

BOARD POLICY
Professional Personnel
Compensation Guides and Contracts

Descriptor Term: GBA
Date: XXXXXX XX, 2024

Certified and classified personnel employed by the Bibb County Board of Education ("Board") will be compensated according to the salary schedules approved annually during the Board of Education budget approval process.

A. Hiring Certified Personnel

Recommendations to hire certified staff are first made by the principal/supervisor to the Superintendent or his or her designee and by the Superintendent or his or her designee to the Board. The Human Resources Department is then responsible for reviewing certification and performing background checks for all certified applicants and preparing the report for the Superintendent or his or her designee to present to the Board. All certified employees are hired by the Board at the recommendation of the Superintendent or his or her designee.

The Assistant Superintendent of Human Resources or designee will notify each employee of his/her selection and will be responsible for completing the employment process together with the required information and documents. The Human Resources Department will follow up with certified applicants to execute an employment contract.

B. Certified Personnel Contracts

Contracts between certified personnel and the Bibb County School District ("District") are legally binding. All certified personnel are expected to fulfill the terms of their contract. A certified employee who does not fulfill the terms of their contract may be found insubordinate and subject to termination in accordance with Georgia law. Excessive absences, outside the scope of personal and sick leave as mandated by law or Board policy, will be considered non-fulfillment of the contract.

The Superintendent or his or her designee will have the authority to reassign any employee for the efficient operation of the District or the best interest of students.

C. Compensation

For certified personnel, the total salary will be composed of the state salary and local supplement, as a minimum. Additional supplements may be paid for position, coaching, and extended day or year when so authorized by contract. Certified employees will be placed on the local salary scale based on the number of verified years of experience in an accredited school or system.

Classified personnel will be paid from the approved classified schedule at the grade approved for their job description, and at the approved step level according to the number of years of verified job-related experience allowed and accumulated. Newly hired classified personnel will be allowed reasonable credit for work experience directly

related to the job to which hired. The Superintendent or his or her designee will approve all experience credit. Classified personnel will be paid either monthly or semi-monthly, depending on the job classification.

Substitute teachers hired by the District will be compensated based on a pay scale approved by the Board.

Full-time certified personnel who were on the District's payroll at the beginning of the current school year, except those who have resigned or who have been terminated, will be issued a contract for the ensuing school year or will receive written notification from the Superintendent or his or her designee by May 15 (or as otherwise required by Georgia law) that they will not be offered a contract for the ensuing year.

The Assistant Superintendent of Human Resources or designee will establish administrative procedures relating to compensation and contracts.