

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

EMPLOYEE COMPENSATION PLAN

Each job is assigned to one of 13 Pay Grades; each Pay Grade has 16 pay steps.

Determination of Prior Service Credit - Classified Personnel

For the purpose of computing salaries of persons employed, transferred or promoted after the adoption of this policy, the Clarksville-Montgomery County School System will recognize the following kinds of experience:

1. Prior experience in the same class title, not to exceed nine (9) years with the Clarksville-Montgomery County School System provided the employee left the service of the school system in good standing. Employee is placed at Step 1. After completion of the first six-month period, employee is placed at the appropriate step not to exceed Step 9. (Re-hired employees please refer to HUM-A002).
2. Persons who become employed by the Clarksville-Montgomery County School System who have previously been assigned to the school system while working under a federal project grant are given prior experience credit not to exceed (4) four years.
3. New hires possessing the minimum knowledge, skills and abilities required by a job are normally hired at Step 1 for the job. If a Supervisor has selected a candidate for a position who has more relevant employment experience, more education, or higher skill level than normally required for the job they may request to the Chief Human Resources Officer (CHRO) (ref. [CLS-F019a](#)) that the experience/education be granted as prior experience. Approval from the CHRO must be received before the employee is hired. If this option has been approved, the employee will be placed at Step 1. After the completion of the six-month period and [CLS-F019](#), employee may be placed to Step 2 or above, not to exceed Step 9. The current pay rates, qualification and skill levels of existing job incumbents are carefully considered before a new employee is given credit for prior experience or education.
4. The Chief Human Resources Officer/designee is the final authority for approving prior service credit verification.

Step Increase Policy

The Classified-Compensation Plan provides sixteen (16) steps for advancement within each skill level. Employees are advanced with the appropriate skill level based upon years of experience and satisfactory evaluation by the employee's designated supervisor.

Employee advancement is based upon the following:

1. Regular Employees who receive a satisfactory performance evaluation during the year are eligible for a step increase each July 1 after successfully completing at least 12 months of employment.
2. Employees are not eligible for a salary increase until the completion of the first six months of employment. Employees who receive a satisfactory performance review at the end of their probationary period are eligible for a salary increase effective on the date six months following the date of employment. The amount of this increase equals one-half step (1%). Subsequently, these employees would be eligible for salary increases July 1 of each year, after completion of at least 12 months of employment.

Step Increases while on unpaid Leave of Absence

Scheduled salary increases are not postponed for employees on approved paid sick leave or paid leave of absence. If an employee is paid for 50% of their annual scheduled work days they will move to the next step. If an employee is out on approved leave without pay for more than 50% of their scheduled work days they will not move to the next step until the beginning of the following fiscal year.

Standard Promotional Increases

At the time of the promotion, the individual's salary is adjusted to reflect the increased demands and responsibility of the new position. If the employee is promoted to a position that is within the same career track (see attachment), the employee's pay rate will normally be increased to the lowest Step for the new job that is at least 5% greater than the employee's current Pay Step.

Voluntary Lateral Transfer

A lateral transfer is a change in assignment from one work location to another within the school system or a change in assignment from one position to another position for which the employee is properly qualified. If an employee is selected for a transfer and the new position is in the same career track, they retain their current step status. If an employee is selected for a transfer and the new position is the same Grade but not within the same career path, the employee begins at Step 1. All transfers are subject to the approval of the Chief Human Resources Officer/designee.

Temporary Reassignment

No pay adjustments are made for temporary assignments of less than 30 working days to perform the work of a job above the employee's assigned Pay Grade. Adjustments to pay rates of employees assigned temporarily for more than 30 days but less than six months to perform work of higher-level jobs are made at the discretion of management. Normally adjustments equal two (2) steps.

Demotions or Reassignment to a Lower Grade

Demotions occur when an employee is reassigned or voluntarily requests a transfer to a position in a lower Pay Grade. If an employee was promoted and subsequently returned to the original (lower) job, his/her pay rate is adjusted to the pay rate that would apply if the promotion had not occurred. The employee's pay rate normally would be reduced to be consistent with the rates of pay of other incumbents in the new job who possess similar skills and tenure.

Equity Adjustments

Adjustments to employees pay rates to correct inconsistencies or inequitable situations are occasionally necessary. The employee's supervisor and/or the Department Head document the reason for such an adjustment and forward the request to the Chief Human Resources Officer/designee no later than October 31 of the year for approval. Recommended equity adjustments must be submitted as part of the annual budgeting process, and if approved will be paid consistent with the normal salary increase cycle (July 1 of each year).

Calculation of Equity Adjustments

Adjustments are determined based on the results of scheduled yearly market analysis. If a position is determined to have upward movement, position will be moved to the new grade. Step will be based on the next highest hourly rate of pay, within new grade, based on grade of pay as July 1. If a position is determined to have downward movement, position will remain at current grade.

Calculations of Current Employees Salaries

Adjustments to the salaries of school system employees employed prior to the effective date of the market analysis which necessitated revisions to this administrative policy (July 1, 2005) are not authorized.

Compensation Guides and Schedules

A copy of all compensation guides for classified staff are located at the Human Resources Department and www.cmcss.net.

Associated Documents: [Career Path Chart, Attachment A](#)
Request for Transfer – Classified Staff Personnel ([HUM-F005](#))
TCA 49-5-611
Substitute School Bus Driver Pay ([TRN-A006](#))

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/17/05		Initial Release
3/02/05	A	Add relevant “employment” in paragraph three and add last sentence of Voluntary Lateral Transfer paragraph and HUM-F005 reference under Associated Documents
10/05/06	B	In first paragraph 3 add “employment” after relevant.
2/27/08	C	Change name of policy, add note re TCA 49-5-611 in first paragraph under Determination of Prior Service Credit, add last sentence re float custodian under Voluntary Lateral Transfer, add October 31, and replace last sentence with “and if approved...” under Equity Adjustments and add Calculations of Equity Adjustments.
5/05/08	D	Clarify #3 under Determination of Prior Service Credit - Classified Personnel, add form CLS-F019a and TRN-A006.
5/25/10	E	Revised Attachment A, changed Support Staff to Classified Staff under the Associated Documents section, and updated logo.
7/18/11	F	Removed reference to bargaining units in first paragraph of Determination of Prior Service Credit section. Removed references to “probationary” throughout. Deleted last two sentences in Voluntary Lateral Transfer section.
11/7/11	G	Added updated Attachment A

***** End of Policy *****

CAREER PATH CHART

Classification Group	Assignment Code	Job Title	Grade
INFORMATION SYSTEMS	C173	NETWORK MANAGER	L
INFORMATION SYSTEMS	C171	SR. COMPUTER NETWORK TECH	K
INFORMATION SYSTEMS	C139	COMPUTER NETWORK TECH	J
INFORMATION SYSTEMS	C205	DESK TOP SUPPORT TECH	H
INFORMATION SYSTEMS	C146	COMPUTER REPAIR TECH	H
INFORMATION SYSTEMS	F124	COMPUTER OPER COOR-CHILD NUTRITION	H
INFORMATION SYSTEMS	C155	COMPUTER OPERATIONS COORDINATOR	G
INFORMATION SYSTEMS	C177	STUDENT INFO SYSTEM COORDINATOR	G
INFORMATION SYSTEMS	C193	HELP DESK TECHNICIAN	F
ACCT & ADMINISTRATIVE SERVICES	C159	ADMINISTRATIVE ANALYST	J
ACCT & ADMINISTRATIVE SERVICES	C166	ACCOUNTANT/FEDERAL PROJECTS	J
ACCT & ADMINISTRATIVE SERVICES	C189	ACCOUNTANT/PAYROLL RECON	J
ACCT & ADMINISTRATIVE SERVICES	C163	ADMINISTRATIVE SPECIALIST	J
ACCT & ADMINISTRATIVE SERVICES	C160	ACCOUNTING SPECIALIST	I
ACCT & ADMINISTRATIVE SERVICES	C136	CERTIFIED EMPLOYEE REPRESENTATIVE	I
ACCT & ADMINISTRATIVE SERVICES	C184	OJI/NURSE CONSULTANT	I
ACCT & ADMINISTRATIVE SERVICES	C176	HR ASSOCIATE-BENEFITS	I
ACCT & ADMINISTRATIVE SERVICES	C153	PAYROLL OFFICER	H
ACCT & ADMINISTRATIVE SERVICES	C168	CLASSIFIED EMPLOYMENT REPRESENTATIVE	H
ACCT & ADMINISTRATIVE SERVICES	C185	SENIOR ACCOUNTING TECH	H
ACCT & ADMINISTRATIVE SERVICES	C104	HR ASSOCIATE-BENEFITS-INS. TRUST	H
ACCT & ADMINISTRATIVE SERVICES	C180	HR ASSOCIATE-OJI SPECIALIST	H
ACCT & ADMINISTRATIVE SERVICES	C190	HR ASSOCIATE-CERTIFIED	H
ACCT & ADMINISTRATIVE SERVICES	C127	ACCT'G ASSOC-CHILD NUTRITION	H
ACCT & ADMINISTRATIVE SERVICES	C200	ACCT'G TECH II	H
ACCT & ADMINISTRATIVE SERVICES	C177	STUDENT INFORMATION SYSTEM COORD	H
ACCT & ADMINISTRATIVE SERVICES	C170	PROCESS MGT. COORDINATOR	H
ACCT & ADMINISTRATIVE SERVICES	C181	ADMINISTRATIVE ASST. III-SPECIAL EDUCATION	G
ACCT & ADMINISTRATIVE SERVICES	C116	ADMINISTRATIVE ASST. III-HR	G
ACCT & ADMINISTRATIVE SERVICES	C138	ADMINISTRATIVE ASSISTANT III-INSTRUCTION	G
ACCT & ADMINISTRATIVE SERVICES	C129	ADMINISTRATIVE ASST. III-CHILD NUTRITION	G
ACCT & ADMINISTRATIVE SERVICES	P104	ADMINISTRATIVE ASST. III-TECHNOLOGY DEPART	G
ACCT & ADMINISTRATIVE SERVICES	T137	ADMINISTRATIVE ASST. III- FLEET SAFETY	G
ACCT & ADMINISTRATIVE SERVICES	C204	ACCT'G TECH ISA/PAYROLL	G
ACCT & ADMINISTRATIVE SERVICES	P102	ACCOUNTING TECHNICIAN-ISA	G
ACCT & ADMINISTRATIVE SERVICES	P117	ACCOUNTING TECHNICIAN-ISA	G
ACCT & ADMINISTRATIVE SERVICES	P123	ACCOUNTING TECHNICIAN-ISA	G
ACCT & ADMINISTRATIVE SERVICES	C178	ACCOUNTABILITY ASSISTANT	G
ACCT & ADMINISTRATIVE SERVICES	T108	ROUTE ANALYST	G
ACCT & ADMINISTRATIVE SERVICES	C203	STUDENT WELLNESS PROGRAM ASST. COORD	G
ACCT & ADMINISTRATIVE SERVICES	P103	ADMINISTRATIVE ASST. II-Prof. Dev	G
ACCT & ADMINISTRATIVE SERVICES	C197	ADMINISTRATIVE ASST. II-DIRECTORS OFFICE	F
ACCT & ADMINISTRATIVE SERVICES	C167	ADMINISTRATIVE ASST. II STUDENT SERVICES	F
ACCT & ADMINISTRATIVE SERVICES	C172	ADMIN ASST II SPE ED AT/FED REPORTS	F
ACCT & ADMINISTRATIVE SERVICES	C174	ADMINISTRATIVE ASST II-VOCATIONAL & ED FUND	F
ACCT & ADMINISTRATIVE SERVICES	C175	ADMINISTRATIVE ASST. II-SP. ED EASY IEP/TRANSP.	F

ACCT & ADMINISTRATIVE SERVICES	P106	ADMINISTRATIVE ASST.II-FACILITIES & SAFETY	F
ACCT & ADMINISTRATIVE SERVICES	T138	ADMINISTRATIVE ASST. II TRANSPORTATION	F
ACCT & ADMINISTRATIVE SERVICES	T136	ADMIN ASSISTANT II VEHICLE MAINT	F
ACCT & ADMINISTRATIVE SERVICES	R121	MAINTENANCE COORDINATOR	F
ACCT & ADMINISTRATIVE SERVICES	R122	WORK CONTROL ASSOCIATE	F
ACCT & ADMINISTRATIVE SERVICES	C119	ADMINISTRATIVE ASST.II-STUDENT SERVICES	F
ACCT & ADMINISTRATIVE SERVICES	C102	FREE & REDUCED PROGRAM COORD.	F
ACCT & ADMINISTRATIVE SERVICES	B129	CAREER/TECH ASSISTANT	F
ACCT & ADMINISTRATIVE SERVICES	P125	ACCT'G TECH ISA	F
ACCT & ADMINISTRATIVE SERVICES	C206	ACCT'G TECH (4 HRS)	F
ACCT & ADMINISTRATIVE SERVICES	C207	ADMIN ASST. I- HR	
ACCT & ADMINISTRATIVE SERVICES	P131	ADMIN ASST. I- PROF DEV & PROCESS MGT	
ACCT & ADMINISTRATIVE SERVICES	C198	ADMINISTRATIVE ASST. I-INSTRUCTION	E
ACCT & ADMINISTRATIVE SERVICES	P115	ADMINISTRATIVE ASST. I	E
ACCT & ADMINISTRATIVE SERVICES	P116	ADMINISTRATIVE ASST. I	E
ACCT & ADMINISTRATIVE SERVICES	P119	ADMINISTRATIVE ASST. I-AUX LEARNING CENTER	E
ACCT & ADMINISTRATIVE SERVICES	P120	ADMINISTRATIVE ASST. I-ADULT EDUCATION	E
ACCT & ADMINISTRATIVE SERVICES	P121	ADMINISTRATIVE ASST. I-ALTERNATIVE SCHOOL	E
ACCT & ADMINISTRATIVE SERVICES	P122	ADMINISTRATIVE ASST. I (school level)	E
ACCT & ADMINISTRATIVE SERVICES	P124	ADMINISTRATIVE ASST.I	E
ACCT & ADMINISTRATIVE SERVICES	P126	ADMIN ASST.- ATTENDANCE	E
ACCT & ADMINISTRATIVE SERVICES	P129	ADMIN ASST. 1 PAES LAB	E
ACCT & ADMINISTRATIVE SERVICES	C194	TESTNG ASSISTANT	E
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COMMUNICATION SERVICES	C199	WEBCAST/VIDEO PRODUCER	I
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EDUCATIONAL ASSISTANT	B105	EDUCATION ASS'T ELL	F
EDUCATIONAL ASSISTANT	B109	EDUCATIONAL ASS'T-SIGN/LGE/INT.	F
EDUCATIONAL ASSISTANT	B122	EDUCATIONAL ASSISTANT-ESL	F
EDUCATIONAL ASSISTANT	B138	JOB COACH (12 MONTH)	F
EDUCATIONAL ASSISTANT	P122	ADMINISTRATIVE ASST. I-SCHOOL LEVEL	E
EDUCATIONAL ASSISTANT	B103	MEDIA ASSISTANT	E
EDUCATIONAL ASSISTANT	B128	MEDIA ASSISTANT	E
EDUCATIONAL ASSISTANT	C152	ABE ASSESSMENT/COORDINATOR/REC.	E
EDUCATIONAL ASSISTANT	B104	ED. ASS'T/MULTI-DISABLED	E
EDUCATIONAL ASSISTANT	B109	ED. ASS'T/MULTI-DISABLED	E
EDUCATIONAL ASSISTANT	B120	ED. ASS'T/MULTI-DISABLED	E
EDUCATIONAL ASSISTANT	B121	ED. ASS'T/MULTI-DISABLED	E
EDUCATIONAL ASSISTANT	B140	ED. ASS'T PAES LAB	E
EDUCATIONAL ASSISTANT	B102	EDUCATIONAL ASSISTANT-SP. ED.	E
EDUCATIONAL ASSISTANT	B111	EDUCATIONAL ASSISTANT-PRESCHOOL	E
EDUCATIONAL ASSISTANT	B118	EDUCATIONAL ASSISTANT-SP. ED.	E
EDUCATIONAL ASSISTANT	B119	EDUCATIONAL ASSISTANT-SP. ED.	E
EDUCATIONAL ASSISTANT	B139	EDUCATIONAL ASSISTANT- PRESCHOOL LOTTERY (7.5)	E
EDUCATIONAL ASSISTANT	B125	EDUCATIONAL ASSISTANT-PRESCHOOL	E
EDUCATIONAL ASSISTANT	B126	EDUCATIONAL ASSISTANT-PRESCHOOL	E
EDUCATIONAL ASSISTANT	B132	EDUCATIONAL ASSISTANT-PRESCHOOL (LOTTERY)	E
EDUCATIONAL ASSISTANT	B130	EDUCATIONAL ASS'T-SP/LANG/PATH	E
EDUCATIONAL ASSISTANT	B101	EDUCATIONAL ASSISTANT	E
EDUCATIONAL ASSISTANT	B114	EDUCATIONAL ASSISTANT-TITLE I	E
EDUCATIONAL ASSISTANT	B131	CAFETERIA MONITOR	B

HEALTH SERVICES	P112	RN SCHOOL NURSE SUPERVISOR	K
HEALTH SERVICES	P111	SCHOOL NURSE-LPN	G
HEALTH SERVICES	P113	SCHOOL NURSE-LPN	G
HEALTH SERVICES	P130	ONE-ON-ONE NURSE (5 HRS)	G
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FACILITIES/MAINTENANCE	C191	ASS'T FACILITY MGR/CAPITAL PROJECTS	L
FACILITIES/MAINTENANCE	C148	ASSISTANT FACILITY MGR/CONSTRUCTION	L
FACILITIES/MAINTENANCE	R108	GENERAL FOREMAN MAINTENANCE	K
FACILITIES/MAINTENANCE	R113	ASSISTANT FOREMAN MAINTENANCE	I
FACILITIES/MAINTENANCE	R124	SR. BOILER/CHILLER TECH	I
FACILITIES/MAINTENANCE	R142	MAINTENANCE DISPATCHER	I
FACILITIES/MAINTENANCE	R142	MASTER ELECTRICIAN	I
FACILITIES/MAINTENANCE	R118	MASTER PLUMBER	I
FACILITIES/MAINTENANCE	R133	MAINT. OPERATIONS FOREMAN	I
FACILITIES/MAINTENANCE	R127	BOILER/CHILLER TECHNICIAN	H
FACILITIES/MAINTENANCE	R129	HVAC TECHNICIAN	H
FACILITIES/MAINTENANCE	R105	ELECTRICIAN	H
FACILITIES/MAINTENANCE	R111	ENERGY/FIRE PROT SPECIALIST	H
FACILITIES/MAINTENANCE	R101	SENIOR ELECTRONIC REPAIR TECH	H
FACILITIES/MAINTENANCE	R116	PLUMBER WASTE WATER OPERATOR	H
FACILITIES/MAINTENANCE	R135	PEST CONTROL SPECIALIST	G
FACILITIES/MAINTENANCE	R137	SR. CABINET MAKER	G
FACILITIES/MAINTENANCE	R109	FOOD SERVICE EQ. REPAIR TECH.	G
FACILITIES/MAINTENANCE	R141	REFRIG REPAIR TECHNICIAN	G
FACILITIES/MAINTENANCE	R119	SR. HEAVY EQUIPMENT OPERATOR	G
FACILITIES/MAINTENANCE	R125	SR. BUILDING MAINTENANCE TECH	G
FACILITIES/MAINTENANCE	R102	ELECTRONIC REPAIR TECHNICIAN	G
FACILITIES/MAINTENANCE	R106	HVAC MECHANIC	G
FACILITIES/MAINTENANCE	R103	CABINET MAKER	F
FACILITIES/MAINTENANCE	R104	SMALL ENGINE REPAIR TECH	F
FACILITIES/MAINTENANCE	R115	BUILDING MAINTENANCE TECH	F
FACILITIES/MAINTENANCE	R130	HEAVY EQUIPMENT OPERATOR	F
FACILITIES/MAINTENANCE	F114	LIGHT EQUIPMENT OPERATOR-F/S	F
FACILITIES/MAINTENANCE	F120	LIGHT EQUIPMENT OPERATOR-F/S	F
FACILITIES/MAINTENANCE	F126	LIGHT EQUIPMENT OPERATOR-F/S 5 hours	F
FACILITIES/MAINTENANCE	O101	LEAD CUSTODIAN	F
FACILITIES/MAINTENANCE	R138	BOILER/CHILLER OPERATOR	E
FACILITIES/MAINTENANCE	R140	ELECTRONIC REPAIRMAN	E
FACILITIES/MAINTENANCE	R107	SMALL ENGINE REPAIRMAN	E
FACILITIES/MAINTENANCE	R120	LIGHT EQ. OP/GROUNDS KEEPER	E
FACILITIES/MAINTENANCE	R131	PARTS CLERK	E
FACILITIES/MAINTENANCE	O102	CUSTODIAN	D
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FOOD SERVICE	F125	FOOD SERVICE FIELD SUPERVISOR	J
FOOD SERVICE	F127	FOOD SERVICE EQUIPMENT FIELD MGR	I
FOOD SERVICE	F107	FOOD SERVICE FIELD MANAGER	I
FOOD SERVICE	F106	CAFETERIA MANAGER III	I
FOOD SERVICE	F108	CAFETERIA MANAGER II	H
FOOD SERVICE	F105	CAFETERIA MANAGER I	G
FOOD SERVICE	F109	CAFETERIA MANAGER TRAINEE	E
FOOD SERVICE	F101	FOOD SERVICE ASSISTANT	C
FOOD SERVICE	F111	FOOD SERVICE ASSISTANT	C

FOOD SERVICE	F115	FOOD SERVICE ASSISTANT	C
FOOD SERVICE	F116	FOOD SERVICE ASSISTANT	C
FOOD SERVICE	F117	FOOD SERVICE ASSISTANT	C
FOOD SERVICE	F118	FOOD SERVICE ASSISTANT	C
FOOD SERVICE	F121	FOOD SERVICE ASSISTANT	C
FOOD SERVICE	F122	FOOD SERVICE ASSISTANT	C
FOOD SERVICE	F123	FOOD SERVICE ASSISTANT	C
FOOD SERVICE	B131	CAFETERIA MONITOR	B
TEXTBOOK PROCESSING/INVENTORY	O106	TEXTBOOK DISTRIBUTION MGR	H
TEXTBOOK PROCESSING/INVENTORY	C169	TEXTBOOK PROCESSING MGR	H
TEXTBOOK PROCESSING/INVENTORY	C149	ASSISTANT PROCESSING MGR	G
TEXTBOOK PROCESSING/INVENTORY	O110	ASSISTANT DISTRIBUTION MGR	G
TEXTBOOK PROCESSING/INVENTORY	O107	TEXTBOOK PROCESSING ASSOCIATE	F
TEXTBOOK PROCESSING/INVENTORY	O114	TEXTBOOK DISTRIBUTION ASSOCIATE	F
TEXTBOOK PROCESSING/INVENTORY	O109	MAIL CLERK	D
TRANSPORTATION	T127	ASSISTANT TRANSPORTATION MGR	J
TRANSPORTATION	T135	FLEET SAFETY AND DRIVER TRAINER	J
TRANSPORTATION	T115	DISPATCHER	I
TRANSPORTATION	T111	SR. SCHOOL BUS MECHANIC	I
TRANSPORTATION	T110	VEHICLE REPAIR ASSISTANT SHOP SUPV	I
TRANSPORTATION	T134	MASTER DRIVER	H
TRANSPORTATION	T106	ASSISTANT DISPATCHER	H
TRANSPORTATION	T112	VEHICLE MAINTENANCE MECHANIC	H
TRANSPORTATION	T108	ROUTING ANALYST	G
TRANSPORTATION	T117	SERVICE TECHNICIAN	G
TRANSPORTATION	T126	LEAD BUS DRIVER	G
TRANSPORTATION	T122	ROUTING/DISPATCHER ASSISTANT	F
TRANSPORTATION	T101	BUS DRIVER	F
TRANSPORTATION	T104	BUS DRIVER-SPECIAL EDUCATION	F
TRANSPORTATION	T121	PERMANENT SUBSTITUTE DRIVER	F
TRANSPORTATION	T102	BUS AIDE	D
TRANSPORTATION	T124	BUS WASH/FUEL ATTENDANT	C

updated 8/25/11- JC