



# SALARY PLACEMENT RULES and PROCEDURES

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JULY 1, 2023

PLACEMENT ON SALARY SCHEDULES  
(submitted on December 5, 2023)

All employees are paid at a rate commensurate with duties performed within and on the salary table assigned to JCPS Board-approved job descriptions.

July 1, 2023

## I. CERTIFIED

### JOB FAMILIES III AND IV

The following rules are hereby effective on July 1, 2023, (as approved by the Jefferson County Board of Education) for all new hires. Previous employees rehired to the position they occupied immediately prior to leaving within one year of separating, will be placed on the salary schedule using the salary placement rules in effect at the time they were originally hired in the previous position.

1. Teachers entering JCPS are placed on the salary schedule in accordance with rank and certification issued by the Education Professional Standards Board (EPSB), earned degrees, credits, and prior work experience.
2. Newly employed teachers may receive credit for a maximum of 15 years of certified teaching experience on the salary schedule\*. The 15 years may be prior teaching experience, career technical/vocational experience (for CTE teachers), or a combination of prior teaching experience and prior military service\*\* (with a maximum of two years credit allowed for military experience) upon presentation of an honorable discharge or other than dishonorable discharge document (DD-214). All qualifying experience must be presented within 60 days of the initial employment date or by June 30<sup>th</sup> of the current year whichever comes first. Experience received after this timeframe but by February 15<sup>th</sup> will only be credited as of the next pay period after the verification was received and no retroactive pay will be issued. Experience received after the initial timeframe but between February 16<sup>th</sup> through June 30<sup>th</sup> will be credited as of July 1<sup>st</sup> of the following year.

\*Additional years of experience up to 20 years may be awarded for critical need shortage areas including instructional coaches or resource teachers, as approved by the Jefferson County Board of Education.

\*\* Additional military years of experience up to 20 years may be awarded for those coming to JCPS to teach ROTC.

3. Certificated/Licensed Physical and Occupational Therapists and Mental Health Practitioners (Job Family III) shall also be placed on the Board approved salary schedule based on verified experience. Experience must be while certificated/licensed and performing the clinical practice of the field (therapy). Experience documentation must be presented within 60 days of employment to be recognized for initial step placement or by June 30<sup>th</sup> of the current year whichever comes first. Experience received after this timeframe but by February 15<sup>th</sup> will only be credited as of the next pay period after the verification was received and no retroactive pay will be issued. Experience received after the initial timeframe but between February 16<sup>th</sup> through June 30<sup>th</sup> will be credited as of July 1<sup>st</sup> of the following year.
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

Experience gained during an unpaid internship or volunteer work does not qualify as work experience for the purpose of salary placement.

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

6. 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.
7. 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.
8. Effective with any compensation errors identified 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. In no case shall salary placement be corrected for dates prior to the date the employee separated employment from the District.
9. Once the decision to hire has been reached, prior to the first day of work the prospective employee must have a valid certificate issued by the EPSB and a completed application on file.
10. Job Family III non-bargaining unit and Job Family IV employees whose regular working calendar is less than 260 days are not eligible for additional compensation above their base salary during their regular working calendar or on contract workdays, except for teaching in the JCPS Adult Education Program or exceptions as approved by the superintendent/designee. In no case shall extra service pay exceed the value of the employee’s contracted daily rate.
11. 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.
12. Initial salary placement for certified administrators (Job Family IV) shall be based on actual experience as a certified educator (including administrative experience) for placement on the base pay/teacher schedule (III) with a maximum at step 20, then placed on step zero on the certified administrative index schedule (IV).

**REQUIREMENTS FOR VARIOUS CERTIFIED SALARY RANKS**

NOTE: Rank of teachers shall be determined no later than September 15<sup>th</sup> of each year. Any documentation resulting in changes in salary rank must be received in the Human Resources Department certification office by September 15<sup>th</sup> of each school year.

New hires must submit education verification for initial rank placement within 30 days of employment or by September 15<sup>th</sup>. Salary adjustments due to such rank changes will be effective as of the Issue Date noted on the certificate not to precede the initial hire date or July 1<sup>st</sup>. Verification of initial rank placement for new hires received after 30 days of employment or after September 15<sup>th</sup> will be processed as follows:

- Salary adjustments resulting from verification of rank received in the Human Resources Department certification office September 16<sup>th</sup> through February 15<sup>th</sup> will be effective the pay period after the date rank verification was received in the Human Resources Department certification office. No retroactive pay will be issued.
- Salary adjustments resulting from verification of rank received in the Human Resources Department certification office after February 15<sup>th</sup> will be effective July 1<sup>st</sup> of the following year. No retroactive pay will be issued.

Only degrees with standards established by EPSB, EPSB approved Continuing Education Options, or out-of-state programs that would be recognized by EPSB as fulfillment of a rank change will be recognized in advancing in one teacher salary rank to another. This is also the case for Plus 15 salary changes. Salary changes and pay will be made only after issuance of documentation from the EPSB or the verifying university and receipt of such documentation in the Department of Human Resources certification office.

1. Rank II or Rank I Change
  - a) Rank II and Rank I changes are based on the submission of an EPSB educator certification indicating the Rank status.

- b) A transcript of credits earned must be supplied and received in the Department of Human Resources
2. Rank II + 15 or Rank III + 15
    - a) Rank III +15 - Earned fifteen (15) graduate hours after earning initial certification which must be currently applicable toward planned Master's degree or Rank II program at one institution with an established education preparation program. Teachers who are teaching on an Emergency Teaching Certificate, Temporary Provisional Certificate, or a Temporary Teaching Certificate are not eligible for the Plus 15 salary placement.
    - b) Rank II+15 - Fifteen (15) graduate hours earned after earning initial certification and subsequent to the date the Master's degree or Fifth Year Program was awarded and applicable toward a planned Rank I program or an EPSB recognized second Master's degree at one institution with an established educator preparation program will qualify for this salary increase.
    - c) The teacher must supply the Human Resources Department certification office 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, or toward a planned Rank I program or an EPSB recognized second Master's degree.
  3. Employees with more than one rank on a teaching certificate will be placed at the highest rank on their certificate.
  4. Certified employees earning a doctorate in an area matching their teaching or administrative area shall be placed on the doctorate rank of Salary Schedule III. Doctorate degrees earned outside the teaching or administrative area are subject to the doctorate daily rate stipend. The doctorate daily rate stipend is not subject to Cost-of-Living increases.

**II. CLASSIFIED**

**JOB FAMILIES IA, IB, II**

The following rules are hereby effective on July 1, 2022, (as approved by the Jefferson County Board of Education) for all new hires. Previous employees rehired to the position they occupied immediately prior to leaving within one year of separating, will be placed on the salary schedule using the salary placement rules in effect at the time they were originally hired in the previous position.

**A. INITIAL EMPLOYMENT SALARY PLACEMENT**

1. Newly hired employees may receive a maximum salary placement credit for previous experience based on the following table:

Job Family	Maximum Years Credit
IA	7
IB	5
II	4

Experience and education verification must be presented within 60 days of employment or by June 30th, whichever is first, for step placement.

2. Upon presentation of an honorable discharge or other than dishonorable 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 A.4 below, no newly hired employee may be allowed more than the maximum years credit listed in A.1 above, for combined military and previous work experience.  
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. Qualifying work experience must be directly related to the performance responsibilities for which employed. Experience gained during an unpaid internship or volunteer work does not qualify as work experience for the purpose of salary placement.
3. To meet market comparability, experience credits may exceed those listed in A.1 above for additional qualifying work experience and for education above the required minimum qualification listed on the board approve job description as follows:
  - a) One step for either an associate or bachelor’s degree or two steps for a master’s degree. Employees with a doctorate degree are paid a doctorate stipend and not awarded additional steps. The doctorate daily rate stipend is not subject to Cost-of-Living increases.
  - b) Additional steps as required to meet market competitiveness as approved by the superintendent/designee.
4. Retirees who are re-employed in 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 of a step increase for active employees, when eligible, at the beginning of the fiscal year is July 1.
2. The effective date of a step increase for employees on leave status, when eligible, is the date of return to active status for the school year.
3. 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. In no case shall salary placement be corrected for dates prior to the date the employee separated employment from the District.
4. 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.

5. 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.
6. Job Family II employees whose regular working calendar is less than 260 days are not eligible for additional compensation above their base salary or on contract workdays, except for teaching in the JCPS Adult Education Program or exceptions as approved by the superintendent/designee. In no case shall extra service pay exceed the value of the employee's contracted daily rate.
7. 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.
8. 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 (ACTING/INTERIM)**

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 that include vacation replacement. A permanent full-time employee in job family IA, IB, or II, holding an acting position recommended by the supervisor 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.

### **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 that at the minimum is within \$100 (above or below) of a 5% increase based on a comparable work year (contract days and hours). 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. If there are duplicate steps, the employee should be placed on the higher of the two steps.

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.

#### **Demotion:**

Any employee assigned to or applies for and is appointed to a full-time 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. If there are duplicate steps, the employee should be placed on the higher of the two steps.
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 that is reclassified to a higher salary grade, though on the same salary schedule and in the same position title will maintain their step placement but advance to the higher grade. Employees reclassified to a higher grade but into a different position title will be placed according to the rules for promotion.
2. An employee assigned to a position that is reclassified to a lower salary grade will be placed on the step which provides the least actual decrease. If there are duplicate steps, the employee should be placed on the higher of the two steps.
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 (Section IV). This same procedure would apply to any employee assigned additional administrative responsibilities by the superintendent.

## **VII. EXPERIENCE CREDIT CALCULATIONS AND STEP INCREASES**

- A minimum of 140 days of employment in a school year and 70 days worked in that 140 days is required for allowance of one (1) year experience in any given year as defined in KRS 157.320(10). Effective October 1, 2022, this includes related experience gained from the immediately preceding employer combined with new employment with JCPS.
- Experience credit for Career Technical Education teachers shall be based on work experience in the related teaching field.
- University level instruction or teaching experience may be considered if the university level instruction or teaching experience was in the same certification area in which the teacher is employed to teach in JCPS.
- Verification of qualifying, self-employment experience may be based on tax return information provided the recorded wages are above the minimum wage threshold for full-time and part-time employment.
- When unable to receive verification of employment from a medical facility, verification of qualifying medical service experience may be based on tax return information provided the recorded wages are above the minimum wage threshold for full-time and part-time employment.
- In no event shall a teacher be allowed experience credit above the maximum allowed in any rank of the salary schedule.
- Longevity is based on continuous full-time employment with no break in service. Years of service are calculated as of July 1. Longevity stipend rates are not subject to Cost-of-Living increases.

## **VIII. TRADES PROGRAM AND MECHANIC SALARY ADVANCEMENT**

Promotions and advances in grade based on experience shall take place on July 1 of each year.

Advances based on the attainment of industry licensure (where applicable) will occur on the first pay period of the calendar year (January) or July 1.