



BOARD OF TRUSTEES

Date: July, 27 2026 Prepared By: J. Steen
Subject: Discuss and Consider Approval of
Retroactive Salary Correction

Action

PURPOSE:

To approve the salary correction for employee experience credit.

BACKGROUND INFORMATION:

Administration has identified an error in the calculation of an employee's years of creditable service for placement on the District's teacher salary schedule. As a result, the employee was compensated at an incorrect salary step for the 2023–2024, 2024–2025, and 2025–2026 contract years.

The Business Office has verified the employee's creditable service and Payroll has calculated the compensation difference resulting from the incorrect salary placement.

The proposed payment represents wages previously earned but not paid due to an administrative error. It is intended solely to satisfy the District's contractual and statutory compensation obligations and does not constitute additional compensation, a bonus, or a salary increase beyond that authorized by the Board's adopted compensation plan.

Funds are available within the current budget to satisfy this obligation.

RECOMMENDATION:

Approve the retroactive correction of the employee's salary placement and authorize payment.

BOARD ACTION REQUIRED

Possible motion:

"I move approval the retroactive correction of the employee's salary placement and authorize payment of the calculated salary deficiency."