Subject: Compensation: Salary, Pay Increases, Evaluations, Benefits

Effective Date: August 15, 2013

Approved By: Board of Directors

Policy: 8002.1 – 8002.4

8002.1 – SALARY

In order to attract and maintain a high quality and satisfied staff, it is Harbor Springs Charter School's ("HSCS") desire to maintain reasonable standards of compensation for employees. All employees will be compensated based on Board-approved pay scales. HSCS shall attempt to keep pay scales in line with those of school districts throughout San Bernardino County. Raises in pay and/or benefits from year to year will be determined by evaluating employee performance, the financial situation of the School, and neighboring school districts' raises in salary or other compensation.

All certificated employees are covered by a salary schedule. This schedule is available in the Office of Human Resources. Each employee will be evaluated on an annual basis. Certificated teaching and administrative staff hired back for the new school year who have received satisfactory reviews will advance one row on the appropriate salary scale or receive the additional yearly compensation per student on the Education Specialist scale subject to the school's financial situation. Teaching staff may move over in columns based on completing additional educational and/or credentialing requirements. Administrative staff may also move across columns based on educational and/or credentialing requirements, as well as quality of work and service as determined by supervisors and approved by the Superintendent.

All classified employees are covered by a salary schedule. This schedule is available in the Office of Human Resources. Each employee is evaluated on an annual basis. Classified staff who have received satisfactory reviews will advance one row on the appropriate salary scale. Classified staff may move across columns based on quality of work, experience, education, and service as determined by supervisors

and approved by the Superintendent.

8002.2 – PAY INCREASES

Salary schedules and pay scales will be recommended by the Superintendent and approved by the Board. Increases in the pay scales and raises may be recommended to the Board by the Superintendent each spring and are subject to Board approval. Considerations will include the financial situation of the school, the State's anticipated Cost of Living Adjustment (COLA), as well as other issues that may arise.

8002. 3 – EVALUATIONS

The Board believes that regular and comprehensive evaluations can help instructional staff improve their teaching skills and raise students' levels of achievement. Evaluations of classified and administrative staff also serve as an important part in continuous program improvement. Evaluations serve to hold staff accountable for their performance. The Superintendent or designee shall evaluate the performance of staff members in accordance with law and adopted evaluation standards.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance. The Superintendent or designee shall endeavor to assist employees to improve their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary to promote effective teaching.

HSCS shall maintain a personnel file for each employee in a secure location. The personnel file will contain the evaluation documents discussed in this section, as well as any other employment-related documents or correspondence.

It is the policy of HSCS that all persons, including each teacher, school staff, and administrator have an appraisal done at least once each year. These evaluations are conducted by the Superintendent or immediate supervisor. Education Specialists and academy teachers are required to complete all attendance reports and monthly learning records of student progress or class notes as a condition of their continued employment. The Superintendent shall be evaluated by the Evaluation Committee of the Board prior to the end of each year (for the previous

fiscal year) based on criteria set forth by job responsibilities.

Performance evaluation is an ongoing process. HSCS encourages employees and their supervisors to communicate frequently. The performance evaluation process provides an objective, consistent, and fair way to measure employee effectiveness, identify areas needing improvement, and to review goal accomplishments and progress.

All employees shall have the right to make written explanations or objections to the observations or review findings within one (1) week of receipt by stating areas of disagreement. These objections will be attached to the observation and/or evaluation and kept in the employee's personnel file.

8002.4 – BENEFITS

The Board acknowledges that the health and welfare of school staff is an important contribution to the School's programs and student achievement. HSCS is committed to offering competitive benefits packages to school employees such that employees may maintain good health and well-being. Benefits serve as incentives, as well as contribute to peace of mind in allowing employees reasonable ability to respond to life's demands and challenges. Benefits include paid periods of vacation, sick pay, and may include health, dental, vision, and chiropractic insurance, among other options.