

Scottsbluff Public Schools – Salaried Compensation Procedures

At-Will Employment, Assignment, and Work Days: Salaried employees are employed on an “at-will” basis and compensated on a salary per FLSA regulations. All salaried employees are employed on a 12 month basis with the exception of home visitors, who are not required to work during Winter Break, and those positions otherwise noted in Item #7 on Page 3.

Control Standards for Compensation

Steps for the process:

1. Probation periods will be three months and can be renewed if needed.
2. Salaried placement criteria for moves, promotions, or new hires:
 - a. After probation, a salary increase may occur no more than 10% of the initial placement.
 - b. No employee may be compensated outside this range.
 - c. Ranges will be evaluated by the Executive Director of Finance (EDOF) every 2 years. The EDOF will perform a community, external, and internal District comparability study and recommend changes to the Superintendent. Superintendent will have final determination on pay ranges.
 - d. Licensed Mental Health Practitioners hired after August 1, 2025 and are in a grant funded position and School Social Workers shall be placed on the Scottsbluff Education Association’s (SEA) salary schedule plus \$10,000 and shall advance on the salary schedule as per Board Policy 4114.
3. Negotiations with the SEA will determine the annual salary increase for classified salaried staff. In the event an employee is outside their range, the employee will receive the lower of the SEA negotiated increase or the cost-of-living adjustment (COLA).
4. Employees requesting movement to a lower salaried position, when approved, will be moved to the midpoint of the lower salary pay grade.
5. Employees moved by the District to a lower salaried position will remain at their current pay for a period no more than 180 days and then placed at the midpoint of the new position.
6. A position/compensation review may be requested due to job requirement modifications, additions to duties and responsibilities, or on the basis of a salary survey or comparability study in support of a salary increase for an individual employee or a specific position group.
 - Positions eligible for review cannot be included in any negotiated agreement, salary schedule, or established employee group, e.g., SSCA, SEA, or Administrator.

- This process only applies to recommendations for an increase in compensation. Changes in job description not justifying an increase or those resulting in a downgrade or reduction in compensation are not included in this process.

In and of itself, a revision in job description and responsibilities may or may not result in an increase in compensation. An employee's pay after a review process will be considered in relation to internal equity and external market equity; the complexity and/or scope of duties and responsibility; and the relative significance the completion of the position's responsibilities contributes to the overall well-being of District goals.

Position and compensation reviews will occur (as needed) twice per year: August and February (with submission deadlines of August 15th and February 15th). Any August adjustments will become effective in September and February adjustments will begin in March. No adjustments will be retroactive. An individual employee or position will be reviewed, at most, twice in any three-year period.

The request for review must be made by the supervisor/manager responsible for the position. To initiate a request for such a review, the supervisor/manager should complete the Position Review and Request Form, Appendix A, with approval signatures. This form may be initiated by the staff member to their supervisor or by the supervisor and should be submitted to the Executive Director of Finance and the Superintendent (with the understanding that these two individuals may initiate a review of their direct reports, as well). This request form must be submitted by August 15th and February 15th to be eligible for each of the designated review periods.

Upon submission, all requests will be reviewed and decided by a committee made up of the Superintendent, the Executive Directors, and one Board member (or a group of similar composition – always to include Board representation - to be determined by the Superintendent). The employee's direct supervisor will also be included in the review process for that employee.

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Group I	After School Programming Supervisor (209 days) Community Outreach & Homeless Liaison (209 days) Foundation Director (.75 FTE) School Outreach Liaison (209 days) Sixpence Coordinator Sixpence Home Visitor
Group II	Accounts Payable/Analyst Campus Supervisor Lead Database Analyst Family Community Navigator (219 days) Financial Analyst/Payroll Human Resources Benefit Coordinator Integrated Systems Technician Licensed Mental Health Practitioner (189 days)* School Social Worker (189 days) Student Success Facilitator (219 days) Student Services Administrative Assistant Systems Administrator
Group III	Head Custodian Maintenance Supervisor Network Engineer Secretary to the Superintendent & BOE Senior Database Analyst Senior Financial Analyst/Payroll
Group IV	Director of Communications Director of Facilities Director of Information Technology Director of Safety & Security Executive Assistant to the Superintendent & BOE

*Hired on or after August 1, 2025 and in a grant funded position

Payment of Compensation: Each Salaried employee shall not be compensated for days when the employee is not required to report for duty (for example, a “snow day”).

Overtime Pay: Most of the above positions are exempt from overtime. In times when FLSA (Fair Labor Standards Act) mandates overtime, the overtime pay must be paid at the rate of not less than 1.5 times the employee's regular rate of pay for all hours worked in excess of the maximum workweek. All hours paid but not worked do not count toward the forty-hour threshold for payment of overtime.

Education/Professional Development: Salary schedules have been developed taking into consideration education and/or work experience. Continued education and professional development are strongly encouraged.

Bilingual Stipend: A \$1,000/year stipend shall be paid to a maximum of five (5) individuals among the four groups within this document as determined by district administration. This stipend is a year-to-year determination and shall require the individual to interpret as called upon.

Benefits: Salaried staff shall be provided the following benefits or benefit opportunities:

Health and Dental Insurance: The School District has contracted with the Nebraska Educators' Health Alliance (EHA) to provide group health and dental insurance coverage (EHA Group Health & Dental Insurance Plan). The coverage provider and level of coverage shall be Blue Cross-Blue Shield of Nebraska, or another provider determined by the School District, \$1,050 deductible or \$2,500 deductible "Dual Choice" health insurance coverage with 100% A, 75% B, and 50% C dental insurance coverage, or the corresponding successor deductible established by EHA for the plan year in effect. The School District, in its discretion, may unilaterally elect to contract with a different group health and dental insurance carrier during the term of this contract or for subsequent contract years with the same or similar levels of coverage.

District Contribution: For all full-time (six (6) hours per day or more) Salaried personnel the School District shall contribute an amount equal to Sixty Percent (60%) of the cost of the monthly premium for the \$1,050 deductible "Employee" level plan for each month the Employee is employed by the School District and continues to be enrolled in the EHA Group Health & Dental Insurance Plan. This amount may be modified should the District choose for the purpose of adjusting the provisions to avoid the Employer Mandate penalties of the "Patient Protection and Affordable Care Act" (PPACA). Eligible salaried personnel electing to participate in the EHA Group Health & Dental Insurance Plan may elect either the \$1,050 deductible or \$2,500 deductible coverage and pay the balance of the cost of the monthly premium for an "Employee" level plan not paid by the School District's contribution through the School District's Section 125 plan by signing of a wage reduction agreement to be executed prior to the beginning of any available enrollment period.

Long Term Disability Insurance: The Scottsbluff Public Schools will provide disability insurance to employees who are working at least twenty hours per week, that will commence upon exhaustion of sick leave days, regardless of how many or how few days were available to the employee. Long-term disability monthly payments are 66

2/3% of basic monthly earnings. The insurance is effective the first of the month following the hire date.

Life Insurance: The School District has contracted with an insurance company to provide and the School District shall pay, for all employees who are working at least twenty hours a week, the cost of term life insurance coverage in the amount of \$15,000 on the life of the Salaried employee if under age 70 and in the amount of \$7,500 on the life of the Salaried employee if age 70 or older, \$3,000 for spouse, and \$2,000 on the life of any dependents designated by the Salaried employee.

Leaves:

Group I, II, III, & IV Sick Leave: Salaried Staff will accrue annual sick leave at the beginning of each year at a rate of one (1) “work day” per each calendar month of service; a “work day” shall be defined as the budgeted number of hours per day the salaried employee is scheduled to work, and “sick leave time” shall be equivalent to the budgeted number of hours per day the salaried employee is scheduled to work. Sick leave shall be accumulated to a maximum of seventy-five (75) days. For example, if a salaried staff employee is employed three (3) hours per day, they would receive a sick day worth 3 hours per day. If a salaried staff employee is employed (6) hours per day, that employee would receive a six (6) hour sick day. Sick leave may be used for parental leave, illness, accident, injury or death of the employee’s spouse, children and their spouses, parent, step-parent, parent-in-law, grandparents, siblings, grandchildren, and individuals living in the same household as the Salaried Staff; provided, that such paid leave shall not exceed five (5) days per occurrence as defined below. In the case of the death of a child/step-child or spouse, not more than fifteen (15) days per occurrence are allowed. For purposes of this paragraph, “occurrence” means an identified event (illness, injury, or death) reported by the Salaried Staff to an immediate supervisor.

All sick leave benefits cease upon termination of employment with Scottsbluff Public Schools.

Sick Leave Compensation at Resignation or by Qualified Permanent Disability: Qualified employees will be compensated for accumulated sick leave at resignation or retirement, or by qualified permanent disability as follows:

a. Resignation or Retirement: Upon Resignation or Retirement (age 55 minimum) with the School District, a Salaried Staff member having ten (10) years or more of continuous service to the School District in any capacity shall be paid for all accumulated sick leave days at a rate of \$40 per sick day.

b. Disability: An employee who becomes permanently disabled, as qualified by a physician, without possibility of return to employment in this School District will be compensated for unused sick leave based on the following formula: Number of days accumulated x daily rate of pay x 100%.

Personal Leave: All Salaried staff budgeted to be on duty thirty (30) or more hours per week will be allowed two (2) personal days per contract year. Notification to the Salaried Staff's immediate supervisor shall be made as far in advance as possible, but at least a twenty-four (24) hour notification to the supervisor is necessary to utilize this day. Leave must be entered into Employee Access and be approved by the supervisor. It is not required that the purpose of the personal leave be included in the request. Leave may be used for a snow day, if available. Salaried Staff will be allowed to carry one (1) unused personal day to the next contract year with a maximum balance of three (3) personal days.

Holidays: Salaried Staff employed full-time (six (6) hours per day or more) for 12 months will receive eleven (11) paid holidays per year, and if employed 10 months per year, they will receive nine (9) paid holidays per year.

Holiday	10 month	12 month
July 4		X
Labor Day	X	X
Thanksgiving (2 days)	X	X
Christmas (2 days)	X	X
New Year's (2 days)	X	X
Easter/Spring Break	X (one day)	X (two days)
Memorial Day	X	X

Group I Vacation Leave: All Salaried Staff employed full-time (six (6) hours per day or more) for a period of 12 months per contract year shall accrue vacation leave at the rate of 15 days per year of continuous employment with a maximum carryover of 10 days.

Group II Vacation Leave: All Salaried Staff employed full-time (six (6) hours per day or more) for a period of 12 months per contract year shall accrue vacation leave at the rate of 15 days per year of continuous employment. Beginning with the 11th year of employment, vacation shall accrue at 20 days per year. Staff may elect to carry over up to 10 days of their annual vacation leave each year. Once an employee has reached 5 years of service as an employee of SBPS, they may elect to receive salary compensation for 5 days and carry over 5 unused days, subject to approval by the Superintendent.

Group III Vacation Leave: All Salaried Staff employed full-time (six (6) hours per day or more) for a period of 12 months per contract year shall accrue vacation leave at the rate of 18 days per year of continuous employment. Beginning with the 11th year of employment, vacation shall accrue at 23 days per year. Staff may elect to carry over up to 10 days of their annual vacation leave each year. Once an employee has reached 5 years of service as an employee of SBPS, they may elect to receive salary compensation for 5 days and carry over 5 unused days, subject to approval by the Superintendent.

Group IV Vacation Leave: All Salaried Staff employed full-time (six (6) hours per day or more) for a period of 12 months per contract year shall accrue vacation leave at the rate of 20 days per year of continuous employment. Beginning with the 11th year of employment, vacation shall accrue at 25 days per year. Staff may elect to carry over up to 10 days of their annual vacation leave each year. Once an employee has reached 3 years of service in their current role or 5 years of service as an employee of SBPS, they may elect to receive salary compensation for 5 days and carry over 5 unused days, subject to approval by the Superintendent.

Appendix A

Scottsbluff Public Schools POSITION/COMPENSATION REVIEW REQUEST FORM

Employee Name:	
Position Title:	
Department:	
Name and Title of Supervisor/Manager (Person completing this form):	
Replacement Position <input type="checkbox"/> Yes or <input type="checkbox"/> No	(If yes) Anticipated start date:
New Position <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Length of yearly assignment: <input type="checkbox"/> 12-month <input type="checkbox"/> 11-month <input type="checkbox"/> 10-month <input type="checkbox"/> 9-month position <input type="checkbox"/> Other (please indicate):	
Current salary:	
Amount of recommended change:	
Summarize recommended adjustment to current salary, work year and/or benefits:	
Date of last review (if applicable):	
How has or will the expectations of this position change(d)?	
Indicate all factors that have <u>driven</u> this recommendation.	
<input type="checkbox"/> Changing organizational needs	
<input type="checkbox"/> Personal employee initiative/skills/knowledge	
<input type="checkbox"/> Organizational restructuring	
<input type="checkbox"/> Creation of new position	

- ☐ **Staff member request**
- ☐ **Review of array and/or comparable market salaries**
- ☐ **Other** (please indicate):

Attach current version of job description and, if applicable, recommended changes.

Special Notes (if needed): While the available budget is typically the limit for setting the salary, what internal or external comparison data should be considered that help justify the compensation adjustment(s) you are recommending. Also, include any other factors that should be considered and were not addressed in other areas of this document.

For HR Use Only	
Date of Review:	
Review Committee:	
Request Approved <input type="checkbox"/> Request Approved w/Modifications <input type="checkbox"/> Request Denied <input type="checkbox"/>	
Current compensation: 	New compensation:
Special Notes (if needed):	
Superintendent Signature:	
Executive Director of Finance Signature:	