

ADMINISTRATIVE PROCEDURE

COMPENSATION FOR EXECUTIVE LEVEL AND BOARD OF EDUCATION OFFICES' PERSONNEL

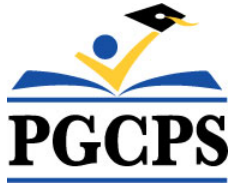
4177

Procedure No.

July 28, 2023

Date

- I. **PURPOSE:** To provide guidelines for determining the compensation of executive level personnel, and of the personnel assigned to the Prince George's County Board of Education (Board) Offices.
- II. **POLICY:** The appointment of competent and highly qualified personnel is essential to achieving excellence in equity in our learning and work environments, and workforce and operational excellence for the effective operation of Prince George's County Public Schools (PGCPS). (Board Policy 4112)
- III. **DEFINITIONS:**
- A. *Board Action Summary* – An outline of the Superintendent's reasons for a recommendation to the Board to approve a specific action.
 - B. *Board of Education (Board) Offices' personnel* – For the purposes of this administrative procedure, *Board Offices' personnel* consists of employees from two offices:
 - 1. The Board of Education Office consists of a director, which is an executive level position, and staff, who are represented by ACE/AFSCME, Local 2250, AFL-CIO; and
 - 2. The Office of Internal Audit (OIA) consists of a director, which is an executive level position, and OIA staff.
 - C. *Board Salary Schedule* – A range of salary grades and steps that make up the rate of pay for the classifications that fall under the Board Offices absent the executive schedule and a bargaining union.
 - D. *Cost of Living Allowance (COLA)* – An increase in pay or benefits designed to keep up with the rising costs of goods and services due to inflation.
 - E. *Executive level personnel* – Any PGCPS employee whose job classification in the Compensation and Classification position description is "Executive."
 - F. *Step increase* – A periodic increase in an employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade.
- IV. **PROCEDURES:**
- A. Salary Setting



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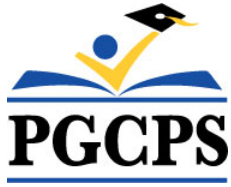
1. The Superintendent shall set the salaries of a chief operating officer, a chief financial officer, a chief academic officer, a chief of staff, a board liaison, and all other necessary executive level personnel.
2. The salaries of the Board Office personnel, excluding the director, will be set in accordance with the established salary tables set forth in the applicable negotiated contracts with the Board.
3. The salaries of the OIA personnel, excluding the director, will be set pursuant to the Board Salary Schedule.

B. Salary Increases

1. Step Increases

- a. Executive level personnel will receive step increases based on the approved negotiated agreement between the Board and the Association of Supervisory and Administrative School Personnel (ASASP) for Unit III personnel.
- b. The Board Offices' personnel, excluding the directors, will receive step increases based on the approved applicable negotiated agreement with the Board.
- c. Employees must be hired at least six (6) months prior to the effective date of the step increase.
- d. Any employee on leave without pay will not receive their step increase until they are returned to active or leave with pay status.
- e. Any employee who is terminated or who resigns, retires, or otherwise separates from employment prior to the implementation of the step increase will not be entitled to the increase or retroactive payment. (Refer to Administrative Procedure 4174, Disposition of Sick and Annual Leave for Executive Employees.)
- f. Any employee who retires prior to implementation of the step increase will not receive the higher daily rate of pay if their leave payout distribution has been calculated and/or paid in full. (Refer to Administrative Procedure 4174, Disposition of Sick and Annual Leave for Executive Employees.)

2. Cost of Living Allowance Increases



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- a. Executive level personnel will receive cost of living allowance (COLA) increases based on the approved negotiated agreement between the Board and ASASP for Unit III personnel.
- b. Board Offices' personnel, excluding the directors, will receive cost of living allowance (COLA) increases based on the approved applicable negotiated agreement with the Board.
- c. Any employee on leave without pay will not receive their COLA increase until they are returned to active or leave with pay status.
- d. Any employee who is terminated, or who retires, resigns, or otherwise separates from employment prior to the implementation of the COLA increase will not be entitled to the increase or retroactive payment. (Refer to Administrative Procedure 4174, Disposition of Sick and Annual Leave for Executive Employees.)

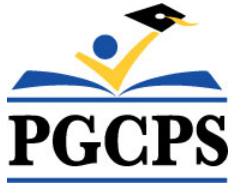
C. Implementation

1. Salary Setting

- a. Following an employee's appointment to an executive level position, or assignment to a Board Offices' personnel position, the Human Resources Operations and Staffing Department completes the Personal Action Sheet and enters the salary information for the new appointment in Oracle.
- b. Data Operations reviews and finalizes the action in Oracle.

2. Salary Increases

- a. So that appropriate salary increases are implemented properly and timely, the Employee Labor Relations Office (ELRO) will notify the Human Resources (HR) Compensation and Classification Office, by sharing the Board Action Summary, of the agreed upon negotiated step increases and/or COLA settled by the Board and the applicable union.
- b. The Board Action Summary will serve as the source document for the HR Compensation and Classification Office to determine the effective date of the increase and the eligibility of executive level personnel and Board Offices' personnel (excluding the directors) to receive the increase.



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- c. The HR Compensation and Classification Office, in collaboration with the Information Technology Business Applications Office and Payroll Services, will run a process to update the salaries in Oracle in accordance with the negotiated step and COLA increases.
- d. Payroll Services will process any retroactive payments if the increases are not reflected in the Oracle HR module on the effective date.
- e. The HR Compensation and Classification Office will provide written communication to executive level personnel and Board Offices' personnel notifying them of any step and/or COLA increase.

V. **MONITORING AND COMPLIANCE:**

The Chief Human Resources Officer (CHRO)/designee will randomly select, on an annual basis, at least one executive level personnel and at least one Board Offices' personnel, from each salary grade, to determine if these employees' salary increases reflect the negotiated step and/or COLA increase for the current year.

VI. **RELATED PROCEDURES:**

- Administrative Procedure 4174, Disposition of Sick and Annual Leave for Executive Employees

VII. **MAINTENANCE AND UPDATE OF THIS PROCEDURE:** This administrative procedure originates with the Human Resources Operations and Staffing Department and will be updated as required.

VIII. **CANCELLATIONS AND SUPERSEDURES:** This administrative procedure cancels and supersedes Administrative Procedure 4177, dated July 1, 2019.

IX. **EFFECTIVE DATE:** July 28, 2023