

# Non-Bargaining Unit (NBU) Salary Guidelines

(Effective June 9, 2011)

## I. Promotions/Placements for Current District Employees

- A. For the purpose of these guidelines, a promotion is defined as an appointment to a position assigned to a higher pay level. Promotional increases for Principals would only apply when appointed to NBU positions assigned to Staff Schedule pay level 11\* and higher. Similarly, promotional increases for Assistant Principals would only apply when appointed to NBU positions assigned to Staff Schedule pay level 4\* and higher.
- B. Supplements will not be considered part of the base pay when adjudicating promotional increases. This applies to those employees moving from a bargaining unit position to a NBU position, as well as employees moving from one NBU position to another.
- C. When an NBU promotion is effective July 1<sup>st</sup>, the promotional increase shall be based on the new fiscal year base rate.
- D. NBU employees promoted to another position compensated on the NBU Schedule shall receive a 5% increase to their current base pay and will be placed on the next highest step of the new pay level OR will be placed at the minimum of the new pay level, whichever is greater.
- E. Existing District employees being promoted into non-school-based, District Staff positions shall be placed at the minimum of the new salary level or the lowest step that results in a 5% increase in base salary, whichever is greater. For purposes of this calculation, the 5% adjustment is based on the employee's current base salary only with no upward adjustment to be made for any differences in duty days that may exist between the employee's current position and the promotional NBU assignment.

## II. Reassignments for Current District Employees

- A. Involuntary Reassignments/Transfers
  - 1. When a Principal or Assistant Principal is involuntarily reassigned to a school that is assigned a lower complexity factor, the complexity supplement will be adjusted effective January 1<sup>st</sup> of the fiscal year. If the complexity factor for the new assignment is higher, the complexity supplement will be adjusted effective the date of reassignment.
  - 2. When a Principal or Assistant Principal who holds a multi-year contract is involuntarily reassigned to an NBU position (non-school-based), their base pay shall not be adjusted during the remainder of the fiscal year. However, the authorization for their complexity supplement will be rescinded effective the first day of the pay period following the involuntary reassignment. Effective July 1<sup>st</sup> of the subsequent fiscal year, the base pay for the employee's reassigned non-school-based position will be adjusted pursuant to the appropriate compensation schedule and pay level for the new position with placement on that step closest to their current base salary that does not result in a pay increase. If their pay exceeds the maximum of the lower pay level, their pay rate shall be adjusted to the

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maximum of the range for that level. For the purpose of these guidelines, the base pay adjustment for Principals would only apply when assigned to NBU non-school-based positions on the Staff Schedule lower than pay level 8\*. Similarly, the base pay adjustment for Assistant Principals would only apply when assigned to NBU non-school-based positions on the Staff Schedule lower than pay level 2\*.

3. Confidential employees on multi-year contracts that are involuntarily reassigned shall maintain their pay rate until the expiration of their contract. At the expiration of the contract, their base pay shall remain intact unless their base pay exceeds the maximum of the lower pay level, in which case, their pay rate shall be adjusted to the maximum of the range for that level.
4. When NBU employees are involuntarily reassigned to a position assigned to a lower pay level, their base pay shall remain intact for the balance of the current fiscal year. At the beginning of the next fiscal year, their base pay shall remain intact unless their base pay exceeds the maximum of the lower pay level, in which case, their pay rate shall be adjusted to the maximum of the range for that level.

## B. Voluntary Reassignments/Transfers

1. When a Principal or Assistant Principal voluntarily requests reassignment to a school with a different complexity level, their complexity supplement will be adjusted to the level for the new school, effective the first day of the pay period following the transfer/reassignment.
2. When all other NBU employees request a voluntary transfer/reassignment to a position assigned to a lower pay level, their current base pay shall be reduced by 5% with placement on the step closest to their current base salary which does not result in a salary increase, effective the date of the reassignment. If their adjusted base pay exceeds the maximum of the lower pay level, the pay rate shall be adjusted to the maximum for that pay level effective the date of the reassignment.

## III. New Hires/Former Employees/Retirees

- A. New hires with non-District experience may be considered for advanced placement on the NBU Schedule. For each two (2) years of identical or nearly identical job experience, new employees may be granted one step toward pay advancement.
- B. No one hired from outside the District shall be paid more than the highest paid employee in the same job, or in the case of a one-of-a-kind job, at the same level within the appropriate department/division, unless specifically authorized by the Superintendent.

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- C. Former employees are not guaranteed their prior rate of pay. For each year of identical or nearly identical District work experience, former employees may be granted one (1) step toward pay advancement, on an equitable basis in comparison to existing District employees, on the pay level for the position to which they return. Former employees may also qualify for pay advancement as described above in Section III-A.
- D. Retirees, other than teachers, are not eligible for rehire until they have been retired for a length of time in accordance by Florida State Statute and Florida Retirement System (FRS) guidelines. Employees who retire from service with the District (including those who terminate from DROP) and are rehired shall be placed at the minimum of the pay level for the position to which they return.
- E. New and former employees are ineligible for performance step base pay advancement during their probationary period of employment. After completing their probationary period, they shall be eligible for the same performance base pay advancement as all other regular employees within their assigned employee group.

**IV. Requests for exceptions to these compensation guidelines must be justified in writing and authorized by signature from the Superintendent of Schools.**

*\*Please note that these pay levels may be changed should new schedules be adopted at a later date.*