# Draft (7/3/19) District Initiated

# PERSONNEL C03.121

‑ 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.

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.

Extra Services, Supplements and Supervision

The Board shall annually establish a schedule of compensation for extra services, hazardous duty supplements and supervision.

National Board for Professional Teaching Standards

Todd County Board of Education will reimburse the NBPTS applicant one half (1/2) of the enrollment fee upon receipt of verification that the applicant has completed the certification. There will be a limit of three (3) applicants reimbursed per school each school year. As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards (NBPTS) shall be given an annual salary supplement of $2000 for the life of the certificate. Teachers obtaining NBPTS certification prior to July 1, 2009, will receive an additional $500 stipend for the life of their National Board 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 shall be determined on September 15 and February 15 of each year. Teachers shall provide proper documentation and credentials verifying that the academic requirements for a rank change have been completed. Once proper documentation has been completed, any salary increase will be retroactive back to July 1 for the September 15th date and January 1 for the February 15th date.

# PERSONNEL C03.121

# (Continued)

Salaries

Rank and Experience (continued)

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.

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.

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, 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.

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 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