

**Provo City School District**  
**Policy Series 5000: Personnel**

**Policy No. 5325**

**New Employee Placement on the Salary Scale**

The Board of Education recognizes the importance of hiring and maintaining a high quality work force to promote student learning. The Board believes that having an excellent staff throughout the district is critical to provide quality education for students.

The district advertises for many staff vacancies each year, and the applicant pools for each position can be extremely varied. Excellent educators from outside the district who are selected for positions may request placement on the respective salary scale beyond what has, to this point, been common practice in Provo City School District.

This policy is in recognition of the need to hire well qualified staff and in further recognition that excellent veteran teachers and other staff may need to be granted additional credit on the salary schedule in a way that gives appropriate credit for verifiable years of previous relevant work. This practice applies to contracted staff new to Provo City School District. The Board directs the superintendent to develop procedures to define the criteria and circumstances where such salary schedule placements for contracted employees might be accomplished. Some of the criteria to justify such salary schedule placements may include:

- Verifiable excellence in the position prior to coming to Provo City School District
- The in-demand nature of the position (such as math teachers, special education teachers, technical teachers, other contracted specialists)
- Unsuccessful prior attempts to hire the position within the same hiring season
- The lack of a deep pool of viable applicants
- Positions for difficult/demanding assignments that generally garner low levels of qualified applicants (English-Debate, principals, athletic directors)
- Positions requiring other unique experience.

The Board directs the superintendent to make this policy and procedure effective July 1, 2013.

Approved by Board of Education:

August 13, 2013

Revised:

August 18, 2014

October 10, 2017