

Policy Title: PAY SETTING	Policy No.	No. of Pages
	EMPO2	2
	Eff. Date	Rev. Date
	1/9/2014	

- I. **PURPOSE:** To establish a policy for pay setting.

- II. **POLICY:** Teachers will be assigned to salary ranges and steps based on Hawaii Revised Statutes, the collective bargaining agreement and/or supplemental thereto, and this policy. Classified employees will be assigned to salary ranges and steps based on existing collective bargaining agreements.
 1. Corporation policy for the assignment of salary ranges and steps will be based on the best interests of students and the Schools' ability to attract and retain high quality employees.
 2. It is understood that the State of Hawaii Department of Education is not bound in any manner by implementation of this policy and that Corporation and School level employees cannot rely on this policy to determine salary placement with the DOE.
 3. The Executive Director, on behalf of the Board, retains the authority to grant exceptions to the salary range classification and/or step placement based on documentation of the rationale and upon recommendation of the school administrator. Such rationale should generally be based on a very high level of qualifications and experience; specialized knowledge and skills; and/or hard-to-fill considerations.
 4. Pay Setting for Teachers:
 - a. Teachers who have completed a State Approved Teacher Education Program (SATEP) will be placed at the appropriate initial placement step for Class II Teacher, Class III Teacher, or Class VII Teacher on the Teachers Salary Schedule. The determination of Class II, III, or VII will be based on documentation of the degree having been awarded and/or the credits having been earned. Teachers with a bachelor's degree will be placed in Class II, teachers with a Bachelor's Degree and 30 or more semester hours or a Master's Degree will be placed in Class III. Teachers with a doctorate degree will be placed at Class VII.
 - b. Teachers will be eligible for IV, V, and VI based on professional development credits earned subsequent to employment and subsequent to having achieved Class III.
 - c. Teachers who are transferring from another Hawaii public school, and teachers who have previously worked for Hawaii public schools, may have their pay set at the higher of (1) the Class/Step determined by this section, or (2) the Class/Step previously held.

- d. Teachers employed through Teach-for-America (TFA) will be placed in accordance with the state agreement with TFA. Should a TFA teacher complete a SATEP, the teacher will be placed under either the TFA agreement or the normal Class II, III, or VII placement whichever provides the greater salary level.
 - e. Teachers will initially be placed in a step consistent with their level of full time, full year teaching experience in a position that requires state teacher certification or a comparable requirement for non-public schools. Teachers with 0 to 4 years of experience will be placed at step 5 of the salary range. Teachers with 5 to 6 years of experience will be placed at step 6 of the salary range. For each 3 years of full time experience beyond 6 years, teachers will be granted one additional step (e.g., teachers with 9 years of experience will be placed at step 7, teachers with 12 years of experience at step 8, etc.).
 - f. The Corporation grants full credit for prior successful teaching experience up to step 10. The Executive Director, upon recommendation of the school principal, may grant credit beyond that required for step 10 based on unique qualifications and needs and at the sole discretion of the Corporation.
 - g. It is not the policy of the Corporation charter schools to employ applicants who have a bachelor or master's degree but who do not meet the SATEP requirement or the TFA criteria. However, when in emergency, hard-to-fill situations, a school administrator determines that it is necessary to employ such applicant, the employee will be placed at the step 1 entry level for Class II or Class III as appropriate to the degree.
 - h. Once hired, teachers will be granted step increases based on the collective bargaining agreement and subject to funding of such increases by the legislature.
5. Entry Level Pay Setting for Classified Employees:
- a. Entry level pay for classified employees will generally be at the first step of the salary range, or based on the current step for employees transferring from another school, or a previous step held as an employee of DOE or another charter school.
 - b. The Executive Director, upon recommendation of the school principal, may approve an entry step for the salary range at higher levels. The principal will make such request in writing (email) and provide the justification for the recommendation.
 - c. Advance step recommendations will generally be considered based on exceptional qualifications, market competitiveness, or hard-to-fill considerations.