

8.1 CLASSIFIED PERSONNEL SALARY SCHEDULE

State law requires each District to include its classified employee's salary schedule in its written personnel policies. The District is required to have a salary schedule for at least the following five categories of classified personnel: 1) Maintenance and Operations; 2) Transportation; 3) Food Service; 4) Secretarial and Clerical; and 5) Aids and Paraprofessionals. The District is required to post the salary schedule on its website by September 15 of each year and should place an obvious hyperlink, button, or menu item on the website's homepage that links directly to the current year classified policies and salary schedule.

For the purposes of this policy, an employee must work two thirds (2/3) of the number of their regularly assigned annual work days to qualify for a step increase.

The superintendent has the authority, when recommending an applicant and his/her placement on the District's salary schedule to the Board for its approval, to consider the applicant's previous work experience with similar duties, responsibilities, and skill sets to those job duties and responsibilities the applicant would assume for the District.

Salary schedules may be found at the current web address:

http://elkinsdistrict.org/page/65055_3

Cross References: Policy 1.9—POLICY FORMULATION

Legal Reference: A.C.A. § 6-17-2203
A.C.A. § 6-17-2301
DESE Rules Governing School District Requirements for Personnel Policies,
Salary Schedules, Minimum Salaries, and Documents Posted to District
Websites

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Last Revised: 04-19-2011

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