

CLARK COUNTY SCHOOL DISTRICT REGULATION

4291

PLACEMENT AND ADVANCEMENT ON THE UNIFIED ADMINISTRATIVE SALARY SCHEDULE

I. Salary Administration

Salary schedules will be administered in accordance with the appropriate negotiated agreement, administrative regulations, and procedures of the district.

II Placement and Promotion

A. An administrative employee shall be placed on the Unified Administrative Salary Schedule as designated by Administrative Title and Salary Range.

1. An employee new to the Clark County School District shall be placed on the appropriate salary range of the Unified Administrative Salary Schedule at a step which will result in a salary higher than the applicant's current salary. In any event, Step F will be the highest placement. Nonlicensed administrators new to the Clark County School District shall not be placed higher than Step C except by the decision of the superintendent or designee; but in no case, at a step that would provide a dollar amount next above the amount the applicant currently receives on a monthly basis.
2. An employee promoted from the Teacher Salary Schedule to the Unified Administrative Salary Schedule shall be placed on the appropriate salary range at a step which provides a dollar amount next above the monthly salary the employee receives on the Teacher Salary Schedule. If the promotion is effective later than January 31, these computations will be made as of the time of promotion and as of July 1 of the next school year. The administrator will be placed on the salary schedule according to the computation which yields the higher salary. The monthly salary the employee receives on the Teacher Salary Schedule will be computed by dividing the annual base contract salary by nine months. Salary placement must provide an annual increase not to exceed Step F on the Unified Administrative Salary Schedule.
3. An employee promoted from the Support Staff Salary Schedule or the School Police Salary Schedule to the Unified Administrative

Salary Schedule shall be placed on the appropriate salary range at a step which provides a dollar amount next above the monthly salary the employee receives on the Support Staff Salary Schedule. The monthly amount the employee receives on the salary schedule will be computed by dividing the annual compensation (excluding overtime) during the current fiscal year plus stipends and incentive allotments by the number of months assigned. Salary placement must provide an annual increase not to exceed Step F on the Unified Administrative Salary Schedule.

4. When an employee is promoted to a higher classification on the Unified Administrative Salary Schedule, salary placement shall be computed by dividing the annual salary by the number of months worked under the employee's current contract, and placement shall be made on the appropriate range two steps above the amount being earned.
5. Contract payoffs shall be based on a daily rate of pay. The daily rate of pay shall be computed by dividing the annual salary by the net days of service.
6. A former administrative employee of the district who is reemployed and begins service within fifteen (15) calendar years shall be placed on the salary schedule commensurate with training and at the step which the employee would have next attained had the employee not left the district. All earned and available benefits shall be restored with the exception of the seniority date.

A former administrative employee of the district who is reemployed and begins service later than fifteen (15) calendar years shall be placed on the salary schedule as if the employee were new to the district.

III. Advancement

- A. Employees continuing from the preceding school year on the Unified Administrative Salary Schedule shall have step placement determined as outlined below:
 1. Step advancement or any longevity stipend occurring during the life of the contract will become effective at the beginning of the contract year in which the step is achieved, providing that the adjusted hire date is prior to February 1.

2. Advancement to the next higher step of a range shall not be made unless the employee is satisfactorily performing the responsibilities of the position as determined by the annual evaluation.

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