

## *Procedure*

### **Salary and Wages for Special Education Staff**

Achieve Language Academy teaching, paraprofessional, psychological, related service providers, and other special education staff's salary/ wages will be based on education status and experience. It is the policy of Achieve to attempt to pay its professional employees at a level that will attract and hold personnel dedication to education. Please see Achieve salary and wage schedule.

Achieve acknowledges that all salary and wages will be based on a letter of agreement and/or contract. The letter of agreement and/ or contract will support job duties/ position, length of employment, and salary. The letter of agreement/ contract will be signed by both the employee and building administrator/ School Board Chair. If an employee works in more than one position, the letter of agreement will name the various positions, amount of time in each position, and salary break out and a job description will describe the various positions. Time sampling, time cards, activity reports or other documentations will be required to verify the various positions and expenditures per position. Such documentation will be completed for all employees and signed by the employee and school administrator or supervisor to verify the validity of the document.

Achieve will have payroll documentation in accordance to accepted practice for the state of MN. The payroll documentation will serve as binding documentation of expenditures for the described position.