

## **Employee Salary Policy (approved 5/27/2014, revised 10/27/2015)**

The purpose of the Employee Salary Policy is to define the following:

1. Salary adjustment factors
2. The payment schedule

### **Salary Adjustment Factors**

The Board of Trustees will approve a salary range to be applied to each individual role within the Pioneer Springs Education team. Each employee will be awarded a salary based on the following factors:

- Salary Range
- Years of Service
- Education Level
- Licensure
- Personal Skill
- Merit

Proposed yearly salary increases will be prepared, reviewed and potentially approved by the Board of Trustees based on the following factors:

- Employee performance review results
- Increased responsibility
- Pioneer Springs financial health
- Market data

### **Payment Schedule**

Payroll is received on the last working day of the month for each of the 12 months.