

Policy Type: Support Staff

Policy Title: Allowance for Full-time Experience and/or College Education at Placement

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy explains how experience and education affect placement.

Policy Statement:

A. Experience

Initial placement on the salary schedule will be advanced one step for each year of prior related full-time experience above what is required at entry level. This experience must have been acquired within the last ten (10) years.

The maximum advancement at initial placement for experience may not exceed two (2) years.

B. Education

Initial placement on the salary schedule will be advanced one step for each year of college education above what is required at entry level. A year of college education will be considered at thirty (30) semester credit hours toward a degree program. Certificate and other formal programs will be evaluated on an individual basis by the Director of Human Resources.

The maximum advancement at initial placement for education may not exceed two (2) years.

C. Experience and Education

Total maximum advancement at initial placement for a combination of experience and education shall not exceed two (2) years; thus, Step 3 is the maximum initial placement step above what is required at entry level.