

## **SALARY ADJUSTMENTS**

The Midway School Board (Board) has the authority to determine appropriate placement on the salary schedule. However, responsibility for accuracy of that placement on the salary schedule rests equally with the district and the employee. Employees are therefore expected to examine the contracted salary before signing their contracts and to notify the business manager of any possible error.

Should an error in salary be determined to exist after the contract is signed the Board will adjust the employee's salary for the remainder of the year to compensate for the error. In other words, if it is determined that the employee has been paid less than proper placement on the schedule would indicate, the Midway School District (District) will increase the monthly salary to bring the annual salary to the correct amount. If it is determined that the employee has been paid more than proper placement on the schedule would indicate, the District will decrease the monthly salary to bring the annual salary to the correct amount.

It is the teacher's responsibility to have appropriate teaching license. Failure to do so will result in the following consequences as set by law:

1. The teacher will not be allowed to teach until proper licensure is obtained.
2. The teacher will receive no pay until the business manager is properly notified of renewed licensure.
3. There will be no retroactive pay.