.00
Middle School Principal I	599 or less	N/A
Middle School Principal II	600 - 1,099	\$1,250.00
Middle School Principal III	1,100 +	\$2,500.00
Middle School Assistant Principal I	599 or less	N/A
Middle School Assistant Principal II	600 - 1, 099	\$625.00
Middle School Assistant Principal III	1,100 +	\$1,350.00
Elementary School Principal I	Less 399	N/A
Elementary School Principal II	400 - 899	\$1,250.00
Elementary School Principal III	900 +	\$2,500.00
Elementary Assistant Principal	N/A	N/A

### EDUCATION SUPPLEMENT

An Education Supplement of \$2500 per year will be added to administrators that have been awarded an EdS Degree.

An Education Supplement of \$5000 per year will be added to administrators that have been awarded a PHD or EdD.

Administrators will receive only one Education Supplement based on their highest degree level. Those administrators with an EdS Degree serving in an administrative position prior to July 1, 2014, do not have a separate education supplement. Those administrators received additional compensation for their degree as part of their base pay with the initial administrative salary conversion.

**Implementing Procedures:** Salary Change Requests Based on Education Level for Administrators ([CER-P009](#))

**Associated Documents:** Salary Change Request Based on Education Level ([CER-F025a](#))  
Contract for Administrator Hard to Fill Supplement ([CER-F030](#))

### Revision History:

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
11/7/16		Initial Release
7/2/18	A	Para. 1, added principal and assistant principal. Para. 4, added position change information.
5/6/19	B	Moved second paragraph to first paragraph. Added "Administrator Promotion", Administrator Demotion', and "Equity Adjustments" sections.
9/3/19	C	Added second paragraph under "Equity Adjustments."

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