

# **BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES**

**NO. 0021**

Title: **Compensation Policy**

Effective Date: June 11, 2008

Submitted By: Governance Committee

Supersedes Date: March 2000

Approved By: Board of Trustees (BOT)

Rev. No: 1

## **1 Purpose**

- 1.1 The BOT of the Benjamin Franklin Classical Charter Public School (BFCCPS) has established the following compensation policy with these objectives:
  - 1.1.1 To retain and continue to attract highly qualified and dedicated staff members in the unique endeavor of charter school education.
  - 1.1.2 To remain competitive and equitable with regard to the compensation of all employees.
  - 1.1.3 To support the attainment of the goals of the School, as characterized by the Four Pillars and the Accountability Plan approved by the Department of Elementary and Secondary Education (ESE; formerly known as the DOE).

## **2 Scope**

- 2.1 This policy applies to all BFCCPS employees except temporary employees, seasonal employees, consultants, and contractors.
- 2.2 This policy is written in conjunction with the Employee Policies and Procedures Handbook, which contains additional detail.

## **3 Responsibility**

- 3.1 It is the responsibility of the BOT to interpret all provisions of this policy.
- 3.2 The BOT will undertake an annual review of all compensation programs and is responsible for setting the annual salary schedule.
- 3.3 The Head of School (HOS) will issue a confidential Letter of Agreement to each employee confirming the terms of employment, subject to a satisfactory evaluation. Employees must sign and return their Letter of Agreement to the HOS within the requested timeframe.

## **4 Determination of Salaries**

- 4.1 The BOT will set the salary budget for the following school year no later than the time it approves that year's annual budget.
- 4.2 Classroom Faculty:

- 4.2.1 For all full-time and part-time classroom faculty including but not limited to physical education, specials, elective teachers, and inclusion faculty, the following applies:
  - 4.2.1.1 In determining salaries, “years in service” are considered to be a full time equivalent position on a continuous basis or as negotiated at the time of hire.
  - 4.2.1.2 All degrees recognized for salary credit must be earned at a college or university accredited by a regional or national accrediting association.

4.3 All Other Staff and Employees:

- 4.3.1 All other employees, including but not limited to, the Assistant HOS, School Nurse, and Central Office Staff, the following applies:
  - 4.3.1.1 Annual salary increases are determined by the BOT.
  - 4.3.1.2 These employees are also eligible for an additional salary increase based on performance as evaluated by the HOS.

**5 Stipends (miscellaneous pay)**

- 5.1 Stipends are specified in the Employee Policies and Procedures Handbook.

**6 Benefits**

- 6.1 Benefits are specified in the Employee Policies and Procedures Handbook.

**7 Related Policy & Procedures or Documents**

- 7.1 Employee Policies and Procedures Handbook.