

The Buncombe County Board of Education believes it is important to create a fair and equitable method to determine salaries for non-licensed/classified employees. To meet this objective, the following guidelines shall apply:

I. SALARY DETERMINATION

- A. Determination of Job Classifications/Positions – Job Classifications and the applicable pay grades are those established by NCDPI and determined by the “Pay and Classification Study” conducted in 2000, except as changes have been previously approved pursuant to Board policy.
- B. Non-Licensed/Classified Employees shall receive a monthly base salary or hourly salary based upon the locally adopted salary schedules for the pay level of the position that the employee occupies, prorated to reflect the percent employed in that position.
- C. Placement on Salary Schedule – An employee’s placement on the local salary schedule for the position shall be based upon years of experience with a North Carolina state agency or with another North Carolina public school system. To determine “creditable” experience for the purpose of placement on the salary schedule the regulations regarding longevity credit adopted by the NC State Board of Education will be followed (Section 13 of the Public Schools of NC Benefits and Employment Policy Manual). The experience must be reported by the Employee upon initial hire and will be verified by the Personnel Department. New employees without prior NC state agency or NC public school experience will begin on Step 0 of the applicable salary schedule.
- D. Exceptions – Subject to approval by the Superintendent, employees in positions that require specialized skills and training may be placed at a higher level on the salary schedule because of relevant work experience that was not performed for an NC state agency or school system (e.g., private industry experience). The positions included in this exception include but are not limited to mechanics, welders, electricians, HVAC technicians, interpreters, occupational physical therapists, etc. The Superintendent and staff may consider labor shortages in determining which positions to which this exception applies. In addition, the Superintendent may approve a higher salary schedule for individuals that meet state licensing requirements that are related to the area of employment (e.g., an electrician holding an NC Electrical Contractor License). All work experience

and licensing must be verified and documented in the employee's personnel file.

II. REQUEST TO CHANGE POSITION CLASSIFICATION

- A. The Superintendent shall have the authority to change the classification and/or pay grades of non-licensed/classified positions when the following has occurred:
- Additional duties caused by a change in law or regulations;
 - Additional duties required by action of the Board of Education;
 - Additional duties required as a result of a reorganization of a department when a position is eliminated or duties are transferred from one position to another position;
 - Additional duties caused by new certification or licensing qualifications;
 - Additional duties caused by the elimination of a contract with an independent contractor.
- B. The Superintendent may appoint a committee to review a request to change or upgrade the classification of a position. The committee will include a cross-section of employees to include administrators, teachers, and non-licensed employees. The recommendation of a committee to reclassify a position shall be advisory only.
- C. The Superintendent shall report to the Board of Education any change in the classification of a position that results in the expenditure of additional, unbudgeted funds.

Replaces Board Policies 727 and 570

NCSBA wording and revisions replacing Policies 727 and 570 Adopted: March 6, 2014

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History of Policy 570

Adopted: August 6, 1992

Revised: September 4, 1997

Revised: September 3, 1998

Revised: January 24, 2002

Revised: November 1, 2007

History of Policy 727

Adopted: January 24, 2002