

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



**5325 P1**

**New Employee Placement on the Salary Scale**

**Contracted Employees**

Contracted Employees who are new to the district will be placed on the salary schedule according to their education and years of experience for up to seven years in a similar position.

Excellent applicants who are selected may have the hiring supervisor request to be given credit for additional years of experience in a similar position by submitting to the Deputy Superintendent verifiable evidence of the quality of their previous work.

The request must include:

1. A letter requesting the advanced placement from the supervisor hiring the new employee that describes the quality of the new employee's previous work. The description must include specific verifiable evidence (documents) such as: significant improved student achievement gains, recognition awards, leadership positions held, or leading professional development training.
2. A resume of the new employee.

A request for granting consideration of additional steps on the salary schedule may also be granted for positions that are difficult to fill. The person hiring the new employee may submit a letter to the Deputy Superintendent that describes the reason(s) the pool of potential employees for the position was poor. The letter must include:

1. The number of attempts to hire for the position
2. The number of candidates for the position for each attempt to hire for the position
3. The quality of candidates for each attempt to hire for the position
4. Each request will be treated individually on its own merits. Such requests are by their very nature unique, therefore no prior decision on another case will influence a future decision.

**Hourly Employees**

New hourly employees will be placed at level zero (0) on the salary scale. Current hourly employees who change to another position within the district and have at least one (1) year of District employment, will be placed at level one (1) on the salary scale.

Adopted: June 16, 2015  
Revised: October 2017