

River Valley Child Development Services

SALARIES POLICY PROCEDURE

Prior to employment, the potential employee is informed of the classification and salary of the position according to the RVCDS *Entry Level Salary Schedule*. The Program Director will stress that the stated salary is contingent on verification of credentials.

The program director processes, signs, dates and forwards a *Personnel Status Change Form (PSCF)* to the Human Resources Coordinator, hereinafter referred to as HR.

HR attaches appropriate documentation, signs, dates and forwards the *PSCF* to the Director of Business and Finance.

The Director of Business and Finance verifies the starting salary based on the credentials recorded on the *PSCF*, signs, dates and forwards the *PSCF* to the Executive Director.

The Executive Director reviews the credentials for validity and relevance to the position and approves or disapproves the employment and credentials of the candidate. The Program Director will be notified immediately of the decision.

If approved, the Executive Director signs, dates and forwards the *PSCF* to payroll.

If approved for hire, but credentials unable to be verified, the Executive Director will return the *PSCF* to the Director of Business and Finance to determine the appropriate entry level salary for the verified credentials. The Director of Business and Finance then forwards the *PSCF* to payroll.

Payroll enters documented and approved information into the accounting system, signs, dates and forwards and returns the *PSCF* and all documentation to HR.

At midyear ISDP review or at any time when employee discloses intent of any change of salary due to education, according to salary scale, employee & manager will complete the Salary Increment Planning Form for budget planning time.