

**Hood River County
School District**

Code: **GDC-AR**
Revised/Reviewed: 10/23/96; 5/25/15
Orig. Code(s): 6306

Salary Schedule - Classified

1. All new employees will typically be placed at step one of the salary schedule. The hiring supervisor may make a written request to the director of human resources to have a new employee placed above step one of the salary schedule. A new employee may be placed above step one of the salary schedule if:
 - a. They have previous experience in similar jobs that warrant a higher step. Experience must be verified by the personnel office and the director of human resources will determine placement on the salary schedule prior to an agreement with the employee.
 - b. They have a specific skill set that is desired by the district and there are not adequate qualified applicants for the position. The director of human resources must approve the need for the specific skill and determine placement on the salary schedule prior to an agreement with the employee.

2. A current employee may be placed above step one on the salary schedule providing the criteria noted in item 1. above is met.

3. Voluntary transfers, promotions and/or reclassifications will be placed on the salary schedule in the following manner:

The employee will be placed at the step which provides an increase in salary and is not more than five percent above their current salary.

4. Involuntary transfers will be placed on the salary schedule in the following manner:

When transferred to a lower paid classification, the employee will be placed at the same step they currently occupy and the employee's salary will be frozen at its current rate until the employee advances on the salary schedule to a rate above the employee's current salary.