



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?