



# **Salary Administration Policy**

**Dr. Tanya Giovanni**  
**Deputy Superintendent**  
**November 19, 2025**



## **Policy Coverage**

Applies to certified and classified staff compensation for job performance in Durham Public Schools.

## **Compliance Assurance**

Ensures all compensation is documented, approved, and complies with Board policies and state laws.

## **Base Salary and Bonus**

Base Salary excludes supplements and bonuses, which are lump-sum payments separate from base pay.

## **Certified vs Classified Staff**

Certified Staff require specific credentials, while Classified Staff do not, defining roles in compensation.

## **Extra Duty and Stipends**

Extra Duty involves work beyond scheduled hours with compensation via flexible schedules, comp time, or pay.

## **Additional Policy Terms**

Terms like Hold Harmless, Overtime, Promotion, and Stipends ensure clear policy application and understanding.

# Roles and Responsibilities

# Governance and Accountability



## Board of Education Responsibilities

The Board approves compensation structures, salary schedules, and pay increases.

## Human Resources Duties

HR verifies employee experience, maintains personnel files, and manages salary changes.

## Supervisors' Compliance Role

Supervisors ensure adherence to policies on extra duty, overtime, and documentation for accountability.

## Clear Role Delineation

Defined roles promote accountability and smooth execution of compensation procedures within the organization.

# Compensation Changes

## **Documentation and Approval**

All compensation changes require documentation and approval by Human Resources and the Board of Education to ensure accountability.

## **Bonuses and Stipends Guidelines**

Bonuses and stipends must follow Board-approved guidelines and be recorded in personnel files for transparency.

## **Overtime Compliance**

Overtime pay must comply with the Fair Labor Standards Act and needs prior supervisor approval to be valid.

## **HR Management of Salary Changes**

HR manages transfers, promotions, and demotions by verifying eligibility and updating salary schedules accordingly.

Advisory Feedback

## **Possible Areas for Advisory Feedback for Meet and Confer**

1. Input and feedback on how to ensure that implementation of the policy supports improving student outcomes.
2. Feedback on verification of experience process.
3. Feedback on extra-duty and stipend process.





# **Durham Public Schools Classified Salary Schedules**

**Jeremy Teetor**  
**Chief Finance Officer**  
**November 19, 2025**

# Scenario #1

Starting Pay \$19.22

5% between most grades; 13% to admin

.5% Steps

Cost- \$23.5 Million

- Least expensive model
- Still cost prohibitive
- Cost largely driven by 9.8% gap between current DPS minimum (\$17.51) and \$19.22
- Cost also driven by mitigation of compression in lower salary grades

# Scenario #2

Starting Pay \$19.22

5% between most grades; 13% to admin

1% Steps

Cost- \$34.5 Million

- Still cost prohibitive
- Cost largely driven by 9.8% gap between current DPS minimum (\$17.51) and \$19.22
- Cost also driven by mitigation of compression in lower salary grades
- Cost further escalated by 1% steps rather than .5% in scenario #1

# Scenario #3

Starting Pay \$25.55

5% between most grades; 13% to admin

2% Steps

Cost- \$119.7 Million

- Extremely cost prohibitive
- Cost largely driven by 45.9% gap between current DPS minimum (\$17.51) and \$25.55
- Cost also driven by mitigation of compression in lower salary grades
- Cost further escalated by 2% steps



## Next Steps

- Reflect on feedback from this presentation
- A working group designated by the Superintendent will continue the evaluation of positions for placement on the correct pay grade
- Staff will share a recommended salary schedule model when the Superintendent releases his budget priorities for 2026-2027 in December
- Recommendation may reflect an across the board percentage increase (\$1.1 million per 1% increase)



# Questions?