

**PERSONNEL: CLASSIFIED**

**Placement on Salary Schedule**

Previous experience will be evaluated by the Superintendent or a designee for initial experience placement on the salary schedule. Maximum initial placement shall be Step 3.

The salary schedule placement shall be determined prior to ratification by the Board, and the recommendation for employment shall contain specific reference to salary, step, placement, and starting date. The date will become the employee's permanent starting date for all lengths of service calculations, including permanent part-time employees.

Policy Adopted: April 8, 1976