

**- CERTIFIED PERSONNEL -****Salaries****SINGLE-SALARY BASIS**

All salaries for certified personnel shall be based on a single-salary schedule which recognizes training and experience. This salary schedule shall be adopted annually by the Board and provide, at minimum, for the number of working days required by law or as approved by the Board. The basic purpose of the schedule shall be to recruit, retain, and provide incentives and opportunities for the continued improvement of, quality personnel.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures.

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

**EXPERIENCE**

For the purpose of calculating salaries, prior experience of certified employees shall be determined in compliance with Kentucky Administrative Regulation.

Individual employees shall be responsible for validating their experience by providing to the Superintendent a properly executed experience verification form by September 1 of the school year for which the salary is being calculated.

**RANK**

The salary schedule shall include provisions for teachers who qualify for the following ranks:

Rank IV - Teachers holding emergency certificates and who have ninety-six (96) to one hundred twenty-eight (128) semester hours of approved college training or the equivalent.

Rank IVA - Teachers holding emergency certificates who have an approved four (4) year college degree, or a teaching certificate from another state, and who are teaching in their field.

**Salaries****RANK (CONTINUED)**

Rank III - Teachers holding regular certifications and who have an approved four (4) year college degree or the equivalent.

Rank IIIA – Teachers with a Bachelor's Degree or its equivalent, plus fifteen (15) semester hours or more of graduate work.

Rank II - Teachers holding regular certification and who have a Master's Degree in a subject field approved by the Education Professional Standards Board or equivalent continuing education.

Rank IIA - Teachers with a Master's Degree or its equivalent, plus fifteen (15) semester hours or more of graduate work, or the successful completion of two (2) of the four (4) required components of National Board Certification leading to a Rank I certificate.

Rank I - Teachers holding regular certifications and who have a Master's Degree in a subject field approved by the Education Professional Standards Board or equivalent continuing education and who have earned thirty (30) semester hours of approved graduate work or equivalent continuing education, and those teachers who have met the requirements for Rank II and hold current certification of the National Board for Professional Teaching Standards.

**OUT-OF-STATE PROFESSIONAL PREPARATION**

Teachers who possess a teaching certificate, license or eligibility documentation from another state and who do not possess a Kentucky teaching certification or statement of eligibility shall be designated as either Rank II or Rank III on the salary schedule (depending on the level of undergraduate and graduate work completed), until such time as they are able to complete requirements for a Kentucky certificate or statement of eligibility. In order to continue the Rank II or III designation, those requirements must be completed within the current academic year.

**ADMINISTRATIVE SALARIES**

Salaries for administrative positions, other than that of the Superintendent, shall be calculated based on procedures developed by the Superintendent and shall require the approval of the Board.

**EXCEPTION**

The Superintendent's salary may be established without regard to the above-mentioned schedules.

**STAFF INPUT**

The Salary Schedule Committee comprised of two (2) Board members and the Superintendent shall develop salary schedules for employees, and shall obtain input from classified employees and a representative group of teachers selected from the education association. These representatives, in turn, shall solicit input from the employees they represent.

## Salaries

### **EXTENDED EMPLOYMENT**

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

### **EXTRA SERVICES AND SUPPLEMENTS**

Certified employees who are assigned extra responsibilities shall be compensated according to the schedule for extra services established annually by the Board. In developing this schedule, consideration shall be given to the following factors:

1. Number of hours required beyond the regular school day during the regular school term.
2. Number of students involved in the extra service for which the employee is responsible.
3. Number, if any, of additional teachers under the supervision of the teacher in charge of the extra duty.
4. Responsibility for accounting for funds.
5. Pressure factors including, but not limited to, hazardous duty.
6. Other factors which are non-discriminatory as to the sex of the employee or to the school where the extra service is to be rendered.

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$2000 for the life of the certificate, ~~provided funds are reimbursed from the Kentucky Department of Education (KDE)~~

### **PAYROLL DISTRIBUTION**

Payroll will be distributed according to a schedule approved annually by the Board. The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

### **QUALIFICATIONS**

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

**Salaries****NOTICE OF SALARY**

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

The Board shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.1211.

**REFERENCES:**

[KRS 157.075](#); [KRS 157.320](#); [KRS 157.350](#); [KRS 157.360](#)  
[KRS 157.390](#); [KRS 157.395](#); [KRS 157.397](#); [KRS 157.420](#)  
[KRS 160.290](#); [KRS 160.291](#); [KRS 161.1211](#); [KRS 161.134](#)  
[KRS 161.168](#); [KRS 161.760](#); [KRS 337.070](#); [KRS 424.120](#)  
[016 KAR 004:030](#); [016 KAR 001:040](#)  
[702 KAR 003:060](#); [702 KAR 003:070](#)  
[702 KAR 003:100](#); [702 KAR 003:310](#); [OAG 97-25](#)

29 C.F.R. Section 541.303; 29 C.F.R. section 541.602.29; C.F.R. section 541.710

**RELATED POLICIES:**

03.1211; 03.4

Adopted/Amended: 7/16/2018

Order #: 1877