

**South Coast Education
Service District**

Code: **GCBC/GDBC**
Adopted: 11/18/97
Readopted: 4/10/07
Reviewed: 9/25/17
Orig. Code(s): GCBA/GDBA

Associated Payroll Costs *

Classified

A newly hired classified employee hired prior to January 1 who has worked a probationary period prior to June 30 and has received a satisfactory evaluation by his/her supervisor will receive a step increase on the salary schedule on July 1 of the next fiscal year. Those hired after January 1 will not receive a regular step increase.

Step advancement on the classified salary schedule is contingent upon an employee completing the following and as per negotiated contracted:

1. Satisfactory work performance evaluation;
2. Recommendation of department director;
3. Approval of the superintendent.

Licensed

A newly hired licensed employee who work at least 96 days prior to the end of the school year and has received a satisfactory evaluation by his/her supervisor will receive a step increase on the salary schedule at the beginning of the next school year.

Horizontal Advancement on Licensed Salary Schedule

Employees anticipating a horizontal salary advancement should notify the administration office by May 1.

Courses must be completed prior to the beginning contract date of the school year for which the advancement applies. Courses should be classified as upper division or graduate credit courses,

Transcripts or a grade card must be presented to the administration office for placement in the personnel file prior to November 1 of the school year for which the advancement applies. No advancement will be given without a transcript or grade card on file.

Retroactive pay will be given for the school year in which the advancement takes place if verification is received by November 1.

END OF POLICY

Legal Reference(s):
ORS 332.507

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2006).
Employee Retirement Income Security Act of 1974, 29 U.S. C. §§ 1001-1461.
Tanner v. OHSU, 157 Or. App. 502 (1998).

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