

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4293

PLACEMENT AND ADVANCEMENT ON THE SUPPORT STAFF AND SCHOOL POLICE SALARY SCHEDULE

- I. New Employees - Regular Status
 - A. An employee new to the district shall be placed on Step A of the appropriate range of the respective salary schedule.
 - B. Salary advancement from that step at which first employed to the next step shall be made after successful completion of the initial (six- (6) month minimum for support staff employees and twelve- (12) month maximum-school police employees) probationary period following employment.
 1. New employees assigned after the 15th day of the month shall not receive salary advancement or probationary credit for that month.
 2. Advancement to succeeding steps shall be made on an annual basis, unless action is taken to terminate the employee.
 - C. Except for an emergency, verified by the appropriate administrator, Human Resources Division, vacation leave may not be utilized by an employee during the initial probationary period in an authorized and/or entitled position(s).
 - D. A probationary employee may not transfer to lateral positions or promote to positions at a higher salary range until the employee satisfactorily completes the initial probationary period.
 - E. Support staff and school police employees are not eligible for accrued annual leave payoff until successfully completing their initial probation.
 - F. School police officers must successfully complete a twelve- (12) month initial probation period from date of hire to obtain regular status.
 - G. The district may terminate a probationary employee at any time during their initial probationary period with the district with or without cause.

II. All Employees

- A. An employee who is promoted or reclassified shall be placed on the step of the new salary range that provides a monetary increase above the amount the employee would have received on the previous step and range placement. An employee may not advance beyond Step E unless years of service with the district are consistent with the longevity requirement for the specific step.
- B. An employee who is promoted must serve a new six-month probationary period. An employee who successfully completes this probationary period will be advanced to the next step of the salary schedule. This date shall establish a new anniversary date for subsequent annual evaluations.
- C. An employee who is reclassified will not serve a new probationary period. Employees who are placed on Steps A through D shall retain their previous anniversary date. For employees who were on Step E and are placed on Steps A through D, a new anniversary date effective the date of the reclassification will be established. Employees placed on Steps E through H will retain their previous anniversary dates for longevity step movement.
- D. An employee who voluntarily demotes to a lower range shall be placed on the step of the new range which most closely corresponds to the employee's current rate without exceeding their current amount of pay. However, the employee shall not be paid beyond Step E of the range to which demoted unless longevity has been earned.
 - 1. An employee who is voluntarily demoted to a position within the same job skill area will not be required to serve a new probationary period and shall retain their previous evaluation anniversary date. Employees voluntarily demoted to a new job skill area will serve a new probationary period, thereby resulting in a new anniversary date for future evaluations.
 - 2. An employee who voluntarily demotes during their probation with the district will have that probation extended. The extension will not exceed a total probationary period of one year.
- E. An employee who is involuntarily demoted, as the result of a change in organization, job classification, or for disciplinary reasons, may be

placed on the step of the new range which corresponds to the employee's current rate prior to demotion, unless the previous range is beyond Step E, the maximum step that may be attained without longevity status. However, the employee shall not be paid beyond Step E of the range to which demoted unless longevity has been earned. An employee who involuntarily demotes to a different job family/skill area will be required to serve a new probationary period.

Step and range will be determined by the appropriate administrator, Human Resources Division.

- F. A support staff or school police employee may be recommended for an additional salary step advancement on the salary schedule. This recommendation may be made at the time of the second annual evaluation and must be based upon documented consistent performance that exceeds standards and is confirmed in writing by the respective supervising administrator and division head.
 - 1. The principal or department head may recommend (with the concurrence of the respective division head) the advancement to the appropriate administrator, Human Resources Division.
 - 2. Upon approval of the appropriate administrator, Human Resources Division, an advancement shall be granted. However, no advancement may result in placement beyond Step E.

- G. When qualified applicants or employees for an authorized support staff vacant position are limited, or when training, extraordinary requirements for experience or recruiting difficulties are documented in writing by the department administrator and approved by the division head, and then approved by the appropriate administrator, Human Resources Division, the employee may be placed on a higher step at the time of hire/assigned. However, placement higher than Step C shall not be granted unless it has been determined that such extraordinary requirements warrant placement at Step D. When circumstances may warrant placement at Step D, a written request for a higher step placement must be made by the assistant superintendent from the division where the vacancy existed.

H. A supervising administrator may request that an evaluation be extended up to six (6) months to provide a probationary employee an additional opportunity to demonstrate satisfactory performance. Extensions recommended by the supervising administrator may be in increments of one (1) month or three (3) months, but may not exceed a maximum of six (6) months total nor a total probationary period of greater than one (1) year. The recommendation for an extension must be reviewed and approved by the appropriate administrator, Human Resources Division, prior to the evaluation being signed by the employee. In such cases, the employee's anniversary date will be adjusted to reflect the extended evaluation period.

1. Probationary Employees

If sufficient improvement has not been made prior to the expiration of the employee's extended probationary period, he/she must be terminated.

2. Regular Employees

Appropriate disciplinary action must be taken, by the supervising administrator, under District Regulation 4343 when a regular status employee's performance is/continues to be not satisfactory. An administrator may complete a performance evaluation at anytime for an employee.

- I. An employee shall be compensated for all hours worked and shall not be requested or allowed to volunteer uncompensated time for any purpose related to district business.
- J. The Federal Labor Standards Act (FLSA) requires employers to pay overtime wages for work in excess of 40 hours per workweek, subject to specific exemptions. Overtime worked in CCSD by hourly support staff and school police employees will be in accordance with negotiated agreements.

Monitoring and management of overtime hours and costs will be conducted as follows:

- 1. Authorization for overtime use or expenditures must be approved by the appropriate division head or the appropriate superintendent. Upon authorization, designated department heads will assign, approve, and monitor employee overtime.

2. Except in the case of an emergency, which is defined as a serious, unexpected, and unanticipated situation that requires immediate attention, all overtime must be approved in advance.
3. Requests for approval of overtime must include documentation of the work to be performed and the anticipated number of hours required.
4. No employee is to work overtime in excess of 24 hours per week or more than 10 consecutive days at a time unless emergency conditions exist and authorized approval(s) are obtained.

On a quarterly basis, overtime reports will be provided to each superintendent or division head who had an employee(s) who worked overtime during that quarter. It is the responsibility of each superintendent or division head to monitor and manage employee overtime use under his or her authority and to maintain current documentation that validates the need for overtime hours and verifies the completion of work assigned.

An employee who works overtime or for compensatory time without advance approval from the principal or department head, other than in a recognized emergency, or an employee who fails to report overtime or compensatory time within the next pay period after the overtime or compensatory time has been worked shall be subject to disciplinary action.

- K. When an employee is eligible for fringe benefits by reason of a combination of hours assigned and paid through various fund sources, the expenses for fringe benefits shall be prorated between funding sources.

III. Former Regular Status Employees

A former regular-status employee who is reemployed following a termination/resignation from employment with the district in an authorized position and who begins service within five (5) calendar years shall, in consideration of the previous service, be placed on the appropriate step at the current range of the class to which assigned. A former employee will be required to serve an appropriate initial probationary period as a new employee; and may be terminated at any time during the initial

probationary period (six (6) months minimum to a maximum of twelve (12) months from date of rehire) with or without cause; however, the former employee will not be granted an additional step increase at the conclusion of the probationary period and a new anniversary date will be established based upon previous time served in the position. All benefits shall be restored.

A former regular-status employee who accepts an assignment as a temporary or substitute employee shall be placed according to the prevailing rate of pay (including appropriate benefits, if any, for substitute/temporary employees), Step A unless otherwise authorized by the superintendent or his/her designee.

Review Responsibility:	Human Resources Division
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