

**BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL
POLICIES & PROCEDURES**

NO. 0021

Title: **Compensation Policy**

Effective Date: May 10, 2012

Submitted By: Governance Committee

Supersedes Date: June 11, 2008

Approved By: Board of Trustees

Rev. No: 2

1 Purpose

1.1 The BOT of the Benjamin Franklin Classical Charter Public School (BFCCPS) has established the following compensation policy with these objectives:

1.1.1 To retain and continue to attract highly qualified and dedicated staff members in the unique endeavor of charter school education.

1.1.2 To remain competitive and equitable with regard to the compensation of all employees.

2 Scope

2.1 This policy applies to all BFCCPS employees except temporary employees, seasonal employees, consultants, and contractors.

2.2 This policy is written in conjunction with the Employee Guidelines Manual, which contains additional detail.

3 Responsibility

3.1 It is the responsibility of the BOT to interpret all provisions of this policy.

3.2 It is the responsibility of the HOS to implement the provisions of this policy.

4 Definitions

4.1 BOT – Board of Trustees

4.2 HOS – Head of School

4.3 Stipends – a fixed payment for additional services

5 Procedures

- 5.1 The BOT will undertake an annual review of all compensation programs and is responsible for setting the annual salary schedule.
- 5.2 The BOT will set the salary budget for the following school year no later than the time it approves that year's annual budget.
- 5.3 The HOS will to annually issue a confidential Letter of Agreement to each employee confirming the terms of their employment.
 - 5.3.1 It is the responsibility of each employee to sign and return their Letter of Agreement to the HOS within the requested timeframe.
 - 5.3.2 Failure to comply with 5.3.1 may result in a revocation of the Letter of Agreement.
- 5.4 For all full-time and part-time classroom faculty including but not limited to physical education, specials, elective teachers, and inclusion faculty, the following applies:
 - 5.4.1 All degrees recognized for salary credit must be:
 - 5.4.1.1 approved by the HOS;
 - 5.4.1.2 in the field of education; and
 - 5.4.1.3 earned at a college or university accredited by a regional or national accrediting association.
- 5.5 Stipends
 - 5.5.1 Stipends are specified in the Employee Guidelines Manual.
- 5.6 Benefits
 - 5.6.1 Benefits are specified in the Employee Guidelines Manual.

6 Applicable Forms

7 Related Policy & Procedures or Documents

- 7.1 Employee Guidelines Manual.