

## **Professional Staff Salary Schedules**

The Board shall annually adopt a salary schedule for BOCES professional personnel and shall place each licensed employee in the BOCES on the salary schedule at a level at least commensurate with, but not limited to, his/her relevant education, prior experience, and experience in the BOCES. The schedule adopted by the Board shall remain in effect until changed or modified by the Board in accordance with law. If the Board declares a fiscal emergency during a budget year as allowed by state law and discussed in policy DBK, salaries may be reduced for all employees on a proportional basis or the work year of employees may be altered. Any such reduction in salaries may be made notwithstanding any adopted salary schedule or policy.

Certain licensed positions may be limited to a maximum education level on the salary schedule, or may be paid a different amount or range, as appropriate for the responsibilities of the position. Any exceptions from the salary schedule, and annual increments for these employees, shall require the executive director's recommendation and Board approval.

Salary increments shall be conditioned upon evidence of the continued professional growth of the licensed employee. Within the framework of State statutes, employees who do not comply with the requirements of the Board and State, may not be granted salary increases or they may not be retained on the staff.

For new hires, initial placement on the salary schedule shall be in accordance with requirements developed by the administration and approved by the Board. Up to ten years of experience credit may be given with appropriate documentation of said experience except that more experience credit may be granted at the discretion of the executive director for Hard to Fill positions (reference policy GCFD).

Employees can use continuing education credit to fulfill up to 50% of the credit requirements for salary increments. The employee must have prior approval in writing of the executive director in order to use this credit for salary scale increments. The other 50% of these credits must be obtained by taking graduate level courses relevant to the licensed employee's job duties, from an accredited institution of higher education.

All documentation regarding a step increase on the salary schedule, i.e. transcripts will be submitted to the NW BOCES offices by August 28<sup>th</sup> of the year that the step increase is requested.

Adopted: Northwest Colorado BOCES

Revised: September 9, 2010  
May 12, 2016