

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: GCJ

Responsible Office: OFFICE OF HUMAN RESOURCES

SALARIES – UNITS V AND VI

A. PURPOSE

To establish procedures governing the placement and movement of Unit V and VI Anne Arundel County Public Schools (AACPS) employees on pay bands.

B. BACKGROUND

Unit V and Unit VI AACPS employees shall be compensated in accordance with the procedures set forth in this regulation.

C. DEFINITIONS

1. ***Acting Capacity*** – a temporary move to a position with a higher maximum pay point.
2. ***Career Ladder Upgrade*** – the advancement to a higher salary grade within a position that contains multiple salary grades as outlined in the job description.
3. ***Experience Credit*** – credit for prior service, including with AACPS, that aligns with position requirements and is considered for salary placement purposes.
4. ***Involuntary Demotion*** – a move initiated by AACPS to a position with a lower maximum pay point.
5. ***Lateral Transfer*** – a move to a position with the same maximum pay point.
6. ***Maximum Pay Point*** – the highest pay level for a position, typically for subject matter experts with specialized skills.
7. ***Minimum Pay Point*** – the entry-level pay for a position, based on minimum qualifications.
8. ***Organizational Realignment*** – adjustments made to the structure, reporting relationships, or classification of positions to clarify roles, support strategic goals, or better align work units.

9. **Position Change** – a change in an employee's job assignment, including moves between positions, units, or salary grades, encompassing acting capacity, lateral transfers, unit transfers, promotions, and demotions.
10. **Promotion** – a move to a position with a higher maximum pay point.
11. **Reclassification** – a change in salary grade, resulting in a higher or lower maximum pay point.
12. **Salary Grade** – the band of pay for a position, from the minimum pay point to the maximum pay point.
13. **Unit Transfer** – a move to a position in a different bargaining unit.
14. **Voluntary Demotion** – a move initiated by an employee to a position with a lower maximum pay point.

D. PROCEDURES

1. Rates of Pay

a. Minimum Pay Point

- i. An employee may not be paid below the minimum pay point with the exception of employees ineligible for a pay increase due to unsatisfactory performance.

b. Maximum Pay Point

- i. An employee may not be paid above the maximum pay point.
- ii. Current employees whose salary is above the maximum pay point may not receive a pay increase until the employee's salary falls below the maximum pay point of a pay band. This may occur through pay band adjustments or position change to a higher salary grade. Cost of living adjustments (COLAs) may be issued to current employees whose salary is above the maximum pay point with Superintendent approval.

2. Pay Upon Hire or Position Change

a. Pay shall be determined based on the following factors:

- i. Experience credit;
- ii. Education, licenses, and certifications;

- iii. Internal equity within the same unit and salary grade of employees with comparable experience; and
 - iv. Program priorities and available funding.
- b. Position changes shall have their salaries reviewed for alignment and equity. Such a review may not result in any adjustments in pay or may be accompanied with a minimum and maximum adjustment driven by pay band alignment and internal equity.
- i. Salary offers above or below an accompanying maximum or minimum adjustment require approval by the Chief Human Resources Officer or Chief Human Resources Officer's designee.
 - ii. Delayed adjustments due to involuntary demotions require approval by the Chief Human Resources Officer or Chief Human Resources Officer's designee.
- c. Salaries for employees in the Superintendent's Cabinet are established by the Superintendent using market pricing review.

3. Determination of Experience Credit

- a. To accurately determine experience credit, an up-to-date resume shall be submitted with each request for hire, promotion, lateral transfer, unit transfer, or voluntary demotion.
- b. Consideration may not be given to education and experience not included on a submitted employee resume.
- c. Experience credit shall be awarded as follows:
 - i. Full credit consideration shall be given for experience that aligns closely with the essential duties and qualifications of the position as outlined in the job description.
 - ii. Partial credit consideration shall be given for broader experience that contributes to the role but may not be explicitly required or preferred in the job description.
 - iii. Part-time employment shall be pro-rated.
 - iv. All experience must be gained with a firm, company, or organization, including temporary employment and self-employment.

- d. AACPS reserves the right to verify information submitted as part of an employee application at any time during an employee's employment. Falsification of information may lead to discipline, up to and including termination.

4. Reviews

a. Job Descriptions

- i. All job descriptions shall be reviewed as deemed appropriate by the Office of Human Resources within the job description scheduled review process.
- ii. *Ad hoc* job description reviews may be conducted as requested as part of the following:
 - a) Reclassification review requests;
 - b) Request due to job posting updates; and
 - c) Systemic reorganization.

b. Reclassification

- i. Job descriptions may be reclassified as deemed appropriate by the Office of Human Resources.
- ii. Reclassifications may take place due to the following:
 - a) Duty-Based Reclassification
 - i) Occurs when the essential duties and qualifications of a position as outlined in the job description have significantly changed and the position no longer aligns with its current salary grade.
 - ii) Employees reclassified to a position at a higher salary grade under this category shall receive a 5% salary adjustment, not to exceed the maximum pay point.
 - iii) Salary adjustments exceeding 5% require approval by the Chief Human Resources Officer or Chief Human Resources Officer's designee.
 - iv) Employees reclassified to a position at a lower salary grade under this category shall remain at the same salary. If the salary falls at or above the maximum pay point of the new pay band, the employee may not be

eligible to receive a pay increase until the employee's salary falls below the maximum pay point.

b) Administrative Reclassification

- i) Occurs when the essential duties and qualifications of a position as outlined in the job description remain unchanged, but pay band adjustments, organizational alignment, or organizational realignment necessitate a salary grade change.
- ii) Employees reclassified under this category may not receive an automatic salary adjustment.
- iii) Salary adjustments may be approved at the discretion Chief Human Resources Officer or Chief Human Resources Officer's designee.

c. Pay Bands

- i. AACPS shall review pay bands annually and pay bands shall be adjusted in accordance with the AACPS-approved COLA.
- ii. Pay band adjustments beyond the AACPS-approved COLA may not occur automatically in accordance with any annual employee pay increases.
- iii. Additional band adjustments are subject to approval and available funding.

d. Market Pricing Reviews

- i. Market pricing reviews shall be conducted based on market trends.
- ii. *Ad hoc* market pricing reviews may be conducted as part of the following:
 - a) Reclassification review requests;
 - b) Request due to job posting updates; and
 - c) Systemic reorganization.

5. Movement on the Pay Band

- a. Salary increases, such as an annual COLA, shall be applied starting with the pay period that begins closest, but prior to, the effective date of the increase.
- b. Pay increases are provided in accordance with the budget and Board approval.

- c. An employee whose overall work performance is rated unsatisfactory may not receive a pay increase, and their pay shall remain the same.
- d. Employees that meet the eligibility criteria for a career ladder upgrade shall receive a 7.5% salary adjustment, not to exceed the maximum pay point.

6. Overtime Pay

- a. Unit V non-exempt employees may be authorized or directed to work overtime in accordance with the Fair Labor Standards Act of 1938.
- b. Overtime work by an employee without proper authorization is insubordination.

7. Personal Property Damages

- a. Subject to a recommendation of the immediate supervisor and approval by the Chief Financial Officer, AACPS may pay an amount not to exceed \$500.00 for damage to an employee's personal property which results from a personal assault or student-initiated altercation while on duty. Payment by AACPS shall not be construed as an admission of responsibility or liability by AACPS, its agents, servants, or employees.

8. Payroll Errors

- a. Expectations
 - i. Employees have a role to ensure they receive the correct pay for time worked.
 - ii. Payroll Department staff shall make every effort to ensure accurate processing of payroll. The Payroll Department shall employ the use of payroll audit reporting to capture any data entry errors that could result in an overpayment or underpayment.
 - a) Supervisors and managers shall make every effort to ensure the Office of Human Resources and the Payroll Department have pertinent information and that pay and leave information is accurate and submitted in a timely manner.
 - b) Managers providing second-level approval for time sheets or overtime sheets shall ensure they are submitted to Payroll Department in advance of the payroll cut off.
 - i) Employees shall review each pay statement and report any overpayment or underpayment immediately.

- ii) Overpayments shall be collected from employees in accordance with the procedures set forth below.

b. Underpayments

- i. Employees shall be reimbursed for any underpayment.
- ii. Underpayments resulting from late time, leave, or overtime sheets shall be corrected on the next payroll processed after the time, leave, or overtime sheet is received by the Payroll Department.
- iii. Underpayments resulting from errors made more than 30 days prior to discovery, must be documented in an *Employee Overpayment/Underpayment Reconciliation and Disposition* form (form).
- iv. A supplemental or off cycle pay shall be generated in cases resulting from a banking or Payroll Department error.
- v. When an underpayment is reported, Payroll Department staff shall determine the basis for the underpayment and the amount of the underpayment. The Payroll Department staff shall document the event on the *Employee Overpayment/Underpayment Reconciliation and Disposition* form. The original form with documentation shall be retained in the Payroll Department and a copy will be filed in the employee's Official Personnel File (OPF).
- vi. Underpayments from errors made less than 30 days prior to being reported shall be corrected on the next paycheck, or as soon as administratively practicable.
- vii. If the underpayment due to the employee exceeds \$10,000.00, it may be repaid in installments as approved by the Chief Human Resources Officer. Repayment that can reasonably be paid without extending the repayment beyond the calendar tax year shall be paid to avoid tax complications.
- viii. The Chief Human Resources Officer is authorized to deviate from the underpayment procedure above. Such action shall be documented in a written agreement signed by the employee and the Chief Human Resources Officer. The signed agreement shall be attached to the *Employee Overpayment/Underpayment Reconciliation and Disposition* form and maintained in payroll records and the OPF.
- ix. If the employee is dismissed, resigns, or retires from the school system prior to full repayment of an underpayment, the remaining balance shall be paid with the final paycheck.

c. Overpayment

- i. When an overpayment has been identified, by either a payroll employee or any other employee, it shall be reported immediately to the Payroll Senior Manager or to the Chief Human Resources Officer.
- ii. The Payroll Senior Manager shall determine the basis for the overpayment, the amount of the overpayment, and document the facts and circumstances on the *Employee Overpayment/Underpayment Reconciliation and Disposition* form. The original form with backup documentation shall be retained in the Payroll Department, and a copy shall be filed in the employee's OPF.
- iii. Overpayments shall be reversed or deducted in the next paycheck, or as soon as administratively practicable.
- iv. To prevent a hardship, if the overpayment exceeds one-third of the employee's gross pay, it may be recouped as approved by the Chief Human Resources Officer and documented in a repayment agreement signed by the employee. Any overpayment that can reasonably be collected without extending the collection beyond the calendar tax year shall be collected to avoid tax complications.
- v. If the employee is dismissed, resigns, or retires from the school system prior to full repayment of an overpayment, the balance shall become immediately due and payable. Salary or wages or any other amount still due to the employee shall be applied toward the balance.
- vi. If the employee leaves the school system prior to full repayment of an overpayment and a balance remains after 30 calendar days from the last date of employment with AACPS, AACPS shall seek redress in the applicable court of law.

9. Exceptions

- a. When it is in the best interest of AACPS, the Superintendent or Superintendent's designee may authorize exceptions to the procedures set forth in this regulation. The reasons for the exception shall be documented.

Regulation History: Issued 04/22/26

Note Previous Regulation History: None

Legal References: The Fair Labor Standards Act of 1938