
ANNUAL ADMINISTRATORS' SALARY AGREEMENTS (PER-W002)
Milford Public School District

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Human Resources Department produces the annual administrators' salary agreements.

The on-line version of this work instruction is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

Authorized Signature on File

Signature _____ Date _____

4.0 DEFINITIONS:

- 4.1 HRIS: Human Resource Information System

5.0 PROCEDURE:

- 5.1 The upcoming year's salaries and steps, as per administrators' union contract, for administrators must be entered into the appropriate tables in the HRIS database and reviewed for accuracy.
- 5.2 Eligibility for longevity payments are determined by a report generated in the HRIS database which reflects years of service.
- 5.2.1 Once a list is generated of those administrators eligible for longevity, the longevity amount they will receive is manually entered into the salary form of that employee's record in the HRIS database.
- 5.3 The annual salary agreements are sorted by school.
- 5.3.1 Two copies are generated for each administrator so that they may return one copy signed to the Superintendent of Schools and retain a copy for their personal records.
- 5.3.2 Each copy of the salary agreement is stamped with the Superintendent's signature and dated.
- 5.4 Each set of salary agreements is folded and inserted into an envelope for mailing. They are mailed to their perspective schools by the date specified in the union contract.
- 5.5 Each year the administrators are given a deadline by which they must return one signed copy of the salary agreement to the Superintendent of Schools.
- 5.5.1 The Human Resources Office is responsible for noting those salary agreements that have been returned.
- 5.5.2 Those administrators who do not return a salary agreement by the specified deadline are notified via mail. See PER-F017.
- 5.6 A copy of each returned salary agreement is submitted to payroll.

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5.7 The returned original salary agreement is retained in the employee's personnel record.

6.0 ASSOCIATED DOCUMENTS:

6.1 PER-F017 Salary Agreement Non-Compliance Letter

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--|-----------------------|------------------|--------------------|-------------------|
| Annual Salary Agreement | Human Resource Office | 99 years | Discard as desired | Locked Office |
| Salary Agreement Non-Compliance Letter | Human Resource Office | 99 years | Discard as desired | Locked Office |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 08/25/2003 | A | Initial Release |
| 09/13/2006 | B | Add a definition to 4.0; add language to 5.1 and delete language from 5.3.; add and correct language to 7.0 |

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