Policy GCBA: PROFESSIONAL STAFF COMPENSATION

Status: ADOPTED

Original Adopted Date: 01/28/2019 **| Last Revised Date:** 12/16/2024 **| Last Reviewed Date:** 09/22/2025

The district needs highly qualified employees to accomplish its education mission and must offer competitive compensation to attract and maintain experienced professional staff in the district. The board directs the superintendent or designee to annually research regional and statewide trends in employee compensation and consult with district employees to prepare competitive salary schedules and salary recommendations for the board to consider within the constraints of the district's finances. The superintendent shall consult annually with the Meet and Confer team when preparing the salary schedules. Only the board has the authority to increase an employee's regular compensation or grant employees an extra-duty position or stipend.

As required by law, teachers will be paid in accordance with a board-adopted salary schedule. All full-time teachers will be paid at least the minimum teacher's salary as required in state law. Noncertificated professional staff and certificated staff members other than teachers will be compensated in accordance with a board-approved salary schedule or will receive the amount of compensation approved by the board for particular positions or particular employees.

All Professional Staff Salary Schedules

The board is required to adopt salary schedules for the compensation of teachers and may use a salary schedule to compensate administrative and noncertificated professional staff. When creating a salary schedule, the board may recognize characteristics beneficial to the district, such as certification in high-need areas, in addition to traditional factors, such as experience and education.

The following rules apply to all district professional staff salary schedules unless determined otherwise by the board:

1. Maintenance of the district's salary schedules is dependent on the local levy approvals and continued state financial support.

2. Professional salary schedules do not apply to extended contracts or extra-duty contracts.

3. The board will make every effort to adopt salary schedules prior to the statutory deadline for issuing teacher and administrator contracts, but salary schedules and other compensation must be determined along with the district budget no later than June 30. Any board-adopted salary schedule will remain in effect and continue to operate until the board takes action to change or eliminate the salary schedule.

4. The board may freeze the operation of the salary schedule when warranted by the financial condition of the district or for other relevant reasons, as determined by the board. Once a salary schedule is frozen, employees will not advance on the salary schedule until the board votes to authorize movement on the salary schedule. If the salary schedule is frozen for more than one year before the board authorizes movement, employees will advance to the next step for which they were eligible at the time the schedule was frozen unless the board determines that it is financially feasible to allow employees to move through all steps missed while the schedule was frozen. Alternatively, the board may adopt a new salary schedule that accurately reflects the salary associated with the appropriate years of service.

5. An employee may not advance more than one step vertically and one column horizontally per year on the salary schedule unless such movement is allowed by the board-adopted rules and is uniformly applicable to that particular salary schedule or is otherwise approved by the board.

6. An employee cannot progress on the salary schedule after entering into a contract for a school year unless such movement is specifically authorized in the contract.

7. Education courses and other professional development may not be used to advance on a salary schedule unless the employee had prior administrative approval to take the course or participate in the professional development and count it for advancement on the salary schedule.

8. The district may recognize an employee's previous experience when placing that employee on the salary schedule. The board delegates to the superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition, the district may recognize military service or work experience that the district considers beneficial to the position. Employees are responsible for fully apprising the district of

their relevant background experiences when first employed in the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.

9. The board of education may recognize certification and teaching in high need areas on a salary schedule when it deems it necessary to secure or retain qualified personnel in any area where there is a shortage of qualified staff.

10. Current salary schedules will be made available in the Office of Human Resources and on the St. Joseph School District web page.

Teacher Salary Schedules

Salary Schedule Placement for Hard-to-Staff Schools and Hard-to-Staff Subject Areas

The school board may differentiate placement of teachers on the salary schedule to increase compensation in order to recruit and retain teachers in "hard-to-staff schools" or "hard-to-staff subject areas."

A "hard-to-staff" school is one where more than ten percent of certificated positions were left vacant or were filled with a teacher who was not fully qualified in the prior academic year. A "hard-to-staff subject area" is a content area in which positions were left vacant or were filled with a teacher who was not fully qualified in the prior academic year. The district may annually review and revise the schools and subject areas that are considered "hard to staff," but no modification to these classifications will result in the demotion of a teacher.

If the district elects to place certain teachers higher on the salary schedule to fill positions in hard-to-staff schools or in hard-to-staff subject areas, the district will report information to the Department of Elementary and Secondary Education as required by law.

Credit for Externship

In accordance with law, participation in a certified teacher externship program will qualify for movement on the salary schedule to the same extent and in the same manner as other graduate-level course credit.

Compensation for Extra Duties

Additional duties, such as supervising activities, may be assigned to professional staff without additional compensation. In some situations and with board approval, the district may provide an employee with extra-duty compensation or a stipend to compensate the employee for performing additional duties. In those situations, the board will determine the amount of compensation, which may be set by adopting an extra-duty salary schedule or approving a specific amount for the position.

Employee Responsibility

Employees are responsible for verifying that their salary schedule placement, compensation rate, and paychecks are accurate. Employees are required to notify the district within 30 days of receiving an inaccurate payment, and failure to do so could lead to discipline, forfeiture of amounts owed, or deductions for excess pay received, as allowed by law.

Compensation Disbursement

In general, professional staff will be paid in equal installments over 12 months even if the employee's regular work schedule is less than 12 months. However, payment for extra duties that are seasonal or limited to a specific timeframe may be paid in the month the work was performed.

Teacher Salary Schedules

The following additional rules apply specifically to salary schedules for certificated employees.

Designated Teacher Salary Schedules

1. Bachelor's Degree

2. Bachelor's Degree plus 16—Sixteen or more hours of approved graduate credit above a Bachelor's Degree.

3. Master's Degree—If not in a field that is part of the district's curriculum, it must result in certification from DESE.

4. Master's Degree plus 16—Credit beyond an approved master's degree means approved graduate credit earned after all requirements for the approved master's degree have been earned. To be eligible the teacher shall have earned 16 graduate hours after completion of the master's degree. *Graduate hours required for an approved master's degree program in excess of 39 hours may be applied toward the Master's Degree plus 16.*

5. Master's Degree plus 32/Specialist--To be eligible the teacher shall have completed 32 approved graduate hours beyond an approved master's degree or an approved Specialist's degree.

6. Master's Degree plus 48/Specialist plus 16—To be eligible a teacher must meet one of the following criteria:

    - An approved master's degree plus 48 approved graduate hours.

    - An approved specialist degree plus 16 approved graduate credit hours or a total of 75 approved graduate hours in an approved doctoral program from an approved university.

7. Doctorate—To be eligible a teacher must have earned an approved doctorate degree.

Reemployment, Placement, and Advancement on the Teacher Salary Schedule

1. Contracts shall advance one step vertically and a maximum of two steps horizontally except when an approved degree is completed/conferred, unless the salary schedule has been "frozen" by board action. Completed/Conferred degrees may advance to the appropriate horizontal column.

    Contracts shall be changed to the next eligible level on the salary schedule based on accumulated study hours in a degree/certification program through a college or university on the district approved list reflected on official transcripts received by September 15th each school year, with a priority deadline of August 15th.

2. For placement or advancement on the teacher salary schedule, graduate credit hours and/or graduate degrees must be approved in at least one of the following areas:

    - Subject area in which the teacher is presently teaching

    - Guidance and counseling (Completion of program must result in certification from DESE)

    - Administration (Completion of the program must result in certification from DESE)

    - Curriculum

    - Another field that is part of the district's curriculum in which the teacher wishes to obtain certification. (Must result in certification from DESE)

    - **Graduate credit, or Master's, Specialist's, or Doctorate degrees that do not meet one of the above criteria will not be eligible for salary table placement or advancement.**

Note: Beginning January 1, 2021, all graduate credit must be pre-approved by the Human Resources office to be eligible for credit toward movement on the salary schedule. The forms for approval of graduate hours and programs are available on the HR department page. Graduate programs in progress before January 1, 2020, will be "grandfathered" in, but still need to be registered through HR. Graduate programs must be eligible for certification through the Department of Elementary and Secondary Education or be in another field that is part of the district's curriculum to be approved and thus eligible for salary schedule movement.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority

for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
§ 163.172, RSMo.	State Statute
§ 168.025, RSMo.	State Statute
§ 168.110, RSMo.	State Statute
§ 168.126, RSMo.	State Statute

Federal	Description
29 U.S.C. § 206(d)	Federal Statute

Cross References	Description
AC	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION
AC-AF(1)	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION - (Notice of Nondiscrimination)
AC-AF(2)	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION - (Grievance Form)
AC-AF(3)	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION - (Level I Grievance Report)
AC-AF(4)	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION - (Level II Grievance Report)
AC-AF(5)	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION - (Level III Grievance Report)
AC-AF(6)	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION - (Appeal Form)
DLB	SALARY DEDUCTIONS
DLB-AF(1)	SALARY DEDUCTIONS - (Payroll Deduction Authorization—Meal Charges)