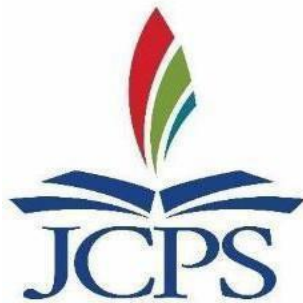




SALARY PLACEMENT RULES and PROCEDURES

JULY 1, 2025
(Submitted June 24, 2025)

PLACEMENT ON SALARY SCHEDULES

All JCPS employees are paid at a rate commensurate with the duties and responsibilities of their position, as described within the Jefferson County Board of Education (JCBE) approved job description, and according to the assigned JCBE approved salary schedule.

SALARY PLACEMENT

The following rules are hereby effective July 1, 2025 (as approved by JCBE), for all new hires. Previous employees rehired within one year of separating, into the position they occupied immediately prior to separation, 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.

I. CERTIFIED

A. JOB FAMILIES III AND IV – NEW HIRES

1. Teachers are placed on the JCPS salary schedule in accordance with the certification and rank 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 twenty (20) years of certified teaching experience on the salary schedule. The 20 years may be prior teaching experience, career technical/vocational experience (for CTE teachers), or a combination of prior certified teaching experience and prior active-duty military service as defined by va.gov (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). Additional years of experience, up to twenty-five (25) years, may be awarded for critical need shortage areas. Critical need shortage areas are designated by the Chief of HR.
3. Physical and Occupational Therapists, Mental Health Practitioners, Speech Language Pathologists, and School Psychologists (Job Family III), holding the required certificate and/or license for the position, shall be placed on the Board approved salary schedule based on verified experience performed in the clinical practice of the field (therapy).
4. Prior to their first day of work in a certified position, a teacher or certified administrator must have on file an employment application and a valid certificate issued by the EPSB.

B. EXPERIENCE CREDIT

1. Previous work experience, to be credited for salary placement, must meet the requirements set forth herein and be independently verified by JCPS via a JCPS designated vendor or Human Resources.
2. An employee must be employed for a minimum of 140 days, with 70 or those days worked, to receive one (1) year of experience, 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.
3. It is the employee's responsibility to ensure that experience is submitted to JCPS Human Resources/vendor within sixty (60) days of the initial employment date or by June 30th of the current year, whichever comes first. Experience received by JCPS Human Resources after this initial timeframe will be credited as of the next pay period after the verification was received. No retroactive credit/pay will be issued.
4. Experience credit given to an employee upon hire but not verified within sixty (60) days of hire, will be withdrawn and the employee's salary placement reduced to the appropriate step. Any overpayment will be recouped from the employee.
5. 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 employment.
6. 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 employment.

7. In Kentucky public schools, experience credit for teachers is addressed by statute. See KRS 157.320 and 157.390.

"Teacher" means any regular or special teacher, principal, supervisor, superintendent, assistant superintendent, librarian, director of pupil personnel, or other member of the teaching or professional staff engaged in the service of the public elementary and secondary school for whom certification is required as a condition of employment.

"Experience" means employment as a teacher, other than as a substitute or nursery school teacher, for a minimum of one hundred forty (140) days during a school year in a public or nonpublic elementary or secondary school or college or university that is approved by the public accrediting authority in the state in which the teaching duties were performed.

This means that experience credit may not be granted for:

- Substitute teaching/teaching under a substitute certification
 - Nursery school/daycare teaching
 - Part-time teaching
 - Student or cadet teaching (including co-op experience)
 - Teaching in a non-accredited school
8. Experience gained during an unpaid internship or volunteer work does not qualify as work experience for the purpose of salary placement.
 9. School psychologists may receive an additional step on the Job Family III salary schedule for an internship as outlined in the certification process for School Psychologists in the state of Kentucky. To be credited, the internship must be in a full-time and paid capacity.
 10. 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 rate stipend. Doctoral stipends are not subject to cost-of-living increases.
 11. Experience credit for Career Technical Education teachers shall be based on work experience in the related teaching field.
 12. 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. University instruction or teaching must be eighteen (18) credit hours/year to be considered full time.
 13. In no event shall a teacher be allowed experience credit above the maximum allowed in any rank of the salary schedule.

C. REQUIREMENTS FOR VARIOUS CERTIFIED SALARY RANKS

NOTE: Rank is determined by the EPSB and noted on an individual's teaching certificate.

1. Placement of certified employees according to rank shall be based on the rank as noted on the teaching certificate and determined no later than September 15th of each year. Any documentation supporting a change in salary rank must be received in the Human Resources certification office by September 15th of each school year.
2. It is the responsibility of the employee to submit this documentation prior to the September 15th deadline. The EPSB does not automatically send updated certificates or notification of rank change.

3. Salary adjustments resulting from verification of rank received in the Human Resources certification office after September 15th will be effective July 1st of the following year. No retroactive pay will be issued.
4. New hires must submit verification for initial rank placement within 30 days of employment or by September 15th. 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 1st.
5. Verification of initial rank placement received after 30 days of employment or after September 15th will be processed as follows:
 - a. Salary adjustments resulting from verification of initial rank received in the Human Resources Department certification office September 16th through February 15th will be effective the pay period after the date rank verification was received in the Human Resources certification office. No retroactive pay will be issued.
 - b. Salary adjustments resulting from verification of initial rank received in the Human Resources certification office after February 15th will be effective July 1st of the following year. No retroactive pay will be issued.
6. Employees with more than one rank on a teaching certificate will be placed at the highest rank noted on the certificate.

D. Plus 15

The plus 15 increase is a JCPS salary incentive to encourage continuing education and career advancement.

1. To be awarded the plus 15, the requesting employee's university must submit documentation of the program in which the employee is enrolled and date of completion of the graduate hours. Hours earned as part of the requirement for/or counted toward a previous degree or rank will not be credited toward the plus 15.
2. Only graduate credit hours earned toward an EPSB approved rank change program or a program that will be recognized by the ESPB as fulfillment of a rank change will be considered for the plus 15. See EPSB approved programs at www.goteachky.com.
3. Cert-only or endorsement programs that do not lead to an EPSB rank change will not be approved for the plus 15 unless the university in which the requesting employee is currently enrolled is counting those hours toward a currently approved rank change program.
4. Employees who are teaching on an Emergency Certificate, Occupation Based Certificate, Temporary Provisional Certificate, or a Temporary Certificate are not eligible for the plus 15 salary placement.

Rank	Required Documentation
Rank III (grade 31 in Employee Self Service/Access)	Current valid Rank III KY teaching certificate
Rank III+15 (grade 32 in Employee Self Service/Access)	Current valid KY Rank III professional certificate AND Salary Verification Form completed and submitted by the university directly to the JCPS certification office for review
Rank II (grade 21 in Employee Self Service/Access)	Current valid Rank II KY teaching certificate
Rank II+15 (grade 22 in Employee Self Service/Access)	Current valid KY Rank II professional certificate AND Salary Verification Form completed and submitted by the university directly to the JCPS certification office for review
Rank I (grade 11 in Employee Self Service/Access)	Current Valid Rank I KY teaching certificate
Doctorate (grade 12 in Employee Self Service)	Submission of the official transcript indicating when the doctorate was conferred. Doctorate must be in an area matching the teaching or administrative area**

**Doctoral 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.

E. CERTIFIED ADMINISTRATORS (JOB FAMILY IV ADMINISTRATOR INDEX) – INITIAL PLACEMENT

Initial salary placement for Job Family IV positions, shall be based on actual experience as a certified educator (including certified administrator experience outside of JCPS) 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).

F. PROMOTION/DEMOTION

1. A certified employee who applies for and/or is assigned from one permanent full-time position on the certified administrator index schedule (IV) to another permanent full-time position on the certified administrator index paid at a higher range/rate, as calculated based on the base daily rate of the two positions, will be placed on the lowest step that provides at least a 5% increase based on a comparable work year (contract days), or according to the placement rules for newly hired employees, whichever provides the greater increase.
2. A certified employee on the administrator index moving to a position paid at a lower grade/range and base daily rate (i.e., demotion), will be placed on the step providing the least decrease.
3. For promotion/demotion placement calculations, 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 will be placed on the higher of the two steps.
4. An employee moving from a classified salary schedule to the base pay/teacher (III) schedule will be placed based on actual experience as a certified educator.
5. An existing classified administrator (Job Family II grade 8 and above), moving from a classified salary schedule to the certified administrative index schedule (IV), will be placed on the lowest step providing at least a 5% increase, or according to the placement rules for newly hired employees, whichever provides the greater increase.
6. At no time will an employee be placed above the maximum step on the applicable salary grade.

G. 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.
2. Employees reclassified to a higher grade but into a different position title will be placed according to the rules for promotion.
3. Positions that are reclassified to a significantly higher rate, or from an hourly to a salaried salary schedule, will be reviewed by the Chief of Human Resources and/or the Chief Financial Officer on a case-by-case basis to establish appropriate placement.
4. 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.
5. A step increase, if applicable, is given to eligible employees for a year of experience before placement on the new salary grade is determined.

H. OTHER INFORMATION – CERTIFIED EMPLOYEES

1. The effective date of 12-month employment is July 1.
2. 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.
3. 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.
4. 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.
5. Job Family III non-union 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.
6. Job Family III non-union 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.

II. CLASSIFIED

A. JOB FAMILIES IA, IB, IC, II – NEW HIRES

1. Newly hired employees may receive a maximum salary placement credit for previous experience based on the following table. Experience and education verification must be presented to Human Resources within 60 days of employment or by June 30th, whichever is first, for step placement.

Job Family	Maximum Years Credit
IA	8
IB	6
IC	10
II	4

B. EXPERIENCE CREDIT

1. Previous work experience, to be credited for salary placement, must meet the requirements set forth herein and be independently verified by JCPS Human Resources or via a JCPS designated vendor.
2. 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.
3. It is the employee's responsibility to ensure that experience is submitted to JCPS Human Resources/vendor within sixty (60) days of the initial employment date or by June 30th of the current year of employment, whichever comes first. Experience received after this initial timeframe will be credited as of the next pay period after the verification was received. No retroactive credit/pay will be issued.
4. Experience credit given to an employee upon hire but not verified within sixty (60) days of hire, will be withdrawn and the employee's placement reduced to the appropriate step. Any overpayment will be recouped from the employee.
5. 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.
6. 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.
7. Experience credit will not be granted for part-time, temporary, seasonal, or substitute employment, for an unpaid internship, volunteer work, or for work not directly related to the responsibilities as outlined in the Board approved job description for the position for which the employee is hired/rehired.
8. Experience credit will be granted for temporary work within JCPS if the work was in a single assignment and would have qualified the employee for a step increase.

9. Experience credit, not to exceed the maximum step for the applicable salary grade, will be granted as follows for education above the minimum required on the Board approved job description:
 - Associate or bachelor's degree = one step
 - Master's degree = two steps
 - Doctorate = doctoral stipend (not subject to cost-of-living increases)
10. The Superintendent/designee may approve additional steps above those listed in A. 1 as required by a competitive market.
11. 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 B. 12 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.
12. Retirees who are re-employed in full-time positions will be placed at step 5 on the salary grade for which they are re-employed.

C. OTHER INFORMATION CLASSIFIED EMPLOYEES – JOB FAMILY IA, IB, IC, 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. Longevity is based on continuous full-time employment. Service years are calculated on continuous full-time employment. Service years are calculated as of July 1st. Longevity stipends are not subject to cost-of-living increases.
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.

D. SCHOOL RESOURCE OFFICERS

1. Upon initial salary placement, employees will receive a maximum of ten (10) steps for verified experience in a position as a peace officer wherein the position required a peace officer professional standards certificate.
2. Newly hired officers with no experience, will be placed at step zero on Job Family IC until successful completion of the required Police Academy training. The employee will be placed at step one the following pay period after Human Resources receives verification of successful completion.

E. PAY RATES FOR WORK IN A HIGHER JOB CLASSIFICATION AND ACTING/INTERIM ASSIGNMENTS

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.

F. PROMOTION/DEMOTION SALARY PLACEMENT

Promotion:

1. Any employee who applies for and/or is assigned to a permanent full-time position paid at a higher range/rate, as calculated based on the base hourly rate of the current and new positions, will be placed on the lowest step providing at least a 5% increase, or according to the placement rules for newly hired employees, whichever provides the greater increase.
2. 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.
4. At no time will an employee be placed above the maximum step for the applicable salary grade.

Demotion:

1. Any employee who applies for and/or is assigned to a full-time position paid at a lower range/rate than the position previously held will be placed on the appropriate salary schedule on the step resulting in the least decrease in pay.
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. If there are duplicate steps, the employee should be placed on the higher of the two steps.

G. 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.
2. Employees reclassified to a higher grade but into a different position title will be placed according to the rules for promotion.

3. Positions that are reclassified to a significantly higher rate, or from an hourly to a salaried salary schedule, will be reviewed by the Chief of Human Resources and/or the Chief Financial Officer on a case-by-case basis to establish appropriate placement.
4. 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.
5. A step increase, if applicable, is given to eligible employees for a year of experience before placement on the new salary grade is determined.

H. 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.

I. TRADES PROGRAM AND SALARY ADVANCEMENT

Promotions and advances in grade based on experience shall take place on July 1 of each year. Advancement due to experience will be based on JCPS experience, and effective July 1, 2024, TRADES, follow the Salary Placement Rules with regard to promotions.

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.

J. MECHANIC ADVANCEMENT

Promotions and grade advancements based on on-the-job experience will occur annually on July 1.

A mechanic initially hired pending receipt of a CDL will be reclassified to the appropriate job description effective the next pay period following verification of the CDL.

III. SUBSTITUTES

- A. Retired Substitute Teachers (Certified) will be placed at the rank corresponding with their degree and/or rank issued by the EPSB on the JCBE approved Certified Substitute Salary Schedule. It is the responsibility of the retiree to obtain, monitor, and provide updated daily wage threshold letters annually to the Substitute Center to ensure proper salary placement each year.
- B. Certified Substitute Teachers will be placed on the JCBE Certified Substitute Salary Schedule at the rank corresponding to the degree held and/or rank issued by the EPSB.
- C. Retired Substitute Administrators (Classified and Certified) will be placed on the Sub Retiree Salary Schedule on the step below the Daily Wage Threshold as provided by the applicable retirement system. It is the responsibility of the retiree to provide annually an updated daily wage threshold letter to Human Resources specialist to ensure proper salary placement each year. Per the Kentucky Teachers Retirement System, retired substitute administrators can work only 69% of the employee calendar they are subbing for during the fiscal year.
- D. Classified Substitute Employees will be employed at a flat rate as indicated on the appropriate salary grade corresponding to the JCBE approved classified substitute salary schedule.
- E. Retirees must obtain approval from the retirement system to return to work prior to performing any work for the District. It is the retiree's responsibility to understand their return-to-work limits and monitor their Daily Wage Threshold and time worked to ensure work limits are not exceeded.