

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

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law.

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.

EXPERIENCE CREDIT

Teachers transferring to the district from a public or private school which is approved by the public accrediting authority in the state in which the experience was rendered shall be given salary credit for up to twenty (20) years of teaching experience provided the Kentucky Department of Education recognizes service in those schools as being equivalent to service in Kentucky public schools. In order to gain a year of experience on the salary schedule, a teacher shall be employed for a minimum of one hundred forty (140) days of a school year and shall perform teaching duties for the equivalent of at least seventy (70) full school days during that school year, regardless of the schedule on which those duties were performed~~have taught a minimum of 140 full days during any school year.~~

EXTENDED EMPLOYMENT

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

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 DUTIES, SERVICES, SUPPLEMENTS AND SUPERVISION

The Board shall annually establish a schedule of compensation for extra services, hazardous duty supplements and supervision. Payments for those services shall be included in the regular payroll checks. 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.

DETERMINATION OF RANK AND EXPERIENCE

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. Transcripts of credits and certificates from the Division of Certification shall be on file in the Superintendent's office before the above-designated time.

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.

Salaries**EXCEPTION**

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

PAYDATES

Salaries shall be paid monthly. Payments will be made on the twenty-fifth (25th) of each month. If the twenty-fifth (25th) falls on a Saturday, Sunday or holiday, payments will be made on the last working day preceding the twenty-fifth (25th).

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

DIRECT DEPOSIT

Direct deposit of payroll payments is mandatory for all employees. Employees will have the option to make deposits into multiple financial institution accounts that accept ACH transactions. Arrangements will be made with the bank where the District's payroll account is established to provide free checking accounts to employees who may not already have a checking account. The distribution of payment advices to employees will be via secure email notification. All employees shall be provided an email account in the District's email services and employees will be given the option to have payment advices sent to an external email account.

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.

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 424.120; KRS 424.220
702 KAR 3:060; 702 KAR 3:070
702 KAR 3:100; 702 KAR 3:310
16 KAR 1:040; 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