

## Title: Employee Transition from Hourly to Salaried

### Control Information

Control Item	Details
Owner/Curator	Melissa Harris
Document #	PolicyHR00050a
Supersedes	None
File Location	www.muddycreekcharterschool.org
Board Approval Date	May 14, 2015
Consult and Notify	ICP, ED, HT, AA, All Staff

### Revision History

Revision	Date	Revision Description	Originator
A	5/14/15	Initial Release	Melissa Harris

## 1.1. Objective:

The objective of this policy is the following:

- 1.1.1. To provide guidelines for the MCCS administration to determine when an employee is eligible to become salaried.
- 1.1.2. To outline the procedure required to transition an employee from hourly to salaried.

## 1.2. Procedure

- 1.2.1. All positions are contracted on a yearly basis. The decision to re-contract an employee will be made by the Executive Director with input from the Head Teacher and other staff, as appropriate.
- 1.2.2. Any employee contracted for a second year will automatically become salaried.
- 1.2.3. In the event that an employee displays exceptional competence in their position or takes on additional roles, their pay will increase to reflect these increased responsibilities.

## 1.3. Additional Eligibility Requirements

Employees must meet the following requirements to be eligible to become salaried:

1. Must be employed by MCCS for at least 180 days. The 180 days of employment must be continual, with no interruptions in employment status during the 180 day period.
2. The decision to re-contract an employee shall be based on the following criteria. The employee has:
  - Demonstrated commitment to MCCS's mission and vision;
  - Demonstrated competency in performing all the requirements of their job description;
  - Consistently displayed expected employee behavior such as arriving to work on time, taking absences only for appropriate reasons such as illness or injury, notifying the school if unable to show up to work due to illness or injury, and demonstrating expected growth and mastery of their job requirements.