



## PAY PLAN AND YEARS OF SERVICE

The Pay Plan is approved annually by the Board of Directors. An electronic copy is saved in the "Board Documents" section of Dropbox.

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

Staff members move up one step after each year of service. A "year" means an academic year or ten months, September - June.

If a staff member begins before December 31, that year counts as their first "year of service." If an employee begins after January 1, the "first year of service" begins the following September.

If a staff member resigns and later returns to Keisho Center in the same position, they will be placed at the same step as when they left and will resume accruing months of service. If ten years have elapsed since Keisho Center last employed the returning staff member, they will begin at the first step for the position.

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

All substitutes will receive the pay for teachers at the first step, including Teacher Assistants filling in for a teacher.

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