

Wayne County Public Schools Classified Employee Salary Scale Placement

Guidelines

1. All classified personnel were converted to the appropriate salary schedule effective January 1, 2023. Placement was determined on years of experience as documented in employment files.
2. Each current employee's experience rating is based on employment as of June 30, 2022.
3. Any **current** classified employee may request an additional salary review for job equivalent experience that was not originally added by February 28, 2023.
4. To be considered for additional salary review, **current** classified employees must follow the procedures outlined below:

Procedures

1. Employees must complete the survey link, **WCPS - request for an additional salary review**, that is located on the LINQ Timekeeper screen when clocking in/out.
2. Once the employee completes the survey, an HR representative will email the employee with guidelines, FAQ, and the necessary forms (See item 3 & 4) of what will need to be completed.
3. Employees requesting review of aggregate **STATE** service must complete Attachment A, **Employee's Record of Aggregate State of North Carolina Service form**.
4. Employees requesting review of **Private Sector** (Non State Service) must complete Attachment B, **Verification of Employment for Salary Placement**.
5. Employees must **hand deliver** all completed documentation to the WCPS Human Resources Department (Attention Tammy Thompson) by **February 28th, 2023**.
6. Any forms **NOT** fully completed nor turned in by the deadline (February 28th, 2023) will not be accepted.