

# FULTON COUNTY BOARD OF EDUCATION SALARY PLACEMENT GUIDELINES 2015-16

## I. ADMINISTRATIVE POLICY/PROCEDURE

Personnel employed to fill positions paid from the Non-Teaching Salary Schedule (Executive (B) or Principal/Assistant Principal (C) Salary Scales) shall be selected according to provisions of Board Administrative Procedure GBD/GBB – “Professional – Positions/Hiring”. Personnel employed to fill positions paid from the Non-Teaching Salary Schedule (Professional (A) Scale) shall be selected according to provisions of Board Administrative Procedure GCD – “Classified Hiring”. The Superintendent is provided some discretion regarding salary placements. All guidelines are subject to annual review.

## II. DEFINITIONS

**Promotion** – employee is moved to a vacant position that is classified at a higher grade level than the position the employee currently holds

**Transfer** – employee remains in the same position but transfers to a different department/location, e.g., PAII School-Based to PAII Central Office or employee is moved to a different position but in the same grade, e.g., Specialist II to School Technology Specialist; Annual salary may increase or decrease due to an increase or decrease in number of days worked, not due to a change in grade of position

**Reclassification** – employee remains in the same position; however, the position has been evaluated by Compensation and has been reclassified to a different grade level, either up or down or when the classification of an existing position is changed creating a new position and eliminating the current position based on the needs of the department and current employee is placed in the new position, e.g., department has a PAIII position and it is determined they need a Specialist I position instead of the PAIII; Annual salary may increase or decrease depending on new grade level and/or new workday calendar

**Demotion** – employee is moved into a position that is classified at a lower grade level than the position the employee currently holds due to an administrative decision or a voluntary decision

## III. PLACEMENT AND ADVANCEMENT

Initial placement on the applicable Salary Scale shall be determined within the following guidelines. Exceptions may be approved by the Superintendent in accordance with the needs of the District.

### A. PLACEMENT – NEW EMPLOYEES AND REHIRED EMPLOYEES

#### Non-Teaching Salary Schedule

Employees new to or rehired by Fulton County School System, assuming a position paid from the Non-Teaching Salary Schedule, will be placed in the appropriate Grade on Steps one (1) through nine (9), based on verified experience in a position with comparable duties and responsibilities as defined in the job description. Experience credit will only be granted during the year in which it is submitted and reviewed.

Military experience does not apply to Non-Teaching Employees; however, if verifiable experience was performed in the military, comparable experience credit will be awarded.

## **Teacher Salary Schedule**

Employees new to or rehired by Fulton County School System, assuming a position paid from the Teacher Salary Schedule (Regular 190-Day Classroom Teacher Scale, or Teacher Support Salary Scale) will be given full experience credit for experience earned in other school districts provided the experience meets State criteria. All experience must meet the criteria as outlined in Georgia Code: GBA(5) 160-5-2-.05 Experience for Salary Purposes. For experience credit calculation purposes, a full year is equivalent to 63% or more of the work day calendar (at least 120 days of a 190-day calendar). No partial years of experience are considered for credit purposes. In addition, step credit for active military service will be granted giving one-half year of step credit for each year of service. A maximum of 3 years of step credit may be granted for military service.

Examples: 3 years of active service = 1.5 years of step credit (rounded to 2 steps)  
6 years of active service = 3 years of step credit  
7 or more years of active service = 3 years of step credit

**NOTE: If an employee changes to a different position which results in a change in pay, i.e., promotion, demotion, transfer, etc., more than one (1) time within any rolling 12-month period, the new change will be processed and calculated based on the employee's original position rather than the previous change.**

### **B. PLACEMENT – CURRENT EMPLOYEES**

#### **For Promotion – All Non-Teaching Positions**

Step placement for current employees will be determined based on the amount of prior credit experience (maximum step 9), or by using the promotional increase amount of 5.6% (*equivalent of 2 steps*), whichever is the greater salary amount.

#### **Step 1:**

- a. Determine number of years of like experience
- b. Determine appropriate step/salary in the new grade based on experience credit up to a maximum step nine (9)

#### **Step 2:**

- c. Apply 5.6% increase to current annual salary for new base annual salary
- d. Determine base daily rate using new base annual salary from (c) and current number of work days
- e. Determine new target annual salary using daily rate and number of work days in new position
- f. Find equivalent salary amount in the new grade at the step that is closest to, but not less than the new target annual salary

#### **Step 3:**

- g. Determine the higher annual salary amount between step 1 and step 2
- h. This is the assigned step placement in the new grade

### **For Transfer – All Non-Teaching Positions**

1. If employee is remaining in the same position (title and grade), e.g., PA II school-based to PA II Central Office but moving to a different department/location:
  - a. Employee will retain current step
  - b. Place employee on current step on the new salary scale
2. If employee is moving to a different position at the same pay grade, but different number of work days, e.g., Specialist II to School Technology Specialist:
  - a. Employee will retain current step or be placed per experience credit (maximum step 9), if he/she has prior experience specifically related to the new position
  - b. Determine whether retaining current step or placing per experience credit results in the greater salary
  - c. Place employee on appropriate step on the new salary scale
3. If employee is moving to a position on a different salary scale at the same pay grade and same number of work days, e.g., Principal to Executive (B) Schedule position (235-days to 235-days):
  - a. Find the salary on the new scale that is at and not below the employee's current salary
  - b. Place the employee on this step

### **For Reclassification – All Non-Teaching Positions**

1. If position is being changed to a position at a different level due to the department's need or a re-evaluation of the position determines it is graded incorrectly, the position is reclassified. e.g., department currently has only a PAII position; however, has the need for a PAIII position instead of the PAII position, or the current position should be paid at a different salary level:
  - a. Employee will retain current step
  - b. Place employee on current step on the new salary scale

***Note: In the case of a transfer or reclassification if the employee works a greater number of days in the new position, the employee may see an increase in salary due to working more days; likewise, if the employee works less number of days in the new position, the employee may see a decrease in salary due to working less days***

**Demotion – Voluntary and/or Administrative – All Non-Teaching Positions**

Step placement for current employees will be determined based on the amount of prior credit experience (maximum step 9), placed at the same step on the new salary scale, or returned to prior step if employee previously held the position, whichever is the greater amount

**Step 1**

- a. Determine current step and annual salary
- b. Determine salary for same step placement on the new salary scale

**Step 2**

- a. Determine number of years of like experience
- b. Determine appropriate step/salary in the new grade based on experience credit up to a maximum step nine (9)

**Step 3 (only use this step if employee previously held the new position at FCS)**

- a. Determine what step the employee was on when he/she was previously in the position
- b. Determine the current salary for previous step placement on the new salary scale

**Step 4**

- a. Determine the higher annual salary amount between step 1, step 2, and step 3 above
- b. This is the assigned step placement in the new grade

**C. PLACEMENT – PRE-K EMPLOYEES**

Pre-K employees (both teachers and paraprofessionals) will be paid based on the state funded salary level. Certified teachers who were employed with Fulton County Schools as a Pre-K teacher for school year 2010-11 will retain their FY11 salary. This salary will remain the same, adjusted for applicable work days, from July 1, 2011 forward, unless changes are made by the State. Newly hired Pre-K teachers will be paid a flat salary as determined by the Pre-K state grant guidelines based on 4-year degree and certified/non-certified criteria. All Pre-K paraprofessionals will be paid a flat salary as determined by the Pre-K state grant guidelines.

For 2015-2016, Pre-K employees will receive a local supplement. This is non-entitled supplemental pay and contingent on the employee remaining in the Pre-K teacher or Pre-K paraprofessional position for a **total of 120 workdays** of the given school year in which they are receiving the supplement. If the employee leaves the aforementioned positions (voluntary/involuntary separation, promotion, etc.), **the local supplement (paid to date) will be reclaimed by the District from the employee's final paycheck.**

#### **D. ADVANCEMENT – CURRENT EMPLOYEES**

1. Employees paid from the Non-Teaching Salary Schedule will be given a year of experience credit at the completion of the current school year, if they were employed on or before January 1 of the current school year and working 50% or greater.
2. Employees paid from the Teaching Salary Schedule will be given a year of experience credit at the completion of the current school year, if they successfully completed 120 days of full-time service. Employees completing greater than 90 days but less than 120 days of service will be granted ½ year of experience credit. Per Georgia Code: GBA(5) 160-5-2-.05 Experience for Salary Purposes; an employee working less than full-time (50%-99%) must work 2 consecutive part-time years to receive 1 year of credit.
3. Step Advancement: For fiscal year 2016, FCS will reinstate the previous guidelines relating to the eligibility for step advancement as follows:

##### **For employees paid on the Teaching Salary Schedules (Teacher and TSS)**

- Employees must work 2 consecutive part-time years (50% or more) to be eligible for a step
- Employees who were new employees with FCS for 2014-2015 and worked less than full time **will not** be eligible for a step
- Employees who worked part-time (50% or more) during 2013-2014 and 2014-2015 will be eligible for a step
- Late hires for the 2014-2015 year must have worked at least 63% (120 days) to be eligible for a step; Employees with a hire date of Nov. 11, 2014 or after **will not** be eligible for a step

##### **For employees paid on Non-Teaching Salary Schedules**

- Employees working 50% or more and hired on or before January 1, 2015 will be eligible for a step
- Employees working temp or less than 50% are not eligible for step increases

#### **IV. DEGREE CREDIT**

##### **Non-Teaching Salary Schedule**

Positions on the Executive Salary Scale or the Principal/Assistant Principal Salary Scale are eligible for degree credit. Employees with an earned specialist or doctorate degree from an accredited institution beyond that which is required by the District to continue in the position assigned, in a field of study related to the job performed, will receive additional annual compensation of \$1,746.

To qualify for degree credit, an employee must submit transcripts showing the appropriate degree to the Human Resources office.

## V. STATE-FUNDED SUPPLEMENTAL PAY FOR TEACHERS

**NBCT** – The state funded salary supplement for National Board Certified Teachers was discontinued effective 7/1/2010.

**HB 280 – Differentiated Compensation for Math and Science Teachers** – As indicated in Georgia Code 20-2-212.5(a)(4), this additional compensation is subject to appropriations of the General Assembly. If, and when, monies are received by Fulton County Schools from the GaDOE to fund the cost of this additional compensation for FY16, eligible employees, as identified by the GaDOE will be compensated accordingly.

## VI. SUPPLEMENT SALARY SCHEDULE PROVISIONS

The Board recognizes that academic and athletic extracurricular activities are an integral part of the total educational program. The Board also recognizes the need for adult supervision and guidance to provide these opportunities for Fulton County students. Therefore, the Board shall approve a method of equitable compensation for employees performing Board approved duties beyond those required in their primary positions.

**Employees serving in a position as a Principal/Assistant Principal may not serve in a supplemental salaried position and/or coach an athletic team due to the administrative and supervisory responsibilities of these positions at the local school.**

### **Definitions**

**Supplemented Duty** – Duties performed beyond those required in an employee's primary position for which a salary supplement is paid.

**Annual Supplement** – The dollar amount paid annually to an employee for performing a supplemented duty.

**Grade Level/Department** (Elementary/Middle School) –

- A minimum of four (4) teachers, in a grade or subject area, are required to qualify as a grade level/department and to qualify an employee for the grade level/department chair supplement.
- If there is less than 4.0 FTE, the principal may assign as 50% department chair

**Grade Level/Department Chair Base Pay** –

- The minimum pay for a Grade Level/Department Chairperson's supplement
- FTE eligibility is based on budgeted cost center allocations only, minus 1.0, as the chair may not receive compensation for themselves

**High School Base** = \$3,709

An additional \$201 will be paid for each teacher over ten (10).

**Elementary and Middle School Base** = \$2,013

An additional \$201 will be paid for each teacher over four (4).

### A. ASSIGNMENT PERIOD

The maximum assignment period for a supplemented duty is one school year only. These duties shall be assigned by the school principal on an annual basis. The continuation of an assignment is based on the needs of the District. Service is purely voluntary. The employee or the District may end this assignment at any time. The "Georgia Fair Dismissal Law" (O.C.G.A. §20-2-940) does not apply to these duties.

## **B. PAYMENT FOR PERFORMING SUPPLEMENTED DUTIES**

1. Employees assigned to supplemented duties will be paid the rated amount in effect when assuming the duties. Supplemented duties are **NOT** positions and are assigned/unassigned at the discretion of the District.
2. Employees performing supplemented duty assignments shall be paid semi-monthly. Payments shall be made beginning in September or when assigned the duty and paid in full by June of each contract/assignment period.
3. Principals may assign Extra Curricular Sponsor supplemented duties for no longer than one school year. Employees serving as an Extra Curricular Sponsor must be identified on the elementary, middle, and high school Supplemented Duty Assignment form. Employees serving for less than the full school year shall be compensated at the applicable daily rate of pay of the annual Extra Curricular Sponsor supplement amount.
4. Employees who do not serve the entire period of the supplemented activity shall have his/her pay reduced by the number of days missed. (See Supplemented Duty Activity Work Schedule)
5. Employees who fail to perform the supplemented duty but still receive payment shall reimburse the District in full for all monies received. The District shall determine the method of reimbursement.

**Note:** The District shall deduct reimbursements from the employee's remaining pay.

**Note:** Principals **are responsible and accountable** for the timely reporting of employees who do not perform supplemented duties.

6. The supplemented duty pay can only be used for the activities at the assigned rate designated on the Supplemented Duty Salary Schedule.

## **C. MAXIMUM PAYMENTS FOR SUPPLEMENTED DUTIES**

Principals shall not assign employees to multiple supplemented duties which generate annual supplement pay in excess of \$13,578, unless approved in writing by the appropriate instructional Area Superintendent. The Talent Department will not process such requests without written approval from the Area Superintendent.

## **VII. ADDITIONAL PAY**

Additional pay is any type of compensation that is not considered a component of an employee's salary, and may be for Athletic Gate, writing or developing curriculum, teaching a class for Professional Learning or professional development, etc. Additional Pay may be paid for activities that are performed on an ad hoc basis, and is generally compensated in a one-time payment to an employee for a specified scope of work. Additional Pay, then, is any approved work activity that is NOT a Supplement. Any non-salary compensation requested for an employee must meet several criteria. Please refer to the Operating Guidelines for specific information regarding Additional Pay.