



Title: **Classified Staff Compensation Procedure**

Code: GDBA R

Section: Section G: Personnel Policies

Wage for Newly Hired Classified Staff:

Initial wage determination will be based on outside work experience in the same or similar vocation or field and will be commensurate with placement of existing staff with similar experience, as determined by the Director for Human Resources. The Director for Human Resources shall ensure existing classified wages are not surpassed by wages of newly hired classified staff with comparable work experience.

Wages for Current Classified Staff:

“Current” classified staff members, for the purposes of this procedure, shall be defined as classified staff members who were hired and working on the job on or before June 30th of each year.

An hourly wage increase may be added each school year per approval of the Board of Education (Board) (see Administrative Appendix GDBA E).

Approved increases are applied equitably, as a percentage and/or a fixed dollar amount, among all classified staff. All classified staff, including those at the highest and lowest wage levels, are subject to approved increases.

In each year that a one-time increase is granted, the increase shall be applied only to current classified staff. Such an increase shall not be applied to the minimum wage (on the wage schedule). A current classified staff member’s wage increase shall be greater than the increase applied to the minimum hourly wages.

The maximum classified staff member’s hourly wage shall not exceed two times the minimum classified staff member’s hourly wage and the minimum classified staff member’s wage shall not be less than 50% percent of the highest classified staff member’s hourly wage in the same position.

Position Change Wage Calculation:

Classified staff members may compete for vacant classified positions in the District by completing the application process determined by Human Resources. When a current classified staff member applies for and is selected to a classified position with a different minimum or maximum hourly wage, the Compensation Team for Human Resources will determine the staff member’s new hourly wage through the following process:

1. Determine the staff member’s former wage placement relative to the former position’s range of Board approved minimum to Board approved maximum wage for the current year, and

2. Apply this relative wage placement to the new position's Board approved minimum to Board approved maximum wage range.

Example: An existing classified staff member is hired into a new Academy District 20 position defined by a minimum Board approved wage of \$13.00 per hour and a maximum Board approved wage of \$26.00 per hour. Given the staff member had an actual wage of \$16.50 in his/her former position defined by a Board approved minimum of \$11.00 per hour and Board approved maximum of \$22.00 per hour, the staff member's relative position within the wage range was 50% (equal to the midpoint of the range). Applying this same relative position to the new position wage range of \$13.00/hr. to \$26.00/hr., the staff member's new wage is determined to be \$19.50 per hour.

Wage Increases for Continuing Education Units (CEU):

An educational salary increment has been established for classified staff members based on the concept of Continuing Education Units (CEU). One semester hour of credit will equal 15 hours, and one quarter hour will equal 10 hours toward a CEU.

No credit will be awarded for any class(es) taken prior to the adoption of policy GDBA. No credit will be awarded for any class(es) taken prior to employment with the District. The value of the increment shall be: \$.11/hour for 45 hours or three semester hours successfully completed. Earned CEU's will be added to classified staff member's hourly wage the first day of the next month in the staff member's work calendar. Earned CEU increases applied prior to July 1 shall be included as part of any yearly percentage increase.

A classified staff member may earn a maximum of 20 CEU's for educational increments.

Out-of-district classes and workshops will be reviewed by the Department of Professional Learning to determine if credit will be awarded. Classes/workshops would be approved based on educational benefit to the District and the staff member.

Questions regarding Continuing Education Units (CEU) increases for additional education should be addressed to the Compensation Specialist for Human Resources.

Benefits

A \$1 million general liability insurance policy is provided for all staff members.

A \$1 million benefit liability insurance policy, per occurrence, is provided for all staff members.

A \$1 million errors and omissions/wrongful acts policy is provided for all staff members.

Adopted: July 1, 2015

Revised: July 1, 2016

July 1, 2020

July 1, 2022

July 1, 2025

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Last Revised: **July 01, 2025**

Attachments

[GDBA R Classified Staff Compensation Procedure.pdf](#)