



PAY SCALE AND YEARS OF SERVICE

Each year the President, the Treasurer, and the General Manager will develop the staff pay scale based on the annual budget. The pay scale is approved annually by the Board of Directors and an electronic copy is saved in the "Board Documents" section of Dropbox.

The pay scale may include a cost-of-living (COL) increase based on the previous year's Consumer Price Index (CPI). Whether to grant a COL is at the discretion of the Board.

After three full school years of service, ("year" understood to mean 10 months September - June), or the equivalent number of months, a paid staff member will move up one step in the pay scale.

If an employee begins before December 31st of a given year, that year counts as her/his first "year of service." If an employee begins after January 1st, then the "first year of service" begins the following September.

If a staff member resigns and later returns to Keisho, she/he will be placed at the same step as when she/he left Keisho and will resume accruing months of service. If ten years have elapsed since the returning staff member was last employed by Keisho, the returning staff member will begin again at the base rate for that position.

Substitute teaching during periods while not under contract will not count towards years of service.

All substitutes, including Teacher Assistants temporarily filling in for a teacher, will receive the base rate for teachers.

Teacher Assistants who transition to employment as teachers will begin at the base rate for teachers regardless of years of service as a Teacher Assistant.