



# District Policy 1200

## Pay and Compensation

*Personnel Washington County School District - Negotiated 12-22-97 & 11-6-97; Adopted 1-13-98; Revised 1-12-99; Revised 4-14-99; Neg.-revised 10-25-01; Revised 9-10-02; Revised 2-8-05; Revised 6-14-05; Revised 12-13-05; Revised 2-14-06; Revised 5-22-06; Revised 8-15-06; Revised 11-14-06; Revised 5-8-07; Revised 8-14-07; Revised 9-11-07; Revised 5-22-08; Revised 8-12-08; Revised 11-11-08; Revised 8-9-11; Revised 3-5-13; Revised 3-4-14, Revised 12-09-14; Revised 7-12-16; Revised 12-13-16; Revised 9-11-18; Revised 6-18-19; Revised 8-14-19; Revised 9-8-20; Revised 6-8-21; Revised 2-8-22; Revised 9-26-22; Revised 12-8-25*

---

### 1. Purpose:

To establish and administer a fair and equitable pay program for the Washington County School District.

### 2. Policy:

**2.1. The District will establish a fair and equitable pay procedure for employees who are hired, promoted, or advanced to a higher pay grade.**

**2.2. The District shall develop a procedure to manage pay retention within the district.**

**2.3. The District shall allow payroll deductions for annuities and investments with the following caution:**

2.3.1. The District does not endorse nor guarantee the safety, liquidity, or rates of return of any organization. Its responsibility is merely to collect authorized payroll deductions from participating employees and forward them in a timely manner to the organization.

2.3.2. The District will not make recommendations, underwrite, or provide assurance to employees regarding organizations or investments. (3/92)

### 3. Procedure:

#### 3.1. Definitions:

employees hired during the contract year in which the approval was received. Covered employees hired at a step other than the basic/initial step (0 step) of the schedule will not be eligible for a step increase until they have worked the number of years of experience for the District commensurate with their assigned step. For example, a bus driver hired at step 4 must work a total of 5 years (past or future experience) for the District before the bus driver is eligible for placement at step 5. Drivers hired on the basic step will be eligible for step increases in accordance with applicable District policy and procedure. (Negotiated 6-3-99; 6-06) (5-8-07)

3.3.1.7. All lunchroom and playground monitors shall be compensated at lane 1 step 4 of the clerical schedule. Monitors are not eligible for step increases; their salary shall remain fixed on the clerical schedule at lane 1 step 4. An additional \$1.00 per hour is added to the salary rate if the employee's only position is the monitor position. District employees who perform monitor duties in addition to another assignment will not receive the extra \$1.00 per hour adjustment.

3.3.1.8. The District will hire Media Assistants at no higher than Lane 3 of the Secretary/Clerical Salary Schedule. Media Assistants will not be eligible for advancement to Lane 5 of the Secretary/Clerical Salary Schedule until they have successfully completed all requirements of the District-recognized Media Endorsement Program. Completion of the District Media Endorsement Program is the responsibility of the incumbent. The Endorsement will include both District and college training and coursework promoting knowledge of media, literacy, and library science. All veteran Media Assistants currently assigned to Lane 4 will remain on Lane 4 until successful completion of the Endorsement. (12-05)

3.3.1.9. Custodians: Effective July 1, 2019, eligible high schools with a building size of 216,000 square feet or more are authorized to use one of their custodial FTE authorizations to fill a Lead Custodian position. Lead Custodian positions must be assigned to the Swing Shift and as such are eligible to be paid from lane 3 of the maintenance salary schedule (equivalent to the lane assignment of a head elementary custodian.) Swing Shift workers start in mid-afternoon and end their work day around midnight. A Lead Custodian must not end his or her work shift before other evening or Swing Shift custodians end their work shift assignment. Lead Custodians who routinely fail to meet the Swing Shift requirement shall be paid from the Custodial salary lane.

### 3.3.2. Step Increases

3.3.2.1. Substitute personnel are not eligible to receive step increases.

### 3.3.3. Reserved Classified Job Reclassification

3.3.3.1 If a Classified Salary Schedule position is reclassified, for any reason, to a higher lane on the Classified Salary Schedule, the incumbent of the position will have their pay set at the same step. (Retroactive to 1/5/26)

3.3.4. Substitute Personnel Hourly Rate: The substitute pay rates for classified personnel will be established as follows.

| Substitute Position | Rate of pay is equal to the hourly equivalent of: |
|---------------------|---------------------------------------------------|
| Bus Drivers         | 100% of the Basic Rate of the schedule assigned.  |