

---

**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.

**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 Step 2). 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.

**Eligibility**

Regardless of full time equivalent (FTE) status, an employee must successfully serve the School in active, paid status 80 percent of a fiscal year (i.e., July 1 - June 30), depending upon the position’s number of paid days, in order to advance one step on the salary schedule. Approved military leave time, up to the employee’s regular work schedule, will count for purposes of meeting the 80% threshold, consistent with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Qualifying active service can be aggregated. Any eligible portion of a year during which an employee has provided active service will be tracked and carried over, allowing it to be aggregated until it cumulatively meets or exceeds the minimum threshold of 80 percent of a school year. Previous experience served outside of the School will not be eligible for aggregation.

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.