



Employee Policies BP 05-21

Board Policy: SALARY SCHEDULE MOVEMENT

In order to ensure that the GCC can hire and hold staff committed to student learning, the board has adopted the following policy regarding 'Timing of Salary Schedule Movement' within the Gateway Community Charters:

The GCC Certificated Salary Schedule allows for movement across 'Steps' based upon years of service or experience (based on completed Verification of Experience forms). Either method that will result in a salary change shall follow the process and timing outlined in this policy.

Employees continuing service with GCC from year to year whose positions include 'steps' will move over a 'step' on the GCC Salary Schedule on his/her first working day of the new school year (contingent on having met the years of service in that position as defined below), until the employee has reached the maximum step for his/her position.

New employees will be placed on the appropriate step according to their years of U.S. credentialed service as evidenced on their employment application and/or resume. The employee will then be required to verify the experience by providing completed Verification of Experience forms from prior employers. A detail of the Salary Schedule Movement including years of service (BP05-21) can be viewed online at www.gcccharters.org under the Staff page.

YEARS OF SERVICE

Teachers will be placed on the base salary schedule based on their years of verifiable experience in a U.S. public and/or private school with a valid U.S. credential; a teacher must serve 75% or more of a school year and 75% of a full time equivalent (FTE) to earn a year of service placement. CTE teachers may be placed on the salary schedule based on their years of industry work, beyond entry level, deemed most relevant to the specific pathway being taught. The maximum entry point for any teacher is eight (8) years of service or ten (10) for hard to fill positions. Employees may advance on the salary schedule a year after serving 75% or more of a school year at a GCC school and 75% of a full time equivalent (FTE) to earn a year of service placement. Employees working less than 50% of the school year will advance on the salary schedule every two (2) years. Employees working less than 50% of the school year will not be eligible for advancement on the salary schedule.

All Classified Employees must be employed 75% or more of a fiscal or school year and at least 75% of a full time equivalent (FTE) to earn a year of service placement. Classified employees will advance on the salary schedule a year after serving 75% or

more of a fiscal or school year at a GCC site and minimally 75% of a full time equivalent (FTE) to earn a year of service placement. Employees working 50%-74% of a full time equivalent (FTE) of the fiscal or school year will advance on the salary schedule every two (2) years. Employees working less than 50% of the fiscal or school year will not be eligible for advancement on the salary schedule.

** Internship experience whether university or outside provider (including GCC) is not creditable toward years of experience.

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