

**- 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 **as described in KRS 160.346.:**

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.

**EXTENDED EMPLOYMENT**

Compensation for employment contracted beyond the minimum number of working days 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.

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 SERVICES, SUPPLEMENTS AND SUPERVISION**

The Board shall annually establish a schedule of compensation for extra services, special duty supplements 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.

**Salaries****RANK AND EXPERIENCE (CONTINUED)**

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.

~~For purposes of salary adjustment, notice of a midyear upgrade in rank must be submitted by February 1.~~

**EXCEPTION**

The Superintendent's salary may be established without regard to the above-mentioned schedules.

**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.

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. **Employees are expected to meet the deadlines designated by the payroll department.**

**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](#); [016 KAR 001:040](#); [OAG 97-25](#)  
[702 KAR 003:060](#); [702 KAR 003:070](#); [702 KAR 003:100](#); [702 KAR 003:310](#)  
29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

PERSONNEL

03.121  
(CONTINUED)

**Salaries**

**RELATED POLICIES:**

03.1211; 03.4

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