



## STANDARD POLICIES AND PROCEDURES

<p><b>POLICY NAME</b> <b>SALARY MAINTENANCE (SAFE HARMLESS)</b></p>	<p>Section: B Policy Number: 5 Effective Date: Original Review Date: 2021</p>
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At the discretion of the Head Administrator and Governing Council, any employee not covered by negotiated agreement will be maintained at the employee's current annual salary if transferred to a position having a lower rate of pay. This policy will apply only under the following conditions:

- When an employee's position has been eliminated
- When an employee agrees to take a lower position at the request of the Head Administrator
- When the Head Administrator determines that the transfer is in the best interest of LADE

This policy will not apply to an employee who is transferred to a position of lower pay because of unsatisfactory performance in the higher-paying position. This policy will not apply to an employee who is transferred to a position of lower pay at the employee's request.

This policy will apply for a period of twelve months from the effective date of transfer, after which the current annual salary will be reduced to that prescribed by the new position.

The Head Administrator will develop procedures to implement and monitor this procedure.