



2% Increase
FAQ's
2023-2024

Approved: July 2023

What is the purpose of the 2% Increase?

- The purpose of the 2% Increase Plan is to reward non-teacher type employees for supporting District goals and initiatives. The plan is designed to motivate employees and encourage the desired behaviors (identified as part of the District's Competency model) while supporting the overall goals of the Memphis-Shelby County School District.

Who approved this increase?

- The MSCS Board members, Superintendent and other designated members of the District approved this increase during the budget process. The board will evaluate the budget and other components to assess the feasibility of an annual raise for the District.

Will we get the same increase each year?

- This increase is not guaranteed and is subject to the District's rights and best interest. The MSCS Board Members and Superintendent will have evaluate the feasibility each year to determine the increase amount or if any amount can be awarded.

Who is eligible for this increase?

- A 2-percent base salary increase has been approved for all full-time and part-time employees who meet the eligibility criteria of the plan as defined and approved for administration.
- Additional criteria below:
 - Employees who hold a primary role and who have been employed by the District prior to January 1, 2023 and who are currently performing duties in the capacity of an eligible Central Office or school-based role.
 - Eligible employees who are at or above the max of the salary range for the employee's currently occupied position, will receive a 2% lump sum bonus equivalent in lieu of receiving a base salary increase.

Who is not eligible for this increase?

- The following positions are aligned to the newly implemented principal salary schedule or teacher salary schedule and therefore, will not be eligible for the 2% increase:
 - Principals, Vice Principals, Assistant Principals, Specialty Principals
 - Classroom Teachers, Counselor Alcohol/Drug, Professional School Counselors
 - Instructional Facilitators, Instructional Math/Literacy Coach,
 - Instructional Curriculum Coach (10-month school-based), Interventionists,
 - Librarians, ROTC Instructors
 - Social Workers, Psychologists
 - All secondary, temporary, substitute, and/or probation positions

- Approved recipients of the Head Start COLA increase.

When is this increase effective?

- This increase will be retroactive to the start of the fiscal year and/or start date for the employee's current position.

Will other payments such as supplemental, stipends, or bonus be included in this increase?

- No - All increases, incentives, bonuses, and stipends are subject to Superintendent and Board members' approval prior to finalization.

Will I get this increase retroactive if I was a recent employee?

- No – You must be employed at the date of implementation; the increase will be forfeited. The plan will not retroactively pay terminated and/or former employees.

If I have performance issues, will I receive the increase?

- MSCS reserves the right to reduce and or eliminate the increase due to performance inconsistent with District policies.

If I am on Paid Leave of Absence, will I be eligible to receive this increase?

- Yes - Eligible employees on a paid leave of absence will receive an increase at the time of implementation.

If I am on Unpaid Leave of Absence, will I be eligible to receive this increase?

- The increase will NOT be applied to eligible employees until after the unpaid leave of absence ends and the employee returns to an active pay status.

Will I receive an increase if I have a future salary adjustment or promotion after July 1, 2023?

- No- The 2% increase will not be applied to future salary adjustments and/or promotions beyond its implementation; however, salary recommendations will continue to be based on internal equity and established pay administration guidelines.

How will the 2% Increase be applied to my salary?

- Example 2% Increase for the 2023-2024 annual base pay is calculated by:

Annual Base Salary (\$55,000) X Annual Increase Percentage (2%) = \$56,100

Total Payout Example Calculation

Starting Base Pay for FY23-24	\$55,000
2% Increase (included in base salary)	\$1,100
Cumulative Salary for 2023-2024*	\$56,100

**Cumulative Salary equates to the base salary earned during the 2023-2024 school year. Please note that if an employee's effective date of employment does not begin at the start of the contract date within this fiscal year for the currently occupied position, the base salary may be prorated.*

How will the 2% Increase bonus be applied to my salary?

- Example 2% Increase (at or above the max salary of current pay grade/range) for the 2023-2024 annual base pay is calculated by:

Annual Base Salary (\$55,000) X Annual Increase Percentage (2%) = \$56,100

Total Payout Example Calculation

Starting Base Pay for FY23-24	\$55,000
2% Increase (lump sum in lieu of increase)	\$1,100
Ending Base Pay for FY23-24	\$55,000
Total Payout*	\$56,100

**Total Payout equates to the base salary earned during the 2023-2024 school year plus the 2% lump sum payment received in lieu of a base pay increase. Please note that if an employee's effective date of employment does not begin at the start of the contract date within this fiscal year for the currently occupied position, the base salary may be prorated.*

Who should I contact if I have any questions?

- Please email all inquiries to officeofcompensation@scsk12.org

Can MSCS rescind this increase at any given time?

- Yes - The 2% Increase Plan is subject to the district's rights and best interest. MSCS reserves the right to amend, modify, or discontinue the incentive increase at any time during the specified plan period.