

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p align="center"><i><b>COMPENSATION – CENTRAL OFFICE EXEMPT STAFF</b></i></p>	<p>Reviewed:</p>	<p>Policy No. 4-118  Page</p>
<p>The Superintendent will establish and maintain a system of salary administration for Central Office exempt staff whereby:</p> <ol style="list-style-type: none"> <li>1. The salary table is annually adjusted to reflect the Board’s salary allocation. The Superintendent may request and the Board may approve, a supplementary allocation for salary adjustments to insure that an equitable compensation plan is maintained.</li> <li>2. Positions are evaluated, and positions requiring equal work are assigned to the same salary grade. Each salary grade corresponds to a salary range that consists of a low, a high end and a midpoint.</li> <li>3. Based on performance evaluation, job performance, which meets District standards for the position, will generally result in time in a salary level near the midpoint, while consistently exceptional job performance will result in a salary near the high end of the range. Job performance that is less than satisfactory in a given year will be reflected in salary adjustments.</li> <li>4. Persons new to a position will usually start with a salary near the low end of the range for that job. Exceptions may be made for an employee who is exceptionally well qualified for the position.</li> <li>5. Additional compensation and benefits may be provided in recognition of continuous outstanding performance and meritorious service.</li> <li>6. Employees with continuous outstanding performance and meritorious service may be provided special benefits upon separation or retirement.</li> <li>7. The salary grade of a position will be subject to re-evaluation if job duties are substantially changed.</li> </ol>		

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<p>8. Job descriptions that include the principal duties of each position will be maintained.</p> <p>9. The Superintendent shall review salary recommendations from immediate supervisors, review salary adjustments with the Board prior to finalization and make salary adjustments by July 1.</p> <p>10. For exempt secretarial staff, any time above 40 hours per week shall be compensated with cash pay-out at a rate of time and one half or compensatory time equal to one and one-half for each additional hour worked.</p> <p>11. Benefits shall be all health and insurance benefits, all longevity payments, leave of absence provisions, holidays, pension programs and other compensation benefits equal to other employees of comparable bargaining units.</p> <p>12. An annual employment agreement shall be set with each employee.</p>		