

Wood County Board of Developmental Disabilities

PROCEDURE

Policy #: 02-ALL-ALL-0854 (HR) Subject: Wage System
Effective Date: 12-15-15 Last Revision: 10-29-2018
Person Responsible: Superintendent

Approvals/Date: Brent Coban 10/29/18 _____
Superintendent, WCBDD Date Department Director Date

Each employee who meets the following criteria shall be placed on the appropriate Range and Level within their classification and receive that pay, whether it be on an hourly or annual basis, effective on or about January 1st:

1. Newly hired employees who follow the approved school program calendar, nine (9) months, a total of 120 scheduled school days must have been worked to constitute one (1) year of experience on the wage scale within their wage classification.
2. Newly hired employees who follow the 10-month approved calendar, a total of 130 calendar days in an active pay status must be met to constitute one (1) year of experience on the wage scale within their wage classification.
3. Newly hired employees who follow the 12-month approved calendar, a total of 240 calendar days in an active pay status must be met to constitute one (1) year of experience on the wage scale within their wage classification.
4. Employees who have completed the required calendar days in an active pay status and transfer to another position will be placed accordingly.

Employees who obtain additional education, which would qualify him/her for a higher salary level, must provide official transcripts to Human Resources.

Employees will receive their increase on the 1st pay period following Human Resources' receipt of the official transcript.

References: 01-ALL-ALL-0028

mms\procedure\hr0854