



## LCPS Non-Teacher Salary Band Initial Placement Calculator

### Base Salary: How to Calculate Your Salary Band Placement at Hire

Initial salary placement is made by calculating the band placement % based on years of direct experience relative to the placement matrix using the following formula and then adding any applicable add ons and stipends or bonuses:

**Base Salary at hire** (rounded to the 100th place) = **Band Min + (Band Placement % x (Band Max – Band Min))**

**To calculate your exact placement on the scale follow these steps:**

- 1) Confirm your years of Direct Experience
- 2) Find your years of direct experience on the Placement Matrix and collect the associated percentage.
- 3) Identify the salary band minimum and maximum for your role
- 4) Perform the above calculation using the calculator below
- 5) Round to the nearest 100th place (this is for ease of placement and evens out over time)

**Example:**

- Step 1: I am a **Teacher in Training** with **3 years of direct experience**.  
 Step 2: My band placement = **18%** based on the Placement Matrix.  
 Step 3: The Teacher in Training Salary Band **Minimum = \$35,000** and the Salary Band **Maximum = \$56,000**.  
 Step 4: I then calculate using the formula below : Band Minimum  $\$35,000 + (\text{Band Placement } 18\% \times (\text{Band Maximum } \$56,000 - \text{Band Minimum } \$35,000)) = \$38,780$   
 Step 4: Rounded to the nearest 100 = **\$38,800**

**Calculator:** (Use to estimate your initial placement\* based on the Salary Band for Your Role)

**INPUT:** Band Minimum \_\_\_\_ + (Band Placement % \_\_\_\_ x (Band Maximum \_\_\_\_ - Band Minimum \_\_\_\_ ))

**Then Round to the nearest 100th = \_\_\_\_\_ Estimated Initial Salary Band Placement**

*\* Please note that initial placement is based only on direct experience subject to the conditions below so may differ slightly and is subject to verification of employment history*

Placement Matrix	
Years of Direct Experience	Band Placement %
0	0%
1	6%
2	12%
3	18%
4	25%
5	30%
6	35%
7	40%
8	45%
9	50%
10	55%
11	60%
12	65%
13	70%
14	72%
15	75%
16	80%
17	85%
18	90%
19	92%
20	95%
21	96%
22	97%
23	98%
24	99%
25+	100%

### What Qualifies for Direct Experience?

"Direct Experience" refers to the amount of relevant, hands-on experience a candidate has performing the core duties of the specific role (or a highly similar role) you are being placed into. It is not simply "years worked" — it's years doing this work, at this level, with similar scope and accountability.

#### Direct experience includes:

- Performing substantially similar job duties
- Operating at a comparable scope (team size, budget, managerial responsibility, decision-making authority)
- Working in a similar environment (e.g., in TK-12 schools vs. non-school)
- Holding similar accountability and impact

#### Direct experience does not include:

- Other or related experience in a prior role at a lower level or salary band that was a prerequisite to move into this higher role level and would be a promotion from that prior level and salary band
- Experience in other industries or prior roles unrelated to the role you are being placed into\*

\*In select roles where some prior or related experience in another role inside or outside of K-12 schools is substantially similar or relevant, a portion of that experience may be credited at ½ year for every year of full-time experience, capped at 10 years. This is subject to review and approval by the Director of HR

\*\*For staff transitioning onto the new bands who were previously credited a combination of direct and non-direct experience: the total credited years are capped at 5 years for staff with fewer than 5 years of actual direct experience, and capped at 10 years for staff with 5 or more years of direct experience.

### Annual Increases After Initial Placement

After initial placement, staff will receive an annual COLA set by the Board each year in February/March and confirmed after passage of June final budget. Salary band benchmarking and adjustments to scales will be made at a minimum every 3 years.

Add Ons (Subject to Review & Approval by Director of HR)		
Type of Add On	Description	Amount
Spanish Fluency	Ability to speak & write & conduct meetings without need for interpretation. Higher level applied for leadership position or providing interpretation or translation for others. Only applies when not a minimum requirement for a role.	\$1000/\$3000
Degrees		
BA	Classified SSA & TNT & Operational Only if not required for role	\$1000 (per instance)
MA/PHD	If relevant/related & not required as a minimum qualification for the role	\$1000 (per instance)
Role Relevant Specialized Licensure & Certification		
Clear CA PPS/Teaching/Ed Specialist/Admin Cred.	If role relevant & not required as a minimum qualification for the role	\$2000 (per instance)
Registered Behavior Technician (RBT)	Must have passed exams and show licensure in BCBA licensure portal	\$2,000
Clinical Board Licensure	Only applies to specialized clinical roles & when not required as a min qual	\$7,000
Other Role Relevant Specialized Licensure	Must be submitted to Dir of HR and will be assessed on case by case basis	\$2000 (per instance)
Role Relevant Specialized Certification	Must be submitted to Dir of HR and will be assessed on case by case basis. <b>Does not include any annual or required trainings for the role or if not related to role</b> (e.g. First Aid/CPR, Mandated Reporter, CPI, etc)	Varies / Capped at \$2500 for most roles & \$5000 for clinical services (see clinical cert rubric)
Other Add Ons		
LCPS Alum	Applies to staff who attended LCPS as a student and graduated.	\$1,000
Leadership Add-On - If applicable	Only applies when staff take on additional assigned leadership responsibility as part of core duties or if Non-Exempt (e.g. CLT, ILT, Admin on Duty, Specialized Medical Support). Must be approved by Dir. of HR.	Varies (\$2000 - \$5000)
Stipends/Bonuses (Subject to Review/Approval by Dir of HR)		
Hiring and/or Relocation Bonuses	Varies from role to role and is set by Dir. of HR. Bonuses, in total for hiring or relocation collectively are subject to limits outlined. Staff being promoted internally are not eligible for another hiring bonus.	Classified NE: Capped at \$1000 Classified E: Capped at \$2500 Leader/Dir: Capped at \$5000
New Staff Orientation (10-month staff only)	Held in the last week of July upto 5 days at \$200	\$1,000
Measure G-1 (school-based staff only)	Exact percentage set annually by Measure G1 Commission. Paid in May	Est at 1% of the Salary
Retention Bonus	Going into 5, 10, 15, 20, 25 years of service for non-teaching staff - Paid out end of October as separate bonus check.	\$2500-Year 5 \$3000-Years 10 & 15 \$5000-Years 20 & 25
Leadership Stipend (includes special projects & interim leadership duties when staff are on leave)	Based on additional temporary or one-time leadership responsibility/role that is not part of core responsibilities and is not added to base salary. Paid out in installments - Subject to approval of Dr. of HR, supervisor, COO & CEO.	Varies

Submitting Evidence for Step Placement & Documentation for Add-Ons	Criteria & HR Approval for Additional Certification and Add-On
<p><b>Initial Placement</b> - It is the candidate's responsibility to submit an accurate work &amp; education history, including official transcripts detailing all college/university coursework or certifications if applicable and official verification of prior work experience related to the prospective position. All documentation for initial placement should be submitted prior to the signing of the employment agreement or no later than 60 calendar days from the first date of employment.</p> <p><b>Submission Deadlines for New Additional Certification:</b></p> <p><b>Start of year submission deadline:</b> 3rd Friday in November <b>Mid-year submission deadlines:</b> 3rd Friday in April</p> <p><b>Note</b> - Official verification of experience and/or transcripts submitted after the following deadlines will not be considered for retroactive salary adjustment. Once the following schedule has elapsed, documentation for salary adjustment consideration based on attainment of additional certification or add-on criteria should be submitted to the appropriate HR personnel for salary evaluation following the above schedule. Increases for newly awarded add-ons (additional certifications, e.g.) are awarded retroactively back to the beginning of the current employee school year or if submitted in semester 2 to no earlier than January 1st, providing documents are submitted on time. Late submissions will be considered for the next academic term (E.g. January 1st for submissions in the fall after the November deadline and August 1st for submissions made in spring/summer after the April deadline).</p>	<p><b>All additional Certification &amp; Add Ons must be verified and pre-approved by the HR department following the above criteria.</b></p> <p>Only official transcripts and degrees from accredited institutions will be accepted. Retroactive credit for added-certification, if applicable will be applied no earlier than on/after the issuance date of the certification, authorization, or degree and subject to the submission deadlines listed and is subject to the deadlines for submitting evidence for Salary Band Placement and Add-Ons.</p> <p><b>Employee Acknowledgment:</b> <i>I have read and understand LCPS' Non-Teacher Salary Placement Information and how my placement on the salary bands for Non-Teachers will be calculated. I understand that it is my responsibility to provide all required documentation of work experience, official transcripts and/or verification and documentation of certifications to the HR department according to the above deadlines in order to receive credit for experience and relevant add-ons. If an error results in the underpayment of an employee, it must be reported to HR by the employee or supervisor as soon as known and the error will be corrected immediately and back wages will be paid out once LCPS becomes aware of the error. If an error results in overpayment of the employee, LCPS has the right to secure reimbursement of overpaid funds</i></p>