

**Multnomah Education
Service District**

Code: **GCBA**
Adopted: 1/20/81
Readopted: 9/20/94; 3/15/05; 6/21/05;
2/19/08; 1/18/11
Orig. Code(s): 3420

Salary Schedule/Salary Placement - Regular Staff

1. Non-Contract

Wage schedules for non-contracted employees shall be determined by the Board via conferring/consulting and/or through negotiations in accordance with statutory requirements.

Upon commencement of employment, non-contracted employees may be granted experience credit as determined by the superintendent.

Non-contracted employees shall be eligible to receive a one-step increment at completion of probation and annually thereafter provided they have worked the number of days as defined by collective bargaining agreement or confer and consult agreement.

2. Contract/Licensed

Education credits may be granted for placement on the salary schedule. Such credits shall be determined by the superintendent through evaluation of official transcripts. Education credits shall be granted only for work done at accredited institutions of higher learning, for graduate credits earned subsequent to receipt of the degree for the position to which they have been hired.

It is the employee's responsibility to notify the human resource services department of education credits earned for salary placement.

Contracted/licensed employees are eligible for a salary increment for an ensuing year when they have contracted for and provided a minimum of 135 days of service to MESD during the preceding employment year.

Experience credits may be granted for initial placement on the salary schedule based on the relevancy of such experience as determined by the superintendent.

To be credited for such experience, the employee must have worked at least 135 contracted days during each year in question. Experience credit shall be limited by a maximum such that no employee will be placed higher than mid-point of the applicable salary schedule, except when the superintendent determines that experience credit shall not be so limited and a higher placement is appropriate.

Probationary employees shall work at least 135 consecutive days with MESD during the employment year in order for that year to count toward achievement of status as a contract teacher.

3. Administrators/Supervisors/Confidential Contracted

Salaries for administrators, supervisors and confidential contracted employees shall be determined by the Board via the confer and consult process. Such employees shall be eligible for a salary increment for an ensuing year when they have contracted for and provided a minimum of 135 days of service to MESD during the preceding employment year.

Supervisory staff may be placed from Step 0 up to Step 3 of applicable salary range when initially employed.

Supervisory employees temporarily assigned to a higher supervisory classification for more than two (2) consecutive weeks shall be paid for such work at their own rate plus five (5) percent.

Employees completing probation prior to the fifteenth (15th) of the month shall be considered employed for that full month for purposes of establishing such increment date. Employees completing probation after the fifteenth (15th) of the month shall be considered employed from the first (1st) of the following month for purposes of establishing such increment.

Any candidate who is hired and who is subsequently determined to have misrepresented facts material to his/her qualifications for employment or material to the determination of salary shall be subject to dismissal.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#) (4), (7)

[ORS 329.095](#)

[ORS 334.125](#) (5)

[OAR 581-024-0245](#)

Cross Reference(s):

DB - MESD Budget

GAB - Job Descriptions

GB - Personnel Policies

GBA - Equal Employment Opportunity

GCA - License Requirements

GCB - Staff Contracts

GCBA - Salary Schedule - Nonregular Staff

GCC - Recruitment of Licensed Staff