

Addendum to Policy 3-5, Full-time Classified Position Employment and Compensation,  
 Addendum to Policy 3-31, Wage (Hourly) Employment and Compensation In-Band  
 Adjustment Schedule for Application of New KSAs

**Approved July 18, 2017**

**Level I**

Amount of Salary Adjustment

Master's Degree or Doctorate	Fixed Amount for Full-time Classified Staff: \$1,000.00 <b>Or</b> Fixed Percentage for Wage/Hourly: 10% of hourly rate
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**Level II**

Bachelor's Degree	Fixed Amount for Full-time Classified Staff: \$500.00 <b>Or</b> Fixed Percentage for Wage/Hourly: 10% of hourly rate
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**Level III (New Level components)**

Professional Certification Technical Certification Associate's Degree; 60-72 semester hour credits Diploma; 60-72 semester hour credits Certificate; 30-59 semester hour credits	Fixed Amount for Full-time Classified Staff: \$300.00 <b>Or</b> Fixed Percentage for Wage/Hourly: 5% of hourly rate
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**Level IV (New Level and new level components)**

Trades Certification Pesticide Certification Career Studies Certificate (CSC); 9-29 semester hour credits Virginia Career Readiness Certificate (CRC) [Level 3 or above score is required to obtain certificate]	Fixed Amount for Full-time Classified Staff: \$200.00 <b>Or</b> Fixed Percentage for Wage/Hourly: 5% of hourly rate
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\* The CRC certifies skills in three core areas: Reading for Information, Applied Mathematics, and Locating Information. There are three levels of scores: Bronze – Level 3, Silver – Level 4, and Gold – Level 5).

Addendum to Policies 3-5 and 3-31, In-Band Adjustment Schedule for Application of New KSAs – This version will remain in effect until superseded by a newer version.