
SALARY ADVANCEMENT POLICY

Sage Oak Charter Schools (“School”) adopts this Salary Advancement policy in an effort to provide clarity on the eligibility requirements for advancement on the board approved salary schedule, as determined by the board of directors and the School’s budget.

Definitions

- **Salary Advancement** - A salary advancement is defined as the employee’s movement to a subsequent step on the salary schedule (eg. moving from Step 1 to Step2). All advancements are dependent upon the School’s budget and determined by the board of directors. The School reserves the right to freeze salaries and salary placement based on the budget.
- **Service Requirement** - An employee must successfully serve the School in active, paid status 80 percent of a fiscal year (eg. July 1 - June 30), depending upon the position’s number of paid days.. Qualifying service will be aggregated for eligible staff that serve greater than or equal to 40 percent, but less than 80 percent of a school year in active, paid status. Changes in salary based on service will be evaluated annually for the next fiscal year, depending on the School’s budget. Changes in salary based on service will not be modified midyear.

Eligibility

For each year of successful teaching experience as outlined in the service requirement section of this policy , staff will be eligible to advance one step on the salary schedule until maximums are reached, depending on the School’s budget.

Staff serving part time will be eligible to advance on the salary schedule regardless of full time equivalent (FTE) as long as the employee serves in the role 80 percent of the year. Years served in part time status can be aggregated for eligible staff that serve greater than or equal to 40 percent, but less than 80 percent of a school year in active, paid status.