

# OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE

## COMPENSATION

5310P

### **Pay Cycle and Pay Periods**

All employees will be paid monthly on the last business day of each month.

### **Contracted Certificated Employee Salaries**

Placement and advancement on the salary schedule is based on experience and educational attainment.

Eligible documentation received in Human Resources by October 1 of the year for which compensation is being calculated will be used for the purpose of placement and/or advancement on the certificated salary schedule. Eligible documentation received after October 1 will be applied the next contract year.

### **Classified, Professional Technical, and Manager Employee Salaries**

The beginning salary of a new employee shall be at the first salary step in the appropriate salary level. Verification of previous related work experience in an ESD, school district, or other related educational agency, may be considered for placement on a higher step. Exceptions must be approved by the Superintendent.

Classified, professional technical, and manager employees hired prior to March 1 will advance one step on the salary schedule annually on September 1 until the maximum step is attained. Employees hired after March 1 will remain on the current step until September 1 of the next year following hire and will then move up one step annually on September 1 until the maximum step is attained.

Refer to OESD Policy 5231 regarding hours of work and overtime.

Revised: August 18, 2022