

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## SALARIES

3065

*References: KRS 157.320; KRS 157.390; KRS 157.420; KRS 161.760; KRS 161.131; KRS 161.132; KRS 161.133; KRS 161.134; KRS 161.168; 702 KAR 3:070; 702 KAR 3:310*

### 3065.01 CERTIFIED STAFF – SINGLE SALARY SCHEDULES

The Superintendent shall annually prepare salary recommendations for consideration by the Board. The salaries recommended by the Superintendent shall conform to all State regulations and shall not cause a deficit in the budget. Rank for salary purposes shall be determined pursuant to Kentucky Revised Statutes and/or Kentucky Administrative Regulations. A certified staff member who has completed sufficient graduate hours for rank advancement must file documentation in the personnel office no later than October 1 in order to be recognized for the current academic year; all coursework must be completed by September 15. To qualify for a “+15” change in rank, a certified employee must earn 15 additional credits beyond the number of credits required for the employee’s Bachelor or Master’s Degree. Graduate hours for rank advancement must be awarded from an approved educator preparation program recognized by the Kentucky Educational Professional Standards Board. Salary changes granted for attainment of a doctorate must be for a degree conferred by a regionally accredited university in a field relevant to the teacher’s base certificate. The relevancy of the attained doctorate to the teacher’s base certificate will be determined by the Director of Personnel.

The Board will grant experience consistent with the years credited by the Kentucky Teachers' Retirement System or as validated by previous school districts provided said experience was in a school accredited by the appropriate State Department of Education up to a maximum of thirty (30) years.

The Board will also grant certified staff on military leave experience on the appropriate district salary schedule for military service at the rate of one (1) year of credit on the salary schedule for each one (1) year of full-time military service, or each year of combined military and school service within a school year. Up to four (4) years of experience may be granted for military service that occurred prior to the certified employee’s employment with the Board.

### 3065.02 CERTIFIED STAFF DIFFERENTIATED COMPENSATION PLAN

Certified staff may receive differentiated compensation in accordance with this Differentiated Compensation Plan as a result of one or more of the following factors:

- (1) knowledge, which may include:
  - (a) an advanced degree in the subject taught, or
  - (b) National Board for Professional Teaching Certification;
- (2) School-based performance;
- (3) assignment to a specific school or type of school, or to teach a certain subject area or group of students; or
- (4) credit for professional non-teaching experience or military service.

Any plan to differentiate the compensation of certified staff members shall be distributed through Building Representatives to all potentially affected employees in order to allow all those employees to respond thirty (30) days before its adoption or any material revision. The plan must be reviewed by the Certified Employee Performance Evaluation Committee prior to its adoption and any material revisions. This committee must include the Superintendent or a designee and representatives from each school’s certified staff, with an equal number of teachers and administrators.

All employees of any like group shall be treated in a like manner. Participation in the Differentiated Compensation Plan is voluntary. Any salary paid to an employee pursuant to the Differentiated Compensation Plan is in addition to the amount paid under the district’s Single Salary Schedule and must be coded differently.

### 3065.03 EXTENDED EMPLOYMENT

The Superintendent shall recommend to the Board those positions approved for extended employment, such as, but not limited to, working during a planning period. The rate of pay for the period of extended

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employment shall be based on the Board approved salary schedule. Additional contract days must be recommended by the Superintendent and approved by the Board.

### 3065.04 EXTRA DUTY COMPENSATION

The Superintendent shall recommend to the Board levels of extra duty compensation for various administrative, coaching and staff positions when these duties extend beyond the regular school day. Individual contracts shall be issued prior to the expected service to be performed.

### 3065.05 SUBSTITUTE TEACHERS-702 KAR 3:075

The Superintendent shall recommend to the Board a single salary schedule based on training and experience. Effective with the 2018-19 school year, the rate of pay will increase on the long-term substitute teacher rate on the twentieth day the substitute teacher works for the same teacher, and will be retroactive to the first day of the long-term substitute assignment. The substitute pay schedule shall be developed annually and approved by the Board of Education.

### 3065.06 CLASSIFIED STAFF

The Superintendent shall recommend to the Board salary levels for all classified staff.

### 3065.07 SALARY REDUCTIONS

Any salary reduction effected by the Board shall be under provisions of KRS 161.760.

### 3065.08 TUITION ASSISTANCE PROGRAM

#### (1) Target Loan Recipients

The Board will make tuition assistance loans available to classified staff, college graduates, and to previously certified staff who are willing to obtain initial certification in a teaching critical shortage area. Tuition assistance is not available if the applicant is taking coursework to maintain certification or pursue an advanced degree in a teaching critical shortage area. The amount of any loan under this section will not exceed \$5,000 and the lifetime maximum amount available for loan to any one employee shall not exceed \$5,000. The Superintendent will annually identify and designate the teaching critical shortage areas in which individuals may qualify for tuition assistance.

#### (2) Loan Conditions

- (a) Loans applied for and granted under this policy presume that the borrower is committing to teach in a teaching critical shortage area in Oldham County Schools after either graduating or becoming recertified in the shortage area
- (b) A loan under this section becomes repayable: (i) within 30 days after the borrower who has not yet achieved the certification ceases enrollment in required courses or fails to pre-register for future courses; or (ii) if the borrower fails to fulfill the service requirement set forth in (2)(c).
- (c) During the period that the employee works for the Oldham County Board of Education in a critical teaching shortage area, the loan will be forgiven at a rate of \$1,000 per year without interest. If the employee's employment terminates before the full amount of the original loan is forgiven, the employee is responsible for repayment of the balance per (2)(d).
- (d) The loan becomes repayable to the board in the principal balance plus interest of 7.5% APR from the date the money was initially loaned to the borrower. The amount is due thirty (30) days after any of the conditions described in (2)(b) occur.
- (e) The following specific conditions apply to the three (3) qualifying groups designated in 3065.07 (1):

**Classified staff** – must remain employed in the district in his/her same position held at the time that the application is made until such time as the certification is achieved.

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**College graduates** – must be hired and serve as an employee in the district after being granted a tuition assistance loan until the time he/she is qualified to become employed as a contract certified staff member in a critical shortage area and shall become employed as a certified staff member thereafter.

**Certified staff** – must remain employed in a certified teaching position in the district.

- (f) At the completion of each quarter/semester, the borrower must furnish the Personnel Department with a transcript of the borrower's grades for that period.

#### (3) Loan Application

Each person desiring to secure tuition assistance under the provisions of this section will complete and sign an application including a promissory note to the Superintendent for the loan. The application will list the specific coursework intended, the dates of enrollment, the cost of tuition, and the specific teaching certificate that he or she intends to obtain.

- (4) In the event the Superintendent does not continue a teaching critical shortage area from one year to the next, the Board will continue to honor the provisions of the loan under which the loan agreement was originally approved.
- (5) Any exception to the requirements of the Tuition Assistance Program shall be approved in writing by the Superintendent after a written recommendation, stating reasons for the exception, are provided to the Superintendent by the employee's supervisor.
- (6) Approval of any loan will be dependent upon availability of funds designated for this purpose.