

Sylvan Heights Science Charter Schools

Policy Number: 308

Policy Title: Creating a Position and Setting Salaries

Approved: September 21, 2020

Revised:

The Board of Trustees (Board) shall approve the employment, fix the compensation, and establish the term of employment for each employee employed by the Sylvan Heights Science Charter School (School).

Positions for administrative, professional, and support employees shall be established by the Board in order to provide the effective leadership and management necessary to operate the School and to provide quality educational programs and services, consistent with the needs of the School and the resources of the community.

The need for creating positions shall be determined by the Board, based on the recommendation of the Principal/CAO or designee. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management and operation of the School.

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Principal/CAO or designee. The Board will review and approve salaries each year. Salaries relate directly to performance, experience, and budgets. There are no guaranteed or automatic salary increases. In addition, the Board, in its discretion, may award all employees an additional amount for extraordinary performance or service to the School. The amount will not become a permanent part of the individual's base salary.

The Principal/CAO or designee shall have the authority to create a benefits package for full-time employees, this shall include, but not be limited to: Public School Employees' Retirement System (PSERS) contributions, medical, disability, Term Life and Long-Term Disability.

Delegation of Responsibility:

Recommendations for a new or additional position shall include:

1. Job description clearly stating the duties for which the position was created.
2. Title that conforms with the appropriate certificate if certification is required.
3. Supporting data and other rationale relevant to the recommendation, including the number of staff members required to teach each subject, provide given services, etc.

4. Appropriate classification as professional, staff, or administrative, and exempt or non-exempt.

At least seventy-five per centum of the professional staff members of the School shall hold appropriate State certification.

Legal:

24 P.S. § 17-1724-A