
SALARY ADVANCEMENT POLICY

Sage Oak Charter Schools (“School”) adopts this Salary Advancement policy in an effort to provide clarity on the eligibility requirements for advancement on the board-approved salary schedule.

Definitions

- **Salary Advancement** - Movement of an employee to the next step on the salary schedule (e.g., from Step 1 to Step 2). Salary advancements are contingent on the School's budget and approval by the board of directors. The School may freeze salary advancements based on budget constraints, or at the discretion of the Board.

Eligibility

Eligibility to advance to the next step on the salary schedule must meet two sets of criteria:

1. **Active, Paid Status***: Employees must have worked in an active, paid status for at least 80% of the fiscal year (e.g., July 1 - June 30), depending upon a position’s annual work schedule as defined on the job description; and
2. **Full-Time Equivalent (FTE)**: Employees must work between 80-100% of an FTE

**Approved military leave time, up to the employee’s regular work schedule, will count for purposes of meeting the 80% threshold, consistent with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA).*

Aggregation of Service

- Employees' qualifying active, paid service and FTE percentages can accumulate over time. Any eligible service completed will be tracked and aggregated to meet eligibility criteria. Once the minimum threshold of 80% is met, tracking restarts in the following fiscal year. Please note that percentages exceeding 100% will not be accumulated.
- Service performed outside of the School does not qualify for aggregation towards salary advancement.

Annual Evaluation

Salary placement changes based on service and FTE will be assessed annually in alignment with the fiscal year budget. Changes in salary based on service will not be modified midyear.