


# SALARY PLACEMENT RULES

JULY 1, 2018

Updated August 7, 2018

# PLACEMENT ON SALARY SCHEDULES

July 1, 2018

## I. CERTIFIED

### JOB FAMILIES III AND IV

1. Teachers entering JCPS are placed on the salary schedule in accordance with earned degrees, credits and prior experience as recognized by the Education Professional Standards Board.

2. Newly employed teachers may receive credit for a maximum of 10 years on the salary schedule*. **Experience must be presented within 45 days of the initial employment date**. The 10 years may be prior teaching experience or a combination of prior teaching experience and prior military service upon presentation of an honorable discharge or other than dishonorable discharge document (DD-214). **Documentation of prior experience of military service must be presented within 45 days of hire date**.

   *Additional years of experience up to 20 years may be awarded for critical need shortage areas as approved by the Jefferson County Board of Education.

   Step Increases:

   Experience credit for one (1) year is obtained by employment as a teacher for a minimum of 140 days **and** the performance of teaching duties for the equivalent of at least 70 school days during that period. (KRS 157.320(10)).

   In no event shall a teacher be allowed experience credit above the maximum allowed in any rank of the salary schedule.

3. Certificated Physical and Occupational Therapists (Job Family III) shall also be placed on the Board approved salary schedule based on verified experience. Experience documentation must be presented within 45 days of employment to be recognized for initial step placement.

4. Kentucky State Board of Education and/or Jefferson County Board of Education regulations prohibit the allowance of experience for the following:
   a) Substitute teaching
   b) Summer school teaching
   c) Nursery school teaching
   d) Student or cadet teaching (including co-op experience)
   e) Any teaching in a non-accredited school

5. In no event shall a teacher be allowed experience credit above the maximum allowed in any rank of the salary schedule.

6. The effective date of 12-month employment is July 1.

7. The effective date of the step increase for less than 12-month employees is July 1 or the date of return to active status for the school year.

8. An employee holding an “acting or interim” position for a minimum of 20 days will be paid at the grade and step at which the employee would be eligible if the position was held regularly.

9. Effective with any compensation errors made after July 1, 2018, recovery of underpayments or overpayments of compensation of any type shall be no more than the amount of the underpayment or overpayment that occurred during the school year in which the error is discovered and the preceding five school years.

10. Once the decision to hire has been reached, prior to the first day of work the prospective employee must have a valid certificate and completed application on file.

11. Teachers must possess a valid teaching certificate issued by the Kentucky Department of Education.

12. Job Family III non-bargaining unit and Job Family IV employees whose work year is less than 260 days are not eligible for additional compensation above their base salary during their regular work year, except for teaching in the JCPS Adult Education Program or exceptions as approved by the superintendent/designee.

13. Job Family III non-bargaining unit and Job Family IV employees whose work year is 260 days are not eligible for additional compensation above their base salary, except for teaching in the JCPS Adult Education Program or exceptions as approved by the superintendent/designee.

## REQUIREMENTS FOR VARIOUS CERTIFIED SALARY RANKS

NOTE: Changes in salary rank will be accepted in the Department of Human Resources at any time during the school year by March 1. New hires must submit education verification for initial rank placement within 30 days of employment. Salary adjustments due to such rank changes will be effective as of the date requirements are completed and necessary credentials filed with the Department of Human Resources. Information received after March 1 will be credited toward the following school year. Only bona fide college credit will be recognized in advancing from one teacher salary rank to another and salary changes will be made only after issuance of documentation from the Kentucky department of Education or the Education Professional Standards Board and receipt of such documentation in the Department of Human Resources.

1. Rank III + 15 or equivalent

   a) Earned credits must be currently applicable toward planned Master's Degree or Rank II program at one institution with an established teacher's degree program.

   b) By March 1 of the year in which advancement is sought, the teacher must supply the Department of Human Resources with a transcript of credits. Additionally, an official form must be received from the employee's institution containing a statement from the dean of the graduate school (or designee) that these credits are currently applicable toward a planned Master's Degree or Rank II program.

2. Rank II

   a) Completion of the Master's Degree or an approved fifth year of college wok recognized for Rank II by the Education Professional Standards Board will qualify for this salary rank.

   b) A transcript of credits earned must be supplied and received in the Department of Human Resources no later than March 1 of the current school year.

   c) Certification issued by Education Professional Standards Board of the Kentucky Department Stating the Rank II program has been completed must be filed by March 1 of the current school year.

3. Rank II + 15

   a) Fifteen semester hours must be earned subsequent to the date the Master's Degree or Fifth Year Program was awarded. These hours must be at the graduate level, undergraduate level, or a combination. Also, 15 semester hours currently applicable toward a planned Rank I program at one institution with a teacher's degree program will qualify for this salary rank.

   b) By March 1 of the year in which advancement is sought, the teacher must supply the Department of Human Resources with a transcript of credits and a written request for placement at Rank II + 15. For those qualifying for this rank by virtue of completing 15 semester hours currently applicable toward a planned Rank I program, a statement from the dean of the graduate school must accompany the transcript and teacher request.

4. Rank I

   a) Teachers completing 30 semester hours or more above the Master's Degree in a planned and approved program recognized by Education Professional Standards Board will be placed at Rank I upon submission of a teaching certificate indicating the Rank I status.

## II. CLASSIFIED

### JOB FAMILIES IA, IB, II

A. INITIAL EMPLOYMENT SALARY PLACEMENT

1. Newly hired employees may receive salary placement credit for previous experience and education on the basis of one step for each two years of qualifying experience. Experience and education verification must be presented within 45 days of employment or by June 30th following the hire date, whichever is first, for step placement.

   Exception: Occupational and Physical Therapy Assistants will be given one year experience for each year of experience within the last ten years with a maximum of step three.

2. A maximum of four years qualifying experience may be credited for work experience gained prior to the ten years immediately preceding date of employment.

3. Except in order to meet market comparability, a maximum of three steps on the appropriate salary schedule is allowed for previous experience and education.

4. Upon presentation of an honorable discharge document (DD-214) at time of hiring, prior military experience will count the same as qualifying work experience with a maximum of two years credit allowed. However, except as described in number 9, no newly hired employee may be allowed more than three steps for combined military and previous work experience.

5. Qualifying experience excludes part-time, temporary, seasonal and substitute employment and co-op/training program experience unless such temporary work was in a single assignment for the district and would have qualified for a step increase.

6. Qualifying work experience and education must be directly related to the performance responsibilities for which employed.

7. A minimum of 140 days of employment and 70 days worked in that 140 days in one school (fiscal) year is required for credit as one year qualifying experience.

8. Credit for education will be based only upon job related degrees/licenses earned beyond the high school diploma.

9. To meet market comparability, experience credit above step three may be given for additional qualifying work experience and for education above the required minimum qualification listed on the board approved job description as follows:
   a) One step for every two uncounted years of creditable work experience to maximum of three additional steps
   b) One step for either an associate or bachelor's degree or two steps for a master's degree
   c) Additional steps as required to meet market competitiveness as approved by the superintendent/designee.
10. Retirees who are re-employed in permanent full-time positions will be placed at step five of the salary grade for which they are re-employed.

### B. OTHER INFORMATION CLASSIFIED EMPLOYEES – JOB FAMILY IA, IB, II

1. The effective date for 12-month employment is July 1.

2. The effective date of a step increase for less than 12-month employees, when provided, is the date of return to active status for the school year.

3. A minimum of 140 days worked in one school (fiscal) year is required for allowance of one year experience toward a step increase.

4. Upon the recommendation of the supervisor, a permanent full-time employee holding an acting position for a minimum of 20 days will be paid at the grade and step at which the employee would be eligible if the position was held regularly.

5. A compensation error or adjustment that needs to be corrected will be adjusted within the fiscal year that the discovery of such is made. In no case will adjustment be made beyond one fiscal year for salary overpayments or more than five years for salary underpayments.

6. Effective July 1, 1994, Plant Operators who supervise three or fewer custodians are classified in Job Family IB, Grade 5. Plant Operators supervising four or more custodians are classified in Job Family II, Grade 3.

7. Positions in Job Family II (Grade 8 and above) require as a minimum a college degree or an approved equivalent in training and experience. Such equivalency shall be according to state guidelines in the state classification system. Degree/equivalent requirements are not applicable to employees currently assigned to an affected job. Affected jobs to which non-degreed employees are assigned are not subject to salary reclassification.

8. Job Family II employees whose work year is 260 days are not eligible for additional compensation above their base salary except for teaching in the JCPS Adult Education Program or exceptions as approved by the superintendent/designee.

9. Classified part-time/substitute administrator/retiree will be employed at step 0 of the appropriate salary grade. Exceptions may be approved only by the superintendent/designee.

## III. PAY RATES FOR WORK IN A HIGHER JOB CLASSIFICATION

Except as otherwise provided in memorandums of understanding or negotiated agreements in situations where the assignment or scheduling of work requires an employee to perform in a higher level classification (higher pay grade or pay range) a temporary pay rate may be established for the period of the assignment or work schedule. An employee must be working in the higher classification at least 60% of the time for a minimum of 20 days. The effective hourly/daily rate of pay will be the next highest step in the salary grade of the temporary assignment from the current pay rate of the employee. This does not apply to situations which include vacation replacement.

## IV. PROMOTION/DEMOTION SALARY PLACEMENT

**Promotion:**

An employee who applies for and is appointed to a permanent full-time position paid at a higher range/rate than the permanent full-time position previously held will be placed on the appropriate salary schedule as follows:

1. The placement must produce an amount which at the minimum is within $100 of a 5% increase. If not, the employee will be placed on the next step of the schedule not to exceed the maximum step of the salary grade.

   **OR**

   Placement will be based on initial salary placement procedures for newly hired employees, whichever provides the greater increase.

2. A step increase (if applicable) is given to eligible employees for a year of experience before placement on the new salary grade is determined.

3. When converting an hourly rate to a salaried schedule, the minimum step placement will be determined by multiplying the hourly rate times the number of hours worked times 1.05, and the result times the new work year (either 187 or 260 days). Salary schedules are presented either 187 or 260. The application of this rule will conform to the placement procedures of #2.

**Demotion:**

Any employee assigned to a position paid at a lower range/rate than the position previously held will be placed on the appropriate salary schedule as follows:

1. A step increase (if applicable) is given to eligible employees for a year of experience before placement on the new salary grade is determined.

2. The employee will be placed on the step which will result in the least decrease in pay.

## V. RECLASSIFIED POSITIONS

1. An employee assigned to a position which is reclassified to a higher salary grade will be placed on the step which provides the least actual increase (not including zero) but not to exceed the maximum step at the grade. The superintendent or designee may grant additional steps as deemed appropriate not to exceed the maximum.

2. An employee assigned to a position which is reclassified to a lower salary grade will be placed on the step which provides the least actual decrease and/or red lined. Red lined means salary will be held at that level (adjusted upward only at the rate of one-half of any cost of living raise that might be granted) until the schedule matches the individual's salary.

3. A step increase, if applicable, is given to eligible employees for a year of experience before placement on the new salary grade is determined.

## VI. TEMPORARY/ACTING ADMINISTRATIVE POSITION

Any employee assigned by the superintendent to a temporary or acting administrative position shall receive pay equal to that which the employee would have received if that employee had been promoted to the assigned position under the salary placement requirements of the district's promotional policies. This same procedure would apply to any employee assigned additional administrative responsibilities by the superintendent.

## VII. STEP INCREASE

A minimum of 140 days of employment is required for allowance of one (1) year experience in any given year except as required by KRS 157.320.