

Classified Salary Schedule FAQ

Q. Will the salary increase be retroed?

A. No. The salary increase will be effective in the January 2023 payroll.

Q. I am a 10-month employee and was paid in the December payroll for days worked in January, will I be retro paid for those days?

A. No. The salary increase will be effective in the January 2023 payroll.

Q. I reviewed the Pay Scales on DPI's website and my updated Grade and Step do not match the salary provided, why?

A. The Wayne County Public School Board approved to adopt the 80% max schedule at the December 5th, 2022 board meeting.

Q. I have 10 years of State/Local Government experience and my pay step is reflecting 9, why?

A. The Board approved to adopt the model aligned to the Certified schedule based on years of service. This model has steps beginning at 00.

Q. I do not agree with the years of service I have been credited. Who do I contact?

A. The Principals and department supervisors will be provided a google link that will allow any classified employee to complete for an additional salary review.

Q. My years of service were just verified from my previous employment at a State/Local Government Agency, why was I not given credit?

A. When the Board approved to implement the new Classified Salary Schedules (Dec.5, 2022) the years of experience were based on the information we had in LINQ at that time. Employees are instructed to complete the additional salary review request to be given the appropriate years of service.

Q. Bookkeepers/Data Managers: Will the school's ADM be evaluated annually, if so, will this affect my salary?

A. The Bookkeeper/Data Manager will not be penalized for a decrease in ADM at the assigned location. If the ADM decreases at your school you will be placed in a held harmless status meaning the salary will not change. If the Bookkeeper/Data Manager resigns from WCPS the appropriate Grade and Step will be applied to the new employee.

B. In the event the schools ADM increases and places you in the next Grade, a recommendation form will be submitted to make the necessary changes to reflect the appropriate salary.

Q. I am currently a Bookkeeper/Data Manager at one school and interested in accepting the same role at a different school, could this change my salary?

A. Yes. If a Bookkeeper/Data Manager is being paid at Grade 62, ADM 401-700, and applies for the same role at a school that posts the salary at Grade 61, ADM 0-400, the employee's salary will be updated to reflect the pay grade that reflects the job description.

Q. Will the step increase take effect each year?

A. WCPS plans to conduct the “bump” in steps every January. However, if the State mandates a salary freeze we will have to follow guidance from the State and/or as long as funding is available.

Q. How do I review/update my tax forms?

A. In LINQ Timekeeper, you can select TAX INFORMATION located in the left column. Then select Withholding Change Request. Once changes are made, Finance will process your requests. The Finance Department CANNOT provide tax information or guidance on how to complete the forms. We recommend speaking to a CPA and/or a tax expert.

Q. I was previously self employed. How do I submit prior years of service?

A. The following are examples that the employee can **ATTACH** to the Verification of Employment for Salary Placement form:

- a. Tax Returns
- b. Pay Stubs
- c. Referral letters
- d. Termination/Separation Letter - Printed on company letterhead that includes date & time spent at the company
- e. Notarized letter from former supervisor/owner with contact information
- f. Social Security Office - Request a print out of your social security earnings appointed by your previous employers.
- g. D214- Official Military Transcript

Q. My prior place of employment is closed/no longer in business. How do I verify my years of employment?

A. The following are examples that the employee can **ATTACH** to the Verification of Employment for Salary Placement form:

- a. Tax Returns
- b. Pay Stubs
- c. Referral letters

- d. Termination/Separation Letter - Printed on company letterhead that includes date & time spent at the company
- e. Notarized letter from former supervisor/owner with contact information
- f. Social Security Office - Request a print out of your social security earnings appointed by your previous employers.
- g. D214- Official Military Transcript