

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.05.01 COMPENSATION

(O.R.C. 3317.13, 5126.05(A)(7), and 5126.25)

I. Purpose

To ensure employees are paid at a fair rate based on the responsibilities of their position, years of service in a position and educational experience directly related to their position, and to ensure that Scioto County Board of DD remains competitive in recruiting and retaining qualified employees.

II. Policy Statement

A. The Scioto County Board of DD shall establish compensation for all staff using an equitable and objective system of salary determination. This salary determination system will include, but not necessarily be limited to, the following components: the duties and responsibilities of the position, the employee's experience and level of education as well as comparable market data for similar positions. This policy applies to all employees.

1. All salary schedules, including the effective date, must be approved by the Board prior to implementation.
2. No teacher shall be paid less than the salary entitled under Section 3317.13 of the Ohio Revised Code.
3. Compensation shall be uniform for like positions and will be assigned in accordance with the Board's Equal Employment Opportunity policy.
4. The Superintendent shall approve compensation for staff within the limits set by the salary schedule and budget set by the Board and in accordance with applicable sections of law.
5. The Superintendent is authorized to offer an additional 5% without pre-approval from the Board to secure the hiring of highly qualified and experienced employees.

B. In accordance with Ohio Revised Code Section 102.04, no Board employee shall receive compensation or agree to receive compensation, directly or indirectly, from a source other than the Board for work performed as an employee of the Board.

C. An additional amount may be added to the employee's pay for education directly related to the position for new employees, employees moving into

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a new position, or employees who obtain an applicable degree. An increase of 5% will be given for a degree in a field directly related to the position exceeding the requirements of the position, so long as the position requires at least a Bachelor's Degree. Additionally, only one higher education increase will be permitted per employee. For example, a staff member whose position requires a Bachelor's Degree would not be given an increase for obtaining a Doctorate Degree, if an increase was given for a previously acquired degree.

- D. Any employee whose pay exceeds the maximum set for his/her pay range will have their pay frozen. Employees with frozen pay will continue to receive any raise approved by the Board. However, the raise not be added to their base salaries. The raise will be payable in four lump-sum payments, divided equally and due on the first pay date in February, May, August and November.
- E. If an employee is within the range before a pay raise, he/she will receive the amount of the raise up to the maximum of the range in an annualized amount. The remaining amount of the raise will be paid out in a lump sum per paragraph II.D. above.
- F. If an employee is still in range, but will become out of range after the increase from the raise, they will not be considered frozen until after the raise, when they are actually out of range.
- G. Once the employee's pay comes back into range, he/she will begin receiving any approved raises as a permanent addition to the employee's base rate, to be paid over 26 pays.
- H. During the annual salary review, if it is determined that a position's starting range amount needs to be raised, and there are employees who earn less than the new amount after any cost of living increases, these employees' base rate will be raised to the bottom of the range.