
SALARY DETERMINATION POLICY

Excel Academy Charter School (“EACS” or the “Charter School”) creates an environment of engagement and collaboration. The Human Resources team works hard to support and advocate for its staff in regards to compensation through frequent compensation analysis and data review. Staff should always feel empowered to discuss details of employment with applicable parties while remaining mindful of all salary determination policies.

Certificated General and Special Education teaching staff, Administrators, Pupil Support, Site Management, Certificated Management and Classified employees are placed on the appropriate salary schedule according to job classification.

At the time of hiring, all full-time employees are placed on a salary schedule based on several factors including, but not limited to:

- Verification of earned college degree (Bachelors or Masters) from an accredited college
- Verification of completed qualifying college semester units (or equivalent) for appropriate placement on the salary schedule
- Verification of additional mandatory appropriate credentialing according to job classification
- Verification of applicable years teaching prior to employment with Excel Academy Charter School will be honored up to (5) years unless otherwise approved by the Executive Director
 - Administration, Certificated Specialist, Classified and Management prior years will be honored based on the duties as assigned, experience level, qualifications and based on approval of the Executive Director and Board and Directors.

Full-time and part-time employees are eligible for a step increase if they have been in an active status for a minimum of seventy-five percent (75%) of the previous school year. Employees who have not been in active working status for at least seventy-five percent (75%) of the previous school year will remain at their step from the current school year. The 75% ratio will be based on the specific work year calendar as assigned.

As a public school, eligibility for compensation analysis beyond the annual budgeted standard will **ONLY** be based on changes to the role and duties as assigned or changes to the criteria in qualifications, or credentialing as deemed appropriate by the school. Changes to duties as assigned or in qualification, or credentialing criteria must be made only during applicable strategic planning periods and must be approved by the Executive Director and Board of Directors. This eligibility is also based on review of the budget and appropriate approval from the Executive Director and Board of Directors.

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Under applicable circumstances the Executive team along with the Board of Directors can approve additional monetary incentives in relationship to the overall school budget