



# Theodore Roosevelt School

## Warriors

P.O. Box 567

Fort Apache, AZ 85926

(928) 338-4464 Fax (928) 338-1009

Dr. Leon Ben, Chief School Administrator / Principal

### Classified Pay Scale

Category	0 yrs - 5 yrs	6 yrs to 10 yrs	11 yrs - 15 yrs	16 yrs - 20 yrs	21 yrs - 25 yrs
A	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00
B	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00
C	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00
D	\$18.00	\$19.00	\$20.00	\$21.00	\$22.00
E	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00
F	\$18.00	\$19.00	\$20.00	\$22.00	\$23.00

**Class A Part-time employees**

**Class B Security; Assistant Cook; Home-living Assistant**

**Class C Custodian**

**Class D Bus Driver/Maintenance/Custodian**

**Class E Secretary/Registrar/HR Tech/Food Service Tech; McKinney Vento/Parent Liaison**

**Class F Kitchen Manager/Head Cook; Dorm Supervisor**

### A. Purpose and Justification

The Theodore Roosevelt School (TRS) Governing Board recognizes the necessity of maintaining a flexible and competitive salary structure to attract and retain highly qualified personnel. In alignment with TRS policies, the Principal/Chief School Administrator (CSA), with the approval of the Governing Board, is authorized to adjust salaries in the following circumstances:

- 1. Hard-to-Fill Positions:** When recruitment efforts fail to yield viable applicants for critical positions, as outlined in **Section 2.09 Filling Vacancies**.
- 2. Retention of Key Employees:** When employees in specialized or mission-critical roles receive competing offers from external organizations, necessitating salary adjustments to ensure institutional stability (**Section 2.15 Final Approval**).
- 3. Specialized and Competitive Market Needs:** When positions require unique skills that are in high demand and not readily available in the labor market, warranting salary adjustments for recruitment and retention (**Section 2.16 Emergency Appointments**).
- 4. Longevity and Salary Compression Adjustments:** When long-tenured employees earn significantly less than newly hired counterparts in comparable roles, creating equity concerns and impacting morale. The Board reserves the right to approve adjustments to ensure fair and equitable compensation for veteran staff members (**Section 2.16(G) Pay**).
- 5. Emergency Hiring Needs:** When immediate staffing needs arise that, if unfilled, would compromise educational services or operational integrity, allowing for expedited hiring and salary adjustments outside the standard salary schedule (**Section 2.16 Emergency Appointments**).

### B. Authority and Approval Process

- The Principal/CSA shall submit a formal written request to the Governing Board detailing the basis for any salary adjustment, including but not limited to recruitment challenges, competing job offers, market analysis, and funding availability.
- The Governing Board shall evaluate and approve salary adjustments in accordance with TRS policies and financial oversight regulations.

3. All approved adjustments shall be documented and included in the employee's personnel file to ensure transparency and compliance with **Section 2.15 Final Approval**.
  4. Emergency salary adjustments shall be issued through a contract for the duration of the fiscal year, contingent upon the availability of funding. All such adjustments must comply with TRS's financial policies and oversight requirements, ensuring fiscal responsibility and alignment with budget constraints. The continuation of any emergency salary adjustment beyond the current fiscal year shall require re-evaluation and re-approval by the Governing Board based on demonstrated need and funding availability (**Section 2.16(E) Maximum Appointment Period** and **Section 2.16(G) Pay**).
- C. Compliance and Oversight**

All salary adjustments under this policy shall be implemented in compliance with TRS financial policies and applicable legal standards to ensure fiscal responsibility, equity, and audit compliance. The Board retains final authority over all salary decisions, ensuring alignment with budgetary constraints and TRS's commitment to employee fairness and retention.

*Theodore Roosevelt School (TRS) is an **Equal Opportunity Employer** and is committed to providing a workplace free from discrimination. In accordance with federal laws, including Title VII of the Civil Rights Act of 1964, and applicable Tribal laws and regulations, TRS ensures that all employment decisions are based on qualifications, merit, and the operational needs of the school.*

*As a Tribally Controlled Grant School, TRS adheres to **Tribal Employment Preference Policies** as outlined in **Section 2.03 Equality of Employment Opportunities/Non-Discrimination/White Mountain Apache Indian Preference**. In compliance with the White Mountain Apache Tribal Code and federal Indian Preference laws, TRS gives first preference in hiring, promotion, and retention to qualified, enrolled members of the White Mountain Apache Tribe, followed by other qualified Native American applicants.*

*TRS remains committed to recruiting and retaining the most qualified personnel while respecting and upholding Tribal sovereignty and self-determination in employment practices. All employment policies and practices shall be administered fairly, ensuring compliance with all applicable laws, while actively seeking to promote educational and economic opportunities within the Tribal community.*