

PERSONNEL
COMPENSATION AND RELATED BENEFITS

Determining and Announcing Salary Increases

The following procedures shall be observed with respect to determining and announcing salary increases:

- A. Completion of the Performance Appraisal Summary form, which should provide an accurate reflection of the quality of the employee's performance, shall be the [sole] basis for determining salary increases.
- B. New employees hired before March 1 may receive a prorated merit increase. New employees hired on or after March 1 may receive a merit increase after a full fiscal year of employment, prorated to their date of hire.
- C. Additional information may be included in the evaluation by the Executive Director in consultation with the Department Director. Such information shall be added to the evaluation and shared with the employee before a merit rating is determined.
- D. Staff shall be apprised of their new salary, by their Department Director, after the evaluation process has been completed.

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December 2, 1985
January 9, 1987
October 6, 2000
June 16, 2004
September 16, 2005
June 30, 2006

Salary Grades

The salary program shall consist of salary grades in which the positions are determined to be similar with respect to the number of Hay Association points assigned. The Executive Director shall be responsible for the classification of positions within salary grades, in accordance with policy set forth in File Code GO/4140. The salary program shall be reviewed annually by the Executive Director to insure that salary grades are maintained at competitive levels.

Salary grade changes shall be effective July 1st of each fiscal year and shall include a minimum, a midpoint, and a maximum, defined as follows:

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Minimum the point below which no one in the grade shall be paid as long as the employee's performance is deemed satisfactory.

Salary Grades (continued)

Midpoint the point (50th percentile) which is defined as the competitive salary for a competent performer, considered to be of full use to the Association.

Maximum this point, the top of the range, is the point beyond which no one in the salary grade will be paid. An employee whose salary is at or above maximum upon adoption and implementation of the salary guide shall be maintained at the employee's current salary until such time as the salary grade maximum exceeds the employee's current salary. Staff members whose salary on July 1, of the current fiscal year are at or exceed the maximum of their salary grade will not receive a performance increase in the fiscal year. Such staff member whose performance rating equals or exceeds a 95 may receive an additional week's vacation to be taken no later than August 31st of the next fiscal year

Market Competitiveness Adjustment

The Executive Director may authorize, if funds are available, a salary adjustment for an employee at any time to address the needs of the association in retaining a highly qualified employee. Such an adjustment may be made only after a review of the salary market relevant to the position indicates that an adjustment is warranted. Any annual merit increase awarded will not be prorated due to such an adjustment.

Stipends

The Executive Director may authorize a stipend, if funds are available, to employees for the following:

- recognition of high performance or significant accomplishments;
- assignments which are not part of the employee's ongoing responsibilities, but which are part of the normal workload;
- acting or interim appointment to a position in an acting or interim capacity.

Stipends may be paid as a lump sum or as part of the bi-weekly payroll process and will not be part of the employee's base salary for benefit purposes. If an employee vacates their position on which the bi-weekly stipend was authorized, the stipend will end on the effective date of the position termination.

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/4140R

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