

- 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.

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.

EXTRA SERVICES AND SUPERVISION

The Board shall annually establish a schedule of compensation for extra services and supervision.

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).

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, with the exception of those staff moving from an emergency certification status to that of a Rank 3 or above.

Notification of a beginning of year rank change shall be submitted by May 1 of the school year of the projected rank change. Certified staff who will become eligible for a rank change at the end of December will be eligible for rank change pay increase as long as the employee notifies the Superintendent/Designee no later than September 1 of the projected mid-year Rank change. Board procedure 03.121 AP.24 shall be used for notification. Payments will not be retroactive.

Once all coursework is completed and rank change is officially recorded by EPSB, employee must send an email notification to the Superintendent/Designee that the rank change is complete. Notification later than 3 weeks after rank change becomes official in EPSB will not receive pay increase until the following semester.

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.

Salaries**EXCEPTIONS**

The Superintendent's salary may be established without regard to the above-mentioned schedules. The Board may establish separate salary schedules for substitute teachers, teachers teaching for less than half a day, and nursery school teachers.

PAYROLL DISTRIBUTION

All District employees shall participate in direct deposit of payroll. Direct deposits 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.

Deferred salary checks shall be written in accordance with applicable Kentucky Administrative Regulations. 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 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: 8/17/2021
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