

REDLINED

Board Policy GBA: Professional Personnel Compensation Guides and Contracts

Status: Adopted

Original Adopted Date: 09/11/2000 | Last Reviewed Date: ~~09/11/2000~~ 07/29/2022

MISSION: To ensure that employees are compensated with salaries commensurate with job responsibilities and duties.

The compensation for each employee shall be based on the salary schedule adopted by the DeKalb County Board of Education. The Superintendent is authorized to establish the salary placement of an employee on the appropriate salary schedule and to provide compensation in accordance with the current schedule.

A professional employee who holds a valid, Georgia, in-field, professional educator certificate and who is assigned to a salary step that requires one year of credited service to advance on the salary schedule shall move to the next step on the salary schedule for the following academic year if the creditable experience requirement has been met with the one exception that follows. A professional employee who receives two consecutive unsatisfactory annual evaluations shall not move to the next step on the salary schedule for the following academic year, and the salary step placement shall not advance until a satisfactory evaluation is received. A one-step advancement on the salary schedule shall occur at the beginning of the academic year following the academic year when the satisfactory evaluation is received. All cases in which the Board salary increments are withheld will be reviewed by a designee of the Superintendent. A certificated employee who fails to complete 20 days of service during a contract year for a reason other than a disabling health problem will be paid on the basis of a substitute teacher's daily rate.

The DeKalb County Board of Education shall maintain a compensation program which will assist in recruiting, retaining, and rewarding quality personnel as well as motivating and providing personal growth and compensation opportunities as warranted by job performance. The compensation program shall be based on the principle that each position has a salary grade commensurate with its internal value to the organization. The organizational value of a position shall be determined by a systematic program of job analysis and evaluation based upon job content and internal and external comparisons. The compensation program shall be designed to ensure fiscal responsibility, consistent application of objective salary standards, equitable treatment of employees in similar classifications, compliance with governmental regulations, and compensation levels which are competitive with other governmental, educational, and/or private organizations. The compensation program shall reflect training, experience, and performance. The compensation program shall have a comprehensive review at least every five years.

CONTRACTS AND REASSIGNMENTS

MISSION: To ensure that contractual personnel are provided written employment contracts and provisions for reassignment of staff.

Employment contracts for certified personnel shall be in writing and shall be signed in duplicate by the employee and by the Superintendent of Schools. The Superintendent may recommend to the DeKalb County Board of Education that employment contracts be offered to selected non-certified personnel. The Superintendent shall have the authority to reassign any employee for the efficient operation or for the best interest of the school system.

SUPPLEMENTAL PAY

The District recognizes that certain circumstances may warrant employees being entitled to additional, temporary compensation, referred to in this Policy as supplemental pay, for administrative and/or instructional duties outside of their current job description and not anticipated to become permanently assigned duties.

1. Supplemental pay may be warranted only in the following scenarios:
 - a. Interim appointment to a higher level of responsibility.
 - b. Temporary and significant increases in responsibilities during the employee's normal work hours. For example, an employee may be assigned to perform duties or lead temporary projects that require the utilization of skills and the performance of tasks that are above the expectations of their current role and not a part of their current job description.
2. Supplemental pay is not authorized for activities and assignments that are reasonable expectations of an employee's job descriptions. Job descriptions will change and evolve over time.
3. An assignment justifying supplemental pay should not exceed six (6) months and should not exceed ten percent (10%) of the employee's salary. In situations where an employee has been appointed to an interim cabinet level position, the salary for that position may exceed 10% of the employee's current salary. Employee cannot receive more than 3 supplements per contract period (July 1- June 30 of each year)
4. All supervisor requests and justifications for supplemental pay must be submitted using **Exhibit GDA (1)** to the Superintendent or designee for approval and may not be earned or paid for time periods prior to approval. The Division of Human Resources will notify the requesting supervisor and affected employee upon approval or denial of a request for supplemental pay. Supplemental pay may not be earned or paid for time periods prior to receiving approval from the Division of Human Resources.

5. Supplemental pay is not a bonus to reward performance, nor is it intended as a long-term or ongoing compensation strategy.

6. Supplemental pay cannot be used in lieu of overtime for employees who are overtime eligible under the Fair Labor Standards Act.