

ADMINISTRATIVE SALARY SCHEDULE

- A. Employees moving to administrative positions will be placed on the administrative salary scale at a level that will ensure that their monthly pay is no less as an administrator than it was as a teacher or support staff member.
- B. Employees initially moving to an administrative position and employees moving within the administrative scale to another pay grade will be placed on the scale as follows:
- Promotions of one grade or higher will receive a one-step promotion (two lettered positions), of approximately 5%.
 - Promotions of two grades or higher will receive a two-step promotion (four lettered positions), of approximately 10%.
 - The Superintendent may authorize variations, but in no case will an employee's base salary be less than the minimum or more than the maximum for the grade to which the employee is promoted.
 - Employees involuntarily or voluntarily demoted to a lower grade will receive compensation according to the grade into which the employee is placed. The Director of Human Resources will designate the salary with final salary designation and approval by the Superintendent or his/her designee. An employee will not be compensated at a rate less than the minimum salary for the grade to which demoted, or receive more than the maximum compensation for the position as designated by the pay grade.
- C. New employees will be placed on the administrative scale according to years of related experience and other pertinent qualifications. The Department of Human Resources will determine placement and recommend an annual salary that will serve to attract qualified applicants and maintain internal equity.

Adopted: December 13, 2001

Ref: Portsmouth City Public Schools' Pay and Classification Plan