

River Valley Child Development Services

SALARIES

Effective: December 11, 2014

River Valley Child Development Services, hereinafter referred to as RVCDS, uses an *Entry Level Salary Schedule* for base entry-level salaries and salary adjustment purposes. The schedule is reviewed by management and the Executive Director on an annual basis and recommendations are made for approval by the RVCDS Board of Directors. Approved adjustments to the schedule are generally made effective on July 1st of each year.

Depending on the position and program, criteria that may be used to determine base salary includes education, experience, WV STARS level, and funding. Degree must come from an accredited institution.*

RVCDS gives increases based on approved relevant educational qualifications and adjustments in entry-level salary levels for specific job positions or at the discretion of RVCDS Board of Directors. RVCDS does not give merit increases.

Promotions/Transfers

When a transfer or promotion fills a vacant position, the employee receives their current base salary plus a salary increase/decrease equal to the difference between the minimum entry-level salaries of the two positions.

If transfer or promotion is from one position to another and includes additional credentialing requirements, approved evidence of credentials must be submitted at the time of transfer. It is understood that an official transcript/certificate must be provided within ninety days in order to remain in the new position.

Rehiring Former Employees

Employees who leave RVCDS and return within 90 days to the same position are employed at their exit salary plus any entry-level increase that may have occurred during their absence. Employees who leave RVCDS and return within 90 days to a different position are employed at their base exit salary with a salary increase/decrease equal to the difference between the minimum entry-level salaries of the two positions. Employees who leave RVCDS and return are not entitled to any discretionary increases implemented during their absence. A discretionary increase is one that did not involve an increase to the *Entry Level Salary Schedule*.

Increases for Relevant Education

Increases are given for additional education (only for courses relevant to an employee's current position) at predetermined levels** **beyond the education credited at time of employment** as shown on the *Entry Level Salary Schedule*. Documentation in the form of an original transcript or certificate from an accredited institution* must be provided. Employee's new rate will not become effective until the first of the month following the receipt by RVCDS of that documentation.

Employees who attend an optional seminar or course during regular work hours for which relevant educational hours will be credited toward another pay level must take leave. Employees who otherwise benefit financially from a course or seminar must take leave.

Employees who receive a lesser credential or degree are not eligible for a salary increase for receiving these certificates.

** There are six (6) regional institutional accrediting associations of colleges and universities in the United States each named after the region in which it operates (Southern, North Central, New England, Western, Middle States and Northwest). These are the associations that grant membership to all regionally accredited educational institutions. While independent of one another, the regional associations cooperate extensively and acknowledge one another's accreditation.*

*** 1. Any hours beyond bachelors degree must be graduate hours to be credited toward "plus" hours on the salary scale. 2. Only hours earned after degree is awarded will be credited toward "plus" hours on the salary scale.*