

<b>DESCRIPTOR TERM:</b>  <b>Personnel and Employment</b>	<b>Millard District Policy</b> <b>File Code: 4050</b>  <b>Approved: 10-10-19</b>
--	---

### **SALARY SCHEDULE POLICY**

1. The salary schedule should reflect the premise that professional services merit professional level salaries.
2. All salary policies and salary schedules for professional personnel shall be printed in suitable form and made available to all personnel.
3. Salary advancements shall be based on professional experience, academic preparation, and other criteria as determined by Federal, State and local board regulations or policies.
4. Teachers who enter or are reentering Millard School District shall be placed on the salary schedule according to the person's accumulated experience in an equivalent position.
5. Sex, race, creed, marital status, and age, as well as grade level and/or subject matter, shall not be used as factors in the development and operation of salary schedules. Millard School District is an equal opportunity employer. Applications are considered on the basis of employment qualifications without regard to race, creed, political affiliation, religion, sex, national origin, age, marital status, or disability.
6. According to the No Child Left Behind (NCLB) Act, all teachers in Title I schools will be highly qualified as defined in Federal and State Law. Any teachers that are currently "not" highly qualified will work toward becoming highly qualified in accordance with the state's re-licensing plan.
7. Salary Policy for Non-Licensed Teaching Staff:
  - a. CTE (Career and Technical Education) Instructors – Those teaching career and technical education classes will be placed on the district's Vocational Salary Schedule. Individuals are licensed for CTE class instruction as follows:
    - (1) A Bachelor's Degree and two (2) years experience in industry.
    - (2) An Associate Degree and four (4) years experience in industry.
    - (3) Six (6) years experience in industry.
  - b. Letter of Authorization – Licensed teachers can be authorized to teach outside of their endorsement area through a Letter of Authorization from the Utah State Office of Education. Teachers working under a Letter of

Authorization will comply with all criteria so designated therein. They will be placed on the salary schedule as if properly licensed.

- c. Alternative Route to Licensure (ARL) – Teachers hired with an ARL, as defined by State Board Rule, will be placed on the salary schedule based on experience.

8. Payroll Deductions -

- a. Payroll deduction policies shall be clearly stated in written form and made available for each employee.
- b. Automatic deductions from pay will be made for the following items:
  - (1) Unauthorized absence.
  - (2) All deductions required by law including withholding tax according to information contained on the exemption certificate (IRS Form W-2) filed with the Clerk of the Board of Education.
  - (3) Retirement dues and contributions as required by law.
- c. The following deductions from pay may be made upon request:
  - (1) Association Dues (excluding political action contributions)
  - (2) Tax Sheltered Annuity,
  - (3) Credit Union and commercial bank savings.
  - (4) Insurance, and/or
  - (5) Other purposes requested by the employee and approved by the Board of Education.
- d. Salary deductions for days off resulting from unauthorized absence shall be computed on the basis of the number of days an employee works during the school year.

- 9. Pay schedules for extra professional services beyond the regular assignment are identified in the Salary Schedule Addenda.