



*Section: Administrative Employess*

*Title: Salary Administration -  
Administrative Staff*

*Adopted: 7-31-81*

*Revised:*

**328 *Salary Administration-Administrative Staff***

*The Superintendent shall establish a salary administration program for administrative staff positions that addresses the following elements:*

*Internal Equity in Salary Practices  
Externally Competitive Salaries  
Individual Motivation and Reward  
Continuing Update of Salary Practices*

*Position descriptions for all administrative positions shall be established. Each position shall be evaluated based upon the following factors: Know How; Problem Solving; Accountability. A program of position evaluation shall be maintained for new and changing positions.*

*Salary Ranges shall be established for each administrative staff position to provide guidelines for administering salaries. Periodic salary surveys shall be conducted to maintain accurate and competitive salary ranges.*

*Annually the Superintendent shall make recommendations for salary adjustments for each administrative staff member to the Board. These recommended salary adjustments shall be based upon the individual's performance, experience, and position in the salary structure.*

*A continual review of salary practices shall be made and recommendations for changes in salary practices or salary structure shall be presented to the Board by the Superintendent as required.*

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***Revised:***