

**Willamette Education  
Service District**

Code: **GCB/GDB**  
Adopted: 7/8/03  
Readopted: 7/12/05; 6/22/10  
Orig. Code(s): None

**Salary Placement**

Licensed personnel will normally be limited to 12 years of experience when initially placed on the salary schedule. The Superintendent may waive this policy limitation at his/her discretion.

Classified employees may be started up to Step 3 of the level on which the job is classified, based on prior experience. The Superintendent may waive this policy limitation at his/her discretion.

Confidential and administrative salary placement will be at the discretion of the Superintendent based on the approved salary schedules and written job description.

The ESD shall issue final contracts to licensed staff only after (a) the ESD adopts the budget and (b) the collective bargaining agreement between the Board and the ESD employees association has been signed.

Letters of intent may be used prior to final approval of (a) and (b) above.

Contracts and licenses of all personnel shall be on file in the ESD office.

Advancement on the licensed salary scale shall be granted for additional educational credits acquired, provided the employee successfully completes the course and presents an official transcript to their program supervisor prior to the commencement of the contract. If an official transcript is presented after commencement of the current contract, advancement on the salary scale shall be granted for the subsequent school year. Changes to salaries for classified staff can be recommended by the director and approved by the Superintendent.

Annual advancement to the next wage increment shall not be automatic. Such advancement shall be contingent upon satisfactory job performance as shown by written evaluation and participation in training and in-service provided by the ESD. Employees shall be advanced to the next step in the wage range unless the employee's supervisor recommends, and the Superintendent concurs, both in writing, that the employee not be granted the incremental increase.

If the employee's work performance as shown by annual evaluation justifies the wage increase, employees not on the top step of their assigned wage range shall be advanced one step in the wage range at the beginning of the fiscal year, July 1, if employment began before January 1.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125](#)  
[OAR 581-024-0245](#)