POLICIES & PROCEDURES

5.1206.2p

Compensation Guidelines and Salary Administration

Standard Operating Procedure Outline

Category:	**Human Resources**	*Department:*	**Strategic Compensation**		
Procedure:	Compensation Guidelines and Salary Administration				
Policy Reference #:	HR 5.110, HR 5.113	*Version:*	1.4	Date Revised:	11/01/2024

Operational Objective(s)

Metropolitan Nashville Public Schools (MNPS) is committed to fair and competitive compensation practices that guide the development, maintenance, and decision-making regarding employee compensation. This procedure outlines how employees are assigned to the appropriate pay grade and ensures that no employee is paid below the minimum or above the maximum of their pay grade for their job classification.

Employees who are compensated above their pay grade maximum will have their salary held at that level without increases until their pay aligns with the appropriate grade, either through structural adjustments or position changes.

New Hires

Certificated Employees: Initial placement on a salary scale is determined by a combination of education and experience. Each scale has a grade and a step. Grade equates to the highest degree listed in TNCompass. The step equates to verified years of completed experience as listed in TNCompass. Until verification of education and experience is completed by the employee, the certificated employee is placed on Step 0 on the Certificated Pay Scale at the degree entered in TNCompass. Employees are placed at **Bachelor/Step 0** if degree information is unavailable **in** TNCompass. Once the required information is (1) provided to the Tennessee Department of Education via TNCompass, and (2) the employee notifies the Human Resources Division, employee pay is adjusted retroactively to the correct grade and step. Retroactive pay is only available from the first day of the semester in which the certificated employee notifies the Human Resources Division of updates to their education and/or experience in TNCompass.

It is the employee's responsibility to provide all necessary documentation (transcripts, work verification forms, etc.) to the Tennessee Department of Education in a timely manner and notify MNPS of those transactions, ensuring that all information is uploaded to their TNCompass account and confirming that their degree and experience is accurately reflected in their pay.

Certificated Administrators: Initial placement on a salary scale is determined by a combination of education and experience. Each scale has a grade and a step. Grade equates to the highest degree listed in TNCompass. Generally, two years of experience requiring an administrative license, as listed in TNCompass, or in a state or district-level administrator role equates to one step on the pay scale. Until the employee's education and experience are verified, the certificated administrator will be placed at Step 0 on the Certificated Administrator Pay Scale, based on the degree recorded in TNCompass. Employees are placed at **Masters/Step 0** if degree information is unavailable in TNCompass. Once the required information is (1) provided to the Tennessee Department of Education via TNCompass, and (2) the employee notifies the Human Resources Division; employee pay is adjusted retroactively to the correct grade and step.

Retroactive pay is only available up until the first day of the semester in which the certificated administrator notifies the Human Resources Division of updates to their education and/or experience in TNCompass.

It is the employee's responsibility to provide all necessary documentation (transcripts, work verification forms, etc.) to the Tennessee Department of Education in a timely manner and notify MNPS of those transactions, ensuring that all information is uploaded to their TNCompass account and confirming that their degree and experience is accurately reflected in their pay.

Support Employees: Support employees are placed on the appropriate step of the Support Pay Scale based on job classification and benchmarking data. The Strategic Compensation Department assesses both internal and external pay equity and compensation information before confirming the salary. Approval by the Chief Human Resources Officer is required for any placement above Step 4. In general, two years of relevant experience are equivalent to one step on the pay scale.

It is the employee's responsibility to provide all necessary documentation (transcripts, work verification forms, etc.) to the Human Resources Division and submit this in a timely manner.

Transfers, Promotions, and Demotions

Salary Placement Guidelines: Employees may not be compensated below the minimum or above the maximum salary grade for their position. Pay adjustments due to promotions, transfers, or demotions follow the structure detailed below, in line with Human Resources best practices and Grade Ladder Placement Criteria used by the Strategic Compensation Department. **Transfers:** Transfers do not result in a salary increase since the determinant factors of the job classifications are similar and the salary grades remain the same. The Human Resources Division ensures that these transfers are processed equitably. When an employee is transferring to a new position, both the current and new supervisors will agree on a transfer date, which must be within 30 days of the employee's acceptance of the offer. If the current supervisor requests that the employee remain in their current position for longer than 30 days, and the new supervisor agrees, the employee's new salary will take effect at the end of the 30-day period. The current school or department will continue to pay this new salary until the transfer is finalized.

Promotions and Demotions: Promotions and demotions are determined based on compensation benchmark data, education and experience requirements and/or other determinant factors for the new positions. In most cases, employees typically receive a 10% salary adjustment, subject to department budget reviews. The employee's new salary may be higher than the calculated rate but will not be lower than it. Any requests for a salary increase exceeding 10% must be justified in writing by the Hiring Manager, reviewed by the Strategic Compensation Department, and approved by the Chief Human Resources Officer.

Step raises are granted annually upon approval from the School Board and take effect on July 1 of the new school year. Employees promoted within six months of the effective date of step raises will not receive step raises. Thus, an employee promoted on or between January 1 and June 30 is not eligible for a step raise.

Administrative Exceptions

Administrative Exception: In unique circumstances where candidates possess qualifications, experience, or competencies significantly exceeding the minimum requirements for their position, exception requests may be made to place employees between Step 5 and Step 13 of the appropriate pay grade.

Written justification for the exception request is reviewed by:

- The Strategic Compensation Department,
- The Division's Chief, Deputy Chief or Executive Officer, and
- The Chief Human Resources Officer or designee, following a budget review.

Interim Leadership Roles: Employees who temporarily serve in interim leadership roles (for more than six months) but do not assume the position permanently return to their previous role or a similar one, receiving a **one-step increase** in pay as compensation for the interim service.

Performance Measure/Accountability

Performance Measure/Accountability: Continuous monitoring and evaluation of this procedure will ensure compliance with all regulations and alignment with compensation practices in peer districts. This will include regular reviews to ensure that MNPS compensation practices are competitive, fair, and aligned with market trends in other large K-12 public school districts and are in keeping with current human resources' best practices.