

- CERTIFIED PERSONNEL -**Salaries****SINGLE-SALARY SCHEDULE**

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 and shall be based on training, experience, and such other factors as the State Board of Education may approve.

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.

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. If it is necessary for an assignment to occur between Board meetings, it will be reported to the Board at the next meeting, when funding is already approved in the Working Budget for that purpose.

EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION

The Board may provide increments for staff members who perform duties beyond the regular school day. 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.

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.

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.

Credit for all prior years of teaching experience shall be allowed for new teachers according to state guidelines.

Salaries**CERTIFIED YEAR OF EXPERIENCE**

The term "year" as applied to terms of service means actual service of not less than 140 days within a school year.

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ADMINISTRATIVE SALARIES

Administrators and supervisory personnel shall be paid according to responsibilities, preparation, and length of service.

EXCEPTION

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

PAYROLL DISTRIBUTION

Checks will be issued 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.

Provided the employee completes all necessary paperwork in time for the payroll to be run, personnel employed by the fifth day of the month will receive their first paycheck during that month based on the approved pay schedule. Anyone employed after the fifth day of the month will receive his/her first paycheck the next month based on the approved pay schedule.

Employees working in positions of at least 230 days will be paid based on the yearly pay cycle running from July to June. Those working in positions less than 230 days will be paid based on the pay cycle running from August to July with July payroll released at the end of June of the current fiscal year.

Employees changing positions in the District that requires changing from at least 230 days of employment to less than 230 days will be paid based on the August to July pay cycle with July payroll released the end of June of the current fiscal year. Those changing positions in the District that requires changing from less than 230 days employment to at least 230 days will be paid based on the July to June pay cycle.

DIRECT DEPOSIT

All employees must participate in the direct deposit payroll program.

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.

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.

PAYROLL DEDUCTIONS

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

PERSONNEL

03.121
(CONTINUED)

Salaries

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](#)
[702 KAR 003:060](#); [702 KAR 003:070](#); [702 KAR 003:100](#); [702 KAR 003:310](#)
[016 KAR 001:040](#); [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:

03.114; 03.1211; 03.4

Adopted/Amended: 7/19/2018
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