

Initial Placement on the Teacher Compensation Schedule

Upon initial employment by the Poquoson City School Board, teachers shall be given credit for their years of experience, their educational training, their level of licensure, and other criteria that might be appropriate to their employment. Teachers shall provide the human resources specialist all documents that will verify their training, experience, licensure, and other criteria within thirty (30) days of employment. All teachers under contract with the School Board shall enter the scale at the level of the number of years that have been recognized as appropriate at that time under the policies of the School Board.

Advancement on the Teacher Compensation Schedule

Each teacher's advancement on the Teacher Compensation Schedule shall be contingent on a satisfactory evaluation of his job performance as evidenced by the recommendation of the principal and/or evaluator on the annual evaluation. Any teacher who is not recommended for advancement to the next level on the Teacher Compensation Schedule shall have concluded a full evaluation process for the year on which the recommendation is based.

In order to provide teachers an opportunity to understand why they have not been recommended for advancement to the next step on the Teacher Compensation Schedule, the following process may be followed:

1. Within five (5) working days of the date the teacher signs the evaluation, the teacher may request in writing a meeting with the principal or designee to discuss the teacher's concerns. If the principal's designee was the evaluator, the principal shall be included in the meeting.
2. The meeting shall be held within three (3) working days of receipt of the request.
3. If the teacher is not satisfied following the meeting with the principal or designee, the teacher may request in writing to the executive director of finance, within five (5) days of the date of the meeting, a meeting with a staff member of the human resources specialist and the principal.
4. That meeting shall be set and held within five (5) working days of receipt of the request by the human resources specialist.
5. The human resources specialist staff member shall respond in writing within five (5) working days of the meeting.
6. This procedure does not preempt rights the teacher may have under the state grievance procedure.