

SECTION B
COMPENSATION SYSTEM

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SECTION B COMPENSATION SYSTEM

B-1 Scope and Purpose

This section sets forth the rules and regulations for the establishment, maintenance, and administration of the compensation system applicable to managerial exempt positions in Miami-Dade County Public Schools. All compensation changes shall be processed through Compensation Administration, to ensure compliance with the provisions of this section.

B-2 Statement of Policy

- A. Managerial exempt employees shall be compensated in accordance with the pay grades established for the positions to which the employees are assigned as governed by the regulations contained in the MEP Manual.
- B. The compensation system consists of rules and regulations governing the administration of the compensation system set forth in this Section.
- C. The salary schedules consist of all pay grades for the managerial exempt positions.
- D. The salary schedules contain pay grades with a minimum and maximum salary as specified on the Managerial Exempt Salary Schedule as approved by The School Board.
- E. The salary schedules provide a link to competitive pay levels for comparable positions in similar public employment organizations and geographic areas; it incorporates the adjustments resulting from the compensation review discussed in Section F below.
- F. Compensation Administration may:
 - 1. Review competitive compensation levels periodically and collect survey data for planning purposes.
 - 2. Make recommendations for changes in the salary structure and for possible changes to pay grade assignments.

B-3 Calculation of Rate of Pay

Managerial exempt employees shall be paid in accordance with rates computed as follows:

- A. 230-Day Employee (12 Month)
 - 1. Daily Rate = Annual salary divided by 260 days (230 actual work days plus the intervening holidays and yearly earned vacation days subject to the annual calendar).*
 - 2. Biweekly Rate = Daily Rate x 10 days.

3. Hourly = Daily Rate divided by 8.

* The Salary Schedule reflects an annual 260-day work year with each 12-month employee actually paid for 261 days, pursuant to the annual Board-adopted calendar.

B. 206 Day Employee (10 Month)

1. Daily Rate = Annual salary divided by 222 days (206 actual work days plus intervening holidays and school vacation days subject to the annual calendar).

2. Bi-Weekly Rate = Daily Rate x 10 days.

3. Hourly = Daily Rate divided by 8.

C. The School Board will provide 10-month employees (Assistant Principals) the option of receiving payment of salary over 10 months or over 12 months. Employees must complete a written election form. The election must be made before the first work day of the school year. The election is irrevocable; it cannot be cancelled during the school year. This election will remain in effect until a cancellation form is received for the subsequent school year. The accumulated deferred wages will be paid during the months of June, July and August, depending on the school year calendar. Only if an employee transfers to an ineligible job position, resigns, retires or dies, can the deferred compensation funds be paid prior to the scheduled pay dates.

B-4 Initial Appointment Compensation

The rate of compensation upon initial appointment to a managerial exempt position shall be the minimum of the pay grade of the classification involved, unless:

A. The Superintendent recommends and the School Board approves a higher salary..

B. The applicant is a Miami-Dade County Public Schools employee reassigned and appointed or reclassified from a non-managerial M-DCPS position; in this case the employee shall be placed in the salary range that provides a 5% increase in salary above the employee's current base pay. During times of fiscal constraints, this increase may be deferred. Please refer to Compensation Increases, Section B-5G.

C. Retired MEP employees shall be hired at the minimum of the pay grade or lower of the job classification in which they are hired.

MEP retirees who are rehired, either part-time or full-time, within the first twelve months after retirement, must promptly notify the Florida Retirement System, in accordance with state statutes, to suspend their pension, until conclusion of the first year of re-employment.

Rehired MEP retirees will be re-employed on an annual basis. All contracts shall be based on a fiscal year and shall expire on or before June 30 of each year.

With respect to rehired MEP retirees, the Superintendent of Schools shall have the discretion to terminate a contract without cause anytime during the year.

B-5 Compensation Increases

An employee shall be eligible to receive a compensation increase only when one of the following conditions exists:

- A. Salary schedules and increments shall be approved by The School Board. July 1 shall be considered the anniversary date for all employees covered under the MEP system provided that service was initiated on or before March 31 of that year or an employee who was on leave returns to work on or before March 31 of the preceding school year. If eligible, a salary increment, as defined herein, shall be awarded prior to the compensation increase upon promotion, if recommended by the Superintendent and approved by The School Board.
- B. Employees may be eligible for salary increments, established annually by The School Board, unless evaluated at Does Not Meet Standards, evidenced by their official annual evaluation for the previous school year, pursuant to the performance planning and appraisal system. Furthermore, in addition to being ineligible for a salary increment, employees evaluated at Does Not Meet Standards shall be ineligible to receive any salary increase which is a result of The School Board's authorized improvement to the salary schedule. Salary increments shall be implemented effective upon the conclusion of successfully completed probationary status, Performance Improvement Plans or investigative status.
- C. When The School Board approves the reclassification of a position to a higher pay grade, the incumbent's salary shall be improved 3% provided such increase will not exceed the maximum pay for the higher pay grade position, on the effective date of the Board action as recommended by the Superintendent to The School Board, unless the Superintendent, due to unusual circumstances, recommends and The School Board approves otherwise.
- D. An employee who is promoted from a position covered under this system shall move to the higher pay grade at a rate which provides a 5% increase provided such increase will not exceed the maximum pay for the higher pay grade position. Subsequent promotions within 12 months of the previous promotion shall be at a maximum of 3% and shall not exceed the maximum of the higher pay grade.
- E. If an employee is promoted or reclassified and then the employee requests to return to the previous job or another job at a lower pay grade within one year, the employee's salary will revert to the previous salary.
- F. Upon Board approval, the Superintendent of Schools may authorize compensation adjustments related to changes in job responsibilities not otherwise provided for in this section.
- G. During periods where the District is under fiscal constraints the Superintendent of Schools may defer compensation for promotional increases and reclassification

increases until such time as fiscally feasible not withstanding the terms of the employees' contract. The District is considered under fiscal constraints when revenue limitations, or decreases, and/or cost increases, particularly in the General Fund, create a significant and often recurring need for expenditure reductions.

B-6 Compensation Upon Downward Reassignment or Adjustment

An employee may be reassigned to a position at a lower pay grade with or without a reduction in pay, subject to the following provisions:

- A. Upon demotion (i.e., a downward change in job assignment due to an employee's unsatisfactory conduct and/or performance), an employee's salary shall be reduced to the same position-in-range in the lower pay grade position. Unsatisfactory conduct is defined in this Manual, as a substantiated violation of Federal or State Law or State Board of Education or School Board Rule. If a managerial exempt employee who has been demoted moves outside the managerial exempt group, the employee's new salary shall be the published rate for the new job assignment which is the closest to but less than the current salary.
- B. When a position is reclassified to a lower pay grade the employee will receive a 3% base salary reduction not to exceed the maximum of the lower pay grade. Subsequently, the salary will be increased by the annual increment of the lower pay grade position until the employee reaches the maximum of the lower pay grade position.
- C. In accordance with School Board Rule 6Gx13- 4A-1.15, Assignment, Transfer, and Appointment--Administrative Positions, when reorganization is recommended by the Superintendent, the Superintendent shall have the discretion to exercise the following options when determining salaries for affected employees based upon the changes in scope of work and/or responsibilities.

If the employee's current salary is below the maximum of the lower pay grade position, the employee will be placed on the salary schedule at their current salary or the employee will receive a 5% base salary reduction not to exceed the maximum of the lower pay grade position based upon the changes in scope of work and/or responsibilities.

If the employee's current salary is above the maximum of the lower pay grade position, the employee's salary shall be adjusted to the maximum salary of the lower pay grade position, or the employee will receive a 5% base salary reduction not to exceed the maximum of the lower pay grade position based upon the changes in scope of work and/or responsibilities.

An employee whose salary is adjusted downward under this provision shall be eligible for subsequent salary increases provided such increase will not exceed the maximum level for the lower pay grade position.

If a managerial exempt employee is reassigned to a position outside the managerial exempt group, the employee's new salary shall be the published rate for the new job assignment which is the closest to but not to exceed the current salary.

B-7 Career Redirection

- A. Career redirection is a request submitted by an employee to be placed in a different position. Such a request may result from a career development conference between an employee and supervising administrator, or may be initiated by the employee upon careful consideration of career opportunities.
- B. A request for career redirection shall be made by the affected employee in writing to the employee's supervisor for consideration and forwarded to the next supervisory level.
- C. Such a change or move may be lateral in nature or may be a request for a re-assignment to a lower pay grade position.
- D. If the requested career redirection results in reassignment to a lower pay grade, the employee's salary may be reduced by up to 5% upon a review of the duties and responsibilities of the new position provided that the resultant salary does not exceed the maximum for the lower pay grade. If the employee's salary is above the maximum, it shall be reduced at least to the maximum for the lower pay grade position. If the employee's salary is below the maximum for the lower pay grade position, the employee's salary may remain at the current salary. The employee's salary will be increased by the authorized increment of the lower pay grade position until the employee reaches the maximum for the lower pay grade position.
- E. The recommendation as to the employee's salary in this situation will be made by the Assistant Superintendent, Office of Human Resources, Recruiting and Performance Management in consultation with the employee's supervisor and the appropriate Executive Staff Member, subject to final approval by the Superintendent.
- F. The Assistant Superintendent, Office of Human Resources, Recruiting and Performance Management shall forward a recommendation for the Superintendent's approval.

B-8 Compensation Upon Transfer or Lateral Reassignment

An employee who is laterally transferred or reassigned to a position at the same pay grade, or whose salary is within the range of an equivalent pay grade, shall not be granted a compensation increase as a result of being transferred.

B-9 Compensation for Part-Time/Hourly Employment

Employees filling a position on a part-time basis shall be compensated at the minimum hourly rate of the pay grade assigned to the position being filled.

B-10 Effective Date of Salary Changes

The effective date of all salary changes provided for in this section shall be the date of the School Board action or as soon thereafter as can be facilitated with the exception of an

effective date as otherwise established by The School Board.

B-11 Reduction-in-Force Procedures

In the event that a reduction-in-force becomes necessary, the following procedures will be followed to guide the termination and/or reassignment of managerial exempt personnel affected by the reduction in force:

Should The School Board have to choose from among its managerial exempt personnel as to which should be retained, the Superintendent shall submit to the Board recommendations that are deemed to be in the best interest of the school district. The Superintendent may include among the criteria to be considered: capacity to meet the educational needs of the community, educational qualifications, efficiency or effectiveness in the school district. The decision of The School Board shall not be controlled by any previous contractual relationship.

B-12 Flexible Work Schedules

- A. MEP employees whose duties are technically oriented, highly specialized, and do not include direct or indirect supervision of other employees, may be assigned flexible work schedules to support the 24-hour operating schedule; respond to emergency/unforeseen requirements; and to adapt to cyclic workload requirements. Regular work schedules for each employee shall be established, anticipating, to the extent possible, extra and/or other than normal schedule requirements.

A system shall be utilized to keep track of the date that excessive hours are worked, so that the employee's work schedule may be adjusted to balance the excessive hours within the next 20-work day period. Adjustments to an employee's schedule will be authorized by the employee's immediate supervisor, and approved by the Department Head. In cases where extenuating circumstances do not allow for the employee's schedule to be adjusted to balance within the 20-work day period, additional schedule adjustments may be authorized only by the Superintendent or a member of the Superintendent's Cabinet.

- B. In the event an employee is required to work on a Board approved holiday to meet critical needs of the District, that employee may observe the holiday on another agreed upon day within the 20-work day period, subject to approval of the supervisor and appropriate Cabinet Member.

B-13 School Board Vehicles

The Superintendent of Schools is authorized to assign School Board vehicles to administrators when necessary for the performance of their job duties and in the best interest of the school system. The school system will provide maintenance and gasoline for these vehicles. Please refer to the Miami-Dade County Public Schools Assigned Vehicle Policies and Procedures Manual <http://ehandbooks.dadeschools.net/policies/173.pdf>.

B-14 Compensation for Work Performed During Emergency Closing of Schools

The emergency closing of school(s) for any cause, such as inclement weather or violent or disruptive activities in which the safety of individuals might be endangered, shall be at the discretion of the Superintendent of Schools, pursuant to School Board Rule 6Gx13- 6A-1.05, Emergency Closing of School(s). When an emergency is declared by the Superintendent and managerial exempt employees are excused from work because of the emergency, those employees required to work (i.e., designated essential personnel) during the emergency will be granted compensatory time. Compensatory time for managerial exempt personnel shall be accrued at the rate of half or full-day increments for each half/full day worked during the emergency closing of schools.

The use of accrued compensatory time shall be authorized in advance by the supervising administrator. Compensatory time shall be taken in half or full-day increments whenever possible and be reported in accordance with Payroll Processing Procedures using the Compensatory Time Report and Application For Leave forms. The amount of compensatory time an employee may accrue is in accordance with the days designated for emergency closing of schools. Accrued compensatory time must be used prior to the end of the fiscal year in which it is accrued. However, compensatory time accrued near the end of the fiscal year that cannot be taken within that fiscal year may be carried over and used within the first sixty calendar days of the new fiscal year. Under no circumstances shall monetary payments be made for unused compensatory time.

B-15 Supplement for Assistant/Vice Principals at Designated Senior High Schools

Assistant Principals and Vice Principals assigned and employed full-time at designated Senior High Schools shall be eligible for a \$4,000 supplement to provide compensation for the substantial amount of time worked beyond the regular school day.

The supplement is compensation for providing evening and weekend services on a regular basis in support of the senior high school's academic, activity, and academic extracurricular programs.

- A. Designated Senior High Schools are those schools that provide a full complement of athletic and activity programs as determined by School Operations.
- B. No additional remuneration is authorized for Assistant Principals and Vice Principals for providing evening and weekend services as compensated for by this supplement.
- C. Payment of the supplement shall be effective the date of assignment to a designated Senior High School and shall be terminated effective the date of reassignment from a designated Senior High School.
- D. Ten-month Assistant Principals shall not be eligible for supplemental pay during the summer session.

B-16 Doctoral Pay Increment

Managerial exempt personnel who hold or obtain a doctoral degree from an accredited institution of higher learning in areas that directly impact teaching and learning in the classroom, and in areas relevant to their working assignment, shall be eligible for a Doctorate Pay Increment (DPI) of \$2,500. Appropriate areas of study may include educational leadership/supervision, educational theory and practice, educational research, educational technology, or educational psychology with specialization in areas such as curriculum and instructional leadership, school/business management, or other learning and cognitive domains.

- A. All personnel wishing to apply for the Doctorate Pay Increment must submit an official DPI application form, including an official university doctorate transcript(s), to Compensation Administration.
- B. For employees who have obtained their doctoral degree the effective date to begin payment of the increment shall be the beginning of the pay period following the verification and approval of the doctoral degree transcripts.
- C. Resolutions of any disputes regarding the appropriateness of the area of study or job classification eligibility for DPI will be determined by the Assistant Superintendent, Office of Human Resources, Recruiting and Performance Management, in consultation with the Assistant Superintendent of Labor Relations.