

- 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.

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 their 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. Teachers who have received occupation-based certification via the Kentucky Department of Education Career and Technical Education process may be eligible to receive years of service credit toward the salary schedule.

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, special duty supplements and supervision. Payments for those services shall be included in the regular payroll checks.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards on or before July 1, 2020, shall be given an annual salary supplement of two thousand dollars (\$2,000) for the life of the certificate. A teacher who attains certification after July 1, 2020, shall be given an annual salary supplement for the life of the certificate, in accordance with the amount appropriated for this purpose by the General Assembly. If an annual supplement amount appropriated by the General Assembly is less than two thousand dollars (\$2,000), the Board may provide an additional supplement up to the amount required for the total annual supplement to equal two thousand dollars (\$2,000).

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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 NBCT 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

Effective with the 2022-2023 school year, all payroll checks shall be direct deposited. Checks will be distributed on the 15th and 30th of each month. If these days occur on a weekend or holiday, the checks will be distributed on the last work day before the designated pay day.

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 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.

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 3:060; 702 KAR 3:070
702 KAR 3:100; 702 KAR 3:310
16 KAR 1:040; 16 KAR 2:020; 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