

~~1. Standardized Salary Schedules~~

~~Transylvania County Schools shall establish standard and uniform salary schedules for classified employees that reflect equity for employees and administrative consideration of the district's budget.~~

~~1.1 Teacher Assistant Salary Schedule~~

~~1.1.1 Teacher assistants shall, upon their initial employment by Transylvania County Schools, be placed at Step 0 on the Teacher Assistant Salary Schedule.~~

~~1.1.2 Teacher assistants shall advance one step for each successful year of service to Transylvania County Schools.~~

~~1.2 Office Support Salary Schedule~~

~~1.2.1 Office support positions shall be assigned to a category on the Office Support Salary Schedule subject to these rules:~~

Position	Category
Accounting Specialist	OSP V
Administrative Assistant	OSP V
District Payroll Officer	OSP V
Licensure Specialist	OSP V
Payroll Manager (district office)	OSP III
Payroll Manager (school office)	OSP III
Receptionist (district office)	OSP I
Receptionist (school office)	OSP I
School Data Manager	OSP III
Secretary (Business Services)	OSP IV
Secretary (district office)	OSP II
Secretary (Plant Operations)	OSP IV
Secretary (school office)	OSP II
Technology Specialist	OSP IV
TIMS Operator	OSP IV

~~1.2.2 Office support positions shall be assigned to a step on the Office Support Salary Schedule subject to these rules:~~

- ~~1.2.2.1 Notwithstanding the provisions set forth below, newly hired office support professionals shall be placed at Step 0 upon their employment.~~
- ~~1.2.2.2 Comparable work experience may be used as a criterion for the placement of newly hired office support professionals on a higher step upon their employment, subject to the approval of the Superintendent or designee.~~
- ~~1.2.2.3 Office support professionals shall advance two steps for the completion of a college degree (Associate's, Bachelor's, Master's).~~
- ~~1.2.2.4 Office support professionals shall advance one step for the successive completion of certification requirements under the Professional Standards Program (PSP), or for the renewal of the highest attainable level of PSP certification.~~
- ~~1.2.2.5 Office support professionals shall advance one step for each successful year of service to Transylvania County Schools.~~

~~1.2.3 No office support professional shall be subject to a reduction in salary as a result of the establishment of a standardized salary schedule, but shall be held harmless at their current salary level until such time as their assignment on the established scale is equal to or greater than their current salary level.~~

~~1.3 Standardized salary schedules shall be established for remaining classified positions subject to budgetary and other administrative priorities of the district.~~

~~2. Other General Principles~~

~~2.1 The following general principles shall apply to all remaining classified positions of employment within Transylvania County Schools not previously described in these regulations:~~

~~2.1.1 Applicants~~

- ~~2.1.1.1 Applicant meets education and experience requirements — hire at lowest level of classification.~~
- ~~2.1.1.2 Applicant meets education requirements but does not meet established experience requirements — hire as trainee, define training period, and place on a level where salary corresponds to the lowest level of classification.~~

- ~~2.1.1.3 — Applicant's education and experience exceed established requirements — hire at one level above lowest level of classification.~~
- ~~2.1.1.4 — Applicant has at least two years but less than five years of highly related experience in a previous job outside the school system — hire at one level above lowest level of classification, and approve a one step increase after one year of employment.~~
- ~~2.1.1.5 — Applicant has at least five years but less than eight years of highly related experience in a previous job outside the school system — hire at one level above lowest level of classification, and approve a one step increase annually for each of two years.~~
- ~~2.1.1.6 — Applicant has at least eight years of highly related experience in a previous job outside the school system — hire at one level above the lowest level of classification, and approve a one step increase annually for two successive years and approve a third one step increase after four years of employment.~~

~~2.1.2 — Employees~~

- ~~2.1.2.1 — Employee is promoted to a higher grade — determine the salary schedule which is two levels above their current rate of pay. Place the promoted employee on a level in the new position which equals or exceeds this amount.~~
- ~~2.1.2.2 — Experience increases shall be limited to one such increase for each three years of employment.~~
- ~~2.1.2.3 — Employee occupies a position which has been reclassified to a lower grade — place the employee at a level in the reclassified position where the rate of pay is equal to the current rate of pay, if possible, or at the top of the new classification.~~
- ~~2.1.2.4 — Employee occupies a position which has been reclassified to a higher grade — place the employee at a level in the new position which is one step higher than his current level or the lowest level of the new classification.~~

- ~~2.2 — The Superintendent reserves the right to waive any or all of the above rules and regulations if a need exists to negotiate a salary for a person who holds a position that requires unique technical expertise, experience, and/or training.~~

~~APPROVED BY BOARD
AND EFFECTIVE 10/19/87
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