

PERSONNEL COMPENSATION GUIDES**Date: June 9, 2009**

The employee is responsible for securing the official work experience verification forms from previous employers to document previous work experience for pay purposes. The Human Resources Department will assist all newly hired employees with requesting previous work experience verification. If current employees transfer to other positions in the system where previous experience may apply, the employee is responsible for securing the experience verification and requesting salary adjustment based on the experience. Employees should verify that the payroll voucher is correct and that the employee is being paid on the correct level of experience for pay purposes.

Auxiliary employees will receive full credit for all experience being paid on in Columbia County when transferring from one position to another position on the General Services Salary Schedule. All previous employees of the Columbia County Board of Education who are hired after July 1, 2006, will receive full credit for all experience previously paid on in Columbia County. In addition, returning employees will earn year for year credit for no more than five additional years of experience earned after leaving the school system.

Auxiliary employees hired before July 1, 2006, are paid on the General Services Salary Schedule that recognizes level of skills or training and previous related work experience according to the guidelines in force at the time of employment. Employees hired after July 1, 2006, are paid on the new General Services Salary Schedule as defined in this procedure and receive year-for-year credit for prior related work experience up to a maximum of five years of service.

As required by the A-Plus Education Reform Act of 2000, employees (both certified and auxiliary) who receive an overall unsatisfactory evaluation will not be eligible for a step increase on the salary schedule the following year. The district administrator or principal responsible for completing the evaluation must complete a personnel payroll change form to withhold the step increase and submit the form to the Human Resources Department by June 1.

I. PROFESSIONAL EMPLOYEES**A. CERTIFIED TEACHERS AND OTHER NON-ADMINISTRATIVE
PROFESSIONAL CERTIFIED PERSONNEL**

Experience for pay purposes for certified teachers and other professional certified personnel must meet the guidelines established by the Georgia Board of Education, Rule 160-5-2-.05 - Experience for Salary Purposes. The most recent revision of this Georgia rule is attached to this procedure.

**B. NON-CERTIFIED/LICENSED/PERMITTED PROFESSIONAL
PERSONNEL**

1. **CERTIFIED OCCUPATIONAL THERAPY ASSISTANT** – will be paid on the General Services Salary Schedule on Grade N effective July 1, 2006, and will receive full credit for acceptable fulltime related work experience.

2. **OCCUPATIONAL THERAPIST** - will be paid on the teacher salary scale on the highest degree level earned and will receive full credit for acceptable fulltime related work experience.

Advanced degrees must be directly related to the area of employment to advance to a higher degree level.

3. PHYSICAL THERAPIST – will be paid on the teacher salary scale on the highest degree level earned and will receive full credit for acceptable full-time related work experience. Advanced degrees must be directly related to the area of employment to advance to a higher degree level.

4. RECREATION THERAPIST – will be paid on the teacher salary scale on the highest degree level earned and will receive full credit for acceptable full-time related work experience. Advanced degrees must be directly related to the area of employment to advance to a higher degree level.

5. PRE-K RESOURCE WORKER – will be paid on the teacher salary scale on the highest degree level earned with entry level experience. Advanced degrees must be directly related to the area of employment to advance to a higher degree level.

6. JROTC instructors are required to hold permits to teach and will be paid according to standards established by the sponsoring military branch of service. The salary will be established by using the minimum instructors pay (MIP) as stated on the JROTC Instructor Monthly Statement provided by the sponsoring branch of the military. The minimum instructors pay will be multiplied by twelve months to determine the annual salary to be paid to the instructor. The annual amount determined will be the salary paid for the 225 contract days. The annual salary determined will be used to place the instructor on the current teacher salary schedule. After the initial year of placement, the instructor will advance one step on the teacher salary schedule every year thereafter.

C. ADMINISTRATIVE PERSONNEL

All personnel paid on the Administrative Salary Schedule when it was revised in 2004-05 were placed on the new scale and will advance one step each year thereafter for each year of fulltime experience in a position at the same pay grade. If a person on the Administrative Salary Schedule works only half-time, then the person must work two years to be eligible for advancement on the Administrative Salary Schedule. If the employee works fulltime and serves as an administrator on a part-time basis, then the employee will be advanced one step on the Administrative Salary Schedule for each year of service.

Supplement for Doctorate Degree

To encourage advanced study and preparation, employees on the administrative salary schedule will be paid a flat rate supplement of \$3000 each year above the step salary for an earned doctorate degree. In the case of certified administrators, the doctorate must meet all guidelines of the Professional Standards Commission and lead to the issuance of an L7 certificate in educational leadership. In all cases, the doctorate degree must be earned from a regionally accredited institution recognized by the

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Professional Standards Commission and must be in a field of study directly related to the position held.

1. Current personnel being paid on the Administrative Salary Schedule who accept a position on a lower pay grade will move to the new pay grade at the same step.
2. Current Personnel being paid on the Administrative Salary Schedule who are not receiving a promotion but are moving from one grade to a higher grade in a comparable position (i.e., Elementary Assistant Principal to High School Assistant Principal) will be placed on the new corresponding salary grade at the same step as the current position.
3. Current personnel being paid on the Administrative Salary Schedule who are promoted and accept a position at a higher pay grade will be placed on the new pay grade at the step to be determined as follows:
 - a. Using the current salary of the employee in the current position, or use the next year's salary if the promotion becomes effective at the beginning of the next year, advance the employee on the same pay grade two steps. Using this salary amount, place the employee on the appropriate grade for the newly promoted position at the step with the closest dollar amount within a \$500 range. If the closest dollar figure results in a reduction of \$500 or more, then advance to the next step. For employees with a doctorate degree, the promotion will be calculated as described above using the education specialist degree salary as a maximum since the \$3000 doctorate supplement will be added to the final salary.
 - b. If this placement does not provide at least a six percent increase, then advance to the next highest step that guarantees a minimum of a six percent increase in salary.
4. To place current Columbia County Board of Education employees who are not currently paid on the Administrative Salary Schedule on the scale, select the grade corresponding to the new position and determine the correct pay step placement as follows:
 - a. Using the current salary of the employee in the current position, or use the next year's salary if the promotion becomes effective at the beginning of the next year, advance the employee on the SAME pay grade two steps. Using this salary amount, place the employee on the appropriate grade for the newly promoted position at the step with the closest dollar amount within a \$500 range. If the closest dollar figure results in a reduction of \$500 or more, then advance to the next step. For employees with a doctorate degree, the promotion will be calculated as described above using the education specialist degree salary as a maximum since the \$3000 doctorate supplement will be added to the final salary.

social worker, and using this computed salary place on the corresponding grade at the step closest to the same or next higher salary. Salaries for new employees with a doctorate will be computed using the education specialist degree since the doctorate supplement will be added after placement on the Administrative Salary Schedule.

II. AUXILIARY EMPLOYEES

Auxiliary Employees excluding paraprofessionals, bus drivers, nutrition employees and school nurses

Effective July 1, 2006 and thereafter, all newly hired auxiliary employees with the above exceptions will earn year-for-year credit for related fulltime work experience earned outside the system up to a maximum of five years of experience. Experience for pay purposes must be fulltime and at least 120 days worked during the academic year in order to earn one year of experience credit. Employees who work less than fulltime but at least half time will earn one year of service for every two years worked. Verification of experience in writing must include the following:

1. Company letterhead or system verification form with employer signature and phone numbers.
2. Title of job held and description of job responsibilities.
3. Beginning and ending dates of employment.
4. Specify employment status as fulltime or part-time.
5. For self employment work experience that cannot be verified except by the individual, the employee MUST present at least two of the following documents: a copy of business license or other state licensure or certification that established eligibility for self employment, a copy of federal income tax returns to verify related income, and/or a copy of social security income report. This information will be reviewed to determine if the documented evidence is sufficient to establish fulltime related employment in the position.

In determining related work experience for auxiliary personnel, only experience which can be verified according to the guidelines specified in this policy will be acceptable for consideration for pay purposes. Experience which is not comparable in terms of job title or description shall be determined by documentation of the major job duties and the most frequently performed job responsibilities. The major job function performed more than 50% of the time must be directly related to the major job functions of the Columbia County School System position in order to receive experience credit for pay purposes.

A. Paraprofessionals

Paraprofessionals hired after July 1, 2006, will receive full credit for years of service up to a maximum of five years verified in either of two situations:

1. A person who served as a fulltime paraprofessional in a public or regionally accredited private school in Georgia or another state, excluding daycare employment except when employed in a Georgia funded lottery Pre-Kindergarten class.
2. A person who served as a fulltime teacher in a public or regionally accredited private school or system in Georgia or another state and held a state-issued teaching certificate which was valid for every year that credit is earned in accordance with guidelines established in Georgia Board of Education Rule 160-5-2-.05 – Experience for Salary Purposes.

Applied Behavior Therapist Paraprofessionals hired after July 1, 2006, will receive year-for-year credit for prior fulltime applied behavior therapist experience when trained in applied behavior therapy in addition to other experience earned as a fulltime paraprofessional under items one and two above, up to a maximum of five years of experience.

B. Transportation Personnel

Bus drivers and route drivers hired after July 1, 2006, receive full credit for years of service earned as a school bus driver in a public school system or with a contracting firm when driving for a public school system. Experience as a bus driver does not apply until the employee becomes a bus driver or route driver. Bus drivers are paid on all Columbia County experience earned as a bus driver trainee, bus monitor, or bus aide.

Effective July 1, 2006, bus drivers and route drivers with a CDL will be paid on the Bus Driver Salary Schedule based on the years of bus driver experience, up to a maximum of five years of experience. Bus driver trainees without a CDL will be paid on the General Services Salary Schedule on a pay grade B with 0 years of experience and will be moved to the bus driver scale upon receiving the CDL.

No credit for work experience is given for other driving experience or school bus driving experience for private schools or institutions.

C. School Nutrition Employees

School nutrition managers and assistants hired after July 1, 2006, receive full year-for-year credit for work experience as a nutrition manager or worker in a public school system within the state of Georgia or out-of-state and in a food service industry up to a maximum of five years of experience.

D. School Nurses

School nurses hired after July 1, 2006 will receive year-for-year credit for all full-time verified years of experience up to a maximum of five years of service. In determining experience for pay for school nurses, a combination of several

regular part-time positions held and worked during the same time frame that equates to fulltime employment (at least 40 hours per week) may be credited as fulltime employment, excluding PRN, where actual hours worked cannot be verified.

E. Student Assistants and Summer Workers

High school student assistants and summer workers hired after July 1, 2006, will be paid on the General Services Salary Schedule on Grade A with 0 years during the first year of work and will advance one step for each year or summer of work thereafter. Student assistants or summer workers employed prior to July 1, 2006, will be placed on the General Services Salary Schedule on Grade A at the step closest to the hourly rate earned previously without paying less than the previous year and then will advance one year for each year or summer of work thereafter.

III. SUBSTITUTE EMPLOYEES

A. Substitute Teachers/Administrators

Substitute teachers are currently paid on a daily rate based on the level of preparation, as follows:

- | | |
|---|------------------|
| 1. RANK 1
Valid or Expired Georgia or
Out-of-State Professional Certificate | \$70.00 per day |
| 2. RANK 2
Provisional Certificate; Four-Year
Degree or Higher | \$65.00 per day |
| 3. RANKS 3, 4, 5
Less than a Four-Year Degree,
High School Diploma or GED | \$60.00 per day |
| 4. SHORT-TERM CERTIFIED TEACHER
SUBSTITUTE PAY | \$125.00 per day |

A SHORT-TERM SUBSTITUTE TEACHER is defined as working ten or more consecutive days in the same classroom. The short-term substitute teacher must hold a professional valid or expired Georgia or out-of-state teaching certificate. The rate of \$125 per day will apply after the tenth day and be retroactive to the first day in the position.

A SHORT-TERM ADMINISTRATOR is defined as working ten or more consecutive days in the same principal or assistant principal position. The short-term administrator must hold a valid leadership certificate or expired Georgia or out-of-state leadership certificate. The rate is \$175 per day and will apply after the tenth day and be retroactive to the first day in the position.

Principals shall report Rank I teacher substitutes who will work for ten or more days in the same classroom to the Human Resources Department for salary adjustment for pay purposes.

Retired teachers who work ten or more consecutive days a month for the duration of a short-term substitute assignment may work without affecting retirement benefits for the short-term daily rate of substitute pay at \$125 per day.

B. Substitute Paraprofessionals or Secretaries

Substitutes for paraprofessionals or secretaries will work the same hours as the absent paraprofessional or secretary and based on an hourly rate of Grade A with zero years experience.

A short-term substitute for a secretary or school bookkeeper is defined as ten or more consecutive days in the same position. Principals or department heads shall report a secretary/bookkeeper substitute that works for ten or more days in the same position to the Human Resources Department for salary adjustment pay purposes. Short-term secretaries/bookkeepers will be paid on the General Services Salary Schedule on Grade E at 0 years of experience.

C. Substitute Custodians

Substitutes for custodians will be assigned by the Facilities, Maintenance and Operations Department from the pool of itinerant custodians hired for this purpose.

D. Substitute Nutrition Assistants

Substitutes for nutrition assistants will be assigned by the School Nutrition Department from the pool of itinerant school nutrition assistants hired for this purpose.

E. Substitute School Nurses

Substitutes for school nurses will work no more than eight hours per day based on an hourly rate of Grade A with zero years of experience.

A short-term substitute nurse is defined as ten or more consecutive days in the same position. The short-term substitute nurse must hold a valid LPN or RN license. The rate of pay will be the General Services Salary Schedule on Grade F with zero years of experience. The pay will be retroactive to the first day in the position. The Head School Nurse shall report a nurse substitute who will work for ten or more consecutive days in the same position to the Human Resources Department for salary adjustment pay purposes.

F. Substitute Bus Drivers

Substitute Bus Drivers will work the same hours per day as the employee they are substituting for at a rate of \$9.50 per hour.

G. Substitute Bus Monitors or Bus Aides

Substitutes for bus monitors or bus aides will work the same hours per day as the employee they are substituting for based on an hourly rate of Grade A with zero years of experience.

IV. EMPLOYEE ATTENDANCE INCENTIVE PLAN

The employee attendance incentive plan will be applicable to every employee of the school system, excluding principals, assistant principals, and central office administrators.

1. An employee must be employed for the entire school year in order to receive incentive pay.
2. Eligibility for incentive pay will be based on attendance during the employee's assigned work year. The total number of sick or personal hours used by an employee during the assigned work year will be converted to an employee work-day. Eligible twelve-month employees who earn annual leave must work the entire year (July 1 – June 30) without using sick or personal leave in order to be eligible for incentive pay. Incentive pay is earned based on eligibility for one of the two state retirement systems available. Teacher Retirement System includes all categories of employees except those who are members of the Public School Retirement Plan as listed: bus drivers, bus aides, mechanics, custodians, school nutrition assistants, and some Facilities, Maintenance and Operations workers that are not at supervisory level.

Examples:

8-hour day employee: 1-8 hours used = 1 day missed

7-hour day employee: 1-7 hours used = 1 day missed

3. The incentive policy will not affect the accumulation of sick leave days.
4. See the policy for rates of pay.
5. Accumulated leave includes sick leave and personal leave.
6. Part-time employees (including 49% retired employees) will receive their pro-rated share of incentive pay based on the percent of time employed.

V. WORK DAYS FOR SCHOOL BASED EMPLOYEES

The schedule below reflects the number of days all school based employees are required to work in a school year (July 1 through June 30). The positions highlighted in gray are required to work a set schedule established by the business department each year.

The positions highlighted in white are required to work the same 190-day schedule as teachers. The additional days worked may be flexible within the parameters of the days the central office works unless otherwise approved by your supervisor. These days should be worked in no less than four-hour increments. Example: Spring break - an employee can work Monday or Tuesday but not Wednesday, Thursday or Friday since the central office is closed. The school administrator is responsible for validating all days worked by the school staff. Note: There are a few positions at the high school level that were grandfathered and the current employees are required to work 230 days vs. 225 days until that position is filled with a new employee.

	Work Days
<u>Elementary School</u>	
Principal	205
Assistant Principal	205
Counselor	190
Media Specialist	190
Media Para	190
Principal Secretary	205
School Secretary	205
Paraprofessional	185
Clerical Aid	185
Office Assistant	190
Custodian	205 & 225
School Nurse	185
SNP Worker	185
SNP Manager	186
<u>Middle School</u>	
Principal	220
Assistant Principal	205
Counselor	205
Media Specialist	190
Media Para	190
Principal Secretary	220
School Secretary	205
Secretary	200
Paraprofessional	185
Office Assistant	190
Custodian	205 & 225
SNP Worker	185
SNP Manager	186
<u>High School</u>	
Principal	225
One Assistant Principal/Registrar	225

Regular Assistant Principals	205
Counselor	220
Counselor-remaining	200
Graduation Specialist	190
Media Specialist	190
Media Para	190
Principal Secretary	225
School Secretary	220
Registrar Secretary	225
Remaining Secretaries	200
Bookkeeper	225
Paraprofessional	185
Custodian	205 & 225
Band Director	225
ROTC Instructors	225
Athletic Director	225
Safety Officers	190
SNP Worker	185
SNP Manager	186
Teachers	190

ADOPTED: 05/10/88

REVISED: 09/10/91, 08/01/93, 10/28/97, 8/7/00, 10/22/01, 7/1/02, 3/10/03, 6/16/03, 9/15/03, 11/8/04, 02/14/05, 6/26/07, 10/1/07

Columbia County Board of Education

GEORGIA BOARD OF EDUCATION
160-5-2-.05 EXPERIENCE FOR SALARY PURPOSES.

(1) **Purpose.** The minimum state salary of certified educators in Georgia is determined by the number of years of creditable experience earned and the highest level and type (provisional or professional) certificate held. Creditable years of experience represent the experience approved by the State Board of Education for advancement on the state salary schedule.

(2) **DEFINITIONS.**

(a) **LUA** – local unit of administration to include a local board of education or a regional educational services agency (RESA) board of control.

(b) **State Salary Schedule** – the document describing the minimum state salary for certified personnel that has been approved by the Georgia Board of Education and funded by the Georgia Legislature.

(c) **Creditable Year of Experience** – to be creditable for salary purposes, a year of experience shall meet the requirements of this rule and shall be earned as described below.

1. Not more than one year of experience shall be credited for any 12-month period.
2. Experience earned during one school year shall be credited at the beginning of the next contract year.
3. Years of experience earned in the public schools of Georgia or in any public school in the nation shall not be credited for salary purposes unless the individual held a valid certificate issued by the appropriate state agency at the time the experience was earned, except in special conditions noted under Section 4(b) and (c).

(d) **Full-time Experience** – a minimum of 120 days working full time in an LUA while under contract for state salary in a regular school term.

1. Full-time experience in a regionally accredited college or university is defined as teaching 15 quarter hours each quarter for three consecutive quarters or nine semester hours each semester for two consecutive semesters and/or holding a fulltime contract for a professional position from the institution. Two years of part-time teaching at the college level shall not be combined to make one full year.

(e) **Partial-year Experience** – fractions of school terms representing a minimum of 120 days of consecutive service under contract, e.g., January to June and September to December of consecutive years or January to June and September to December of non-

consecutive years provided there has been no break in service between the years in which the partial-year experience was earned.

(Example: Service from January to June in 1984; September to June 1984-85; September to June 1985-86; September to December 1986 earns three years of creditable experience. The two half-years have been in continuous, uninterrupted service.)

1. Computation for partial-year experience shall be based upon the contract year of the applicant. All days for which the teacher is eligible for state salary, including pre-/post-planning, sick days, and annual leave days, shall be included in the computation.

2. Half-time Employment – 90 days of full-time employment under contract during one school year or one year of one-half time employment under contract (120 days minimum). One-half time employment is also defined as a minimum of four hours of employment daily. Any time between one-half and full-time (eight hours) experience shall be considered half time for salary purposes.

(f) **Combination of Full-time and Half-time Experience** – At least 120 days of full-time employment in one academic year or in two consecutive academic years may be composed of the sum of the number of full-time days plus the number of halftime days if two half-time days equate to one full-time day. The combination of fulltime and half-time employment shall have been earned during a period of continuous, uninterrupted service, either within the same academic year or in consecutive years.

(g) **Active Military Service Experience** – full-time service in any branch of the armed forces. Service in the Reserves shall not be counted as creditable experience for state pay purposes unless the individual is called to active duty during that time.

(h) **Regional Accrediting Agency** – one of the following agencies located throughout the United States and its territories:

1. Middle States Association of Colleges and Schools (MSA)
2. New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
3. New England Association of Schools and Colleges – Commission on Vocational, Technical, Career Institutions (NEASC-CVICI)
4. North Central Association of Colleges and Schools (NCA)
5. Northwest Association of Schools and Colleges (NASC)
6. Southern Association of Schools and Colleges (SACS)
7. Southern Association of Schools and Colleges – Commission on Occupational

Education Institutions (SACS-COEI)

8. Western Association of Schools and Colleges (WASC)

(f) **State Accreditation** – the one accrediting agency, other than the regional accrediting agency, in a state that is recognized as the state accrediting agency. In Georgia, this agency is the Georgia Accrediting Commission. Approval/recognition by a state agency shall not be equal to or the same as accreditation by a state agency. Accreditation by private school agencies or other independent agencies shall not be acceptable.

(3) RESPONSIBILITY FOR VERIFYING AND AWARDED EXPERIENCE.

(a) LUAs are responsible for verifying and evaluating satisfactory experience for placement of certified employees on the state salary schedule. Should questions regarding verification arise, the educator shall be required to submit additional records to the LUA. Appeals of contested experience shall be through the appeal process under the provisions of O.C.G.A. § 20-2-1160. On issues respecting the administration or construction of school law, the appeal may go to the State Board of Education.

(b) In verifying experience, it is the responsibility of the employing superintendent/RESA director to document all satisfactory prior experience consistent with this rule. The experience of the system superintendent shall be verified by the chairperson of the local board of education; the experience of the RESA director shall be verified by the chairperson of the local board of control.

(4) REQUIREMENTS.

(a) Under any of the following conditions, each LUA shall recognize experience in a professional position for which a state-issued certificate or a state/national license is required. (In all conditions listed, the individual held a valid, in-field state education certificate or state/national professional license related to the field of employment and was under contract during the period in which the experience was earned.)

1. Serving in a professional position in an LUA in the United States.
2. Serving in a professional position in a regionally/state accredited private elementary, middle, or secondary school. The school shall have been regionally/state accredited at the time the experience was earned.
3. Serving as a teacher or educational administrator in a foreign country, provided the individual held a U.S. Equivalent of a bachelor's degree or higher and held educator credentials or other legal authorization for teaching in the foreign country during the time the experience was earned.

4. Serving in a professional position in kindergarten, pre-kindergarten, or Head Start programs provided they are under the legal jurisdiction of a public school board, the state department of education or are regionally/state accredited.
5. Teaching elementary and secondary school subjects and trade subjects to children or to adults, including veterans, provided the teaching was on a full-time basis and was under the direction of a local school administration, the state department of education, or any other state agency authorized to provide educational services to children in grades pre-kindergarten through 12th Grade or authorized to teach elementary and secondary subjects to adults; e.g., in Georgia, these agencies include the Department of Children and Youth Services and the Department of Corrections.
6. Serving in a professional full-time position in a clinical situation or in any special education center, including speech, reading, hearing, and psychological education centers.
7. Serving as a professional, full-time librarian in a bookmobile, public library, Department of Defense Library or public school library shall be counted as experience for media specialists.
8. Serving in a professional position in the U.S. Department of Education or in a state department of education.
9. Serving in a professional position such as a teacher, social worker, psychologist, counselor, media specialist, nurse, or administrator, in any government agency authorized to provide services to children in grades pre-kindergarten through twelfth grade or in a private entity sponsored by the U.S. or a state department of education provided the individual was under contract at the time the experience was earned; e.g., the Job Training Partnership Act (JTPA), Family Connection, pre-kindergarten.
10. Serving a full-time, year-long (at least nine months) internship sponsored cooperatively by an institution of higher education and a local unit of administration or in conjunction with an approved staff development program.
11. Serving as a full-time cooperative extension service agent may be used for a maximum of three years' credit provided the experience is earned after July 1, 1995.

(b) Under any of the following conditions, each LUA shall recognize experience in a professional position for which a certificate or state/national license is not required, provided that the individual held a degree from a regionally accredited college/university when the experience was earned.

1. Serving in a professional position in a regionally accredited college/university; e.g., as a teacher, counselor, librarian, dean, president, provided the experience was full-time and the individual held academic/professional rank or the equivalent; e.g., instructor, assistant professor, associate professor, professor. Individuals receiving experience credit shall have held a master's degree, at a minimum, and/or shall have been on a tenured track when the experience was earned.
2. Serving in a teaching, supervisory, or leadership position in schools under the direction of the Georgia Department of Technical and Adult Education (DTAE) or in the DTAE, provided the experience was full-time and the individual held academic/professional rank or the equivalent.
3. Teaching in the Peace Corps.
4. Serving in a professional position in the U.S. Department of Education or in a state department of education.
5. Serving in a professional position in a private elementary or secondary school so long as the school was regionally/state accredited at the time the experience was earned.
6. Serving in any local unit of administration in a professional leadership position that does not require a certificate; e.g., school business manager, school personnel director, school facilities director/planner; school/community coordinator.
7. For creditable experience as a school nutrition director, serving as a food service manager/supervisor in a public or private organization, provided the experience was full time. This includes administrative experience in the Child Nutrition Program in the U.S. Department of Agriculture and the American Dietetic Association approved internship, provided the internship was taken after the degree was earned; i.e., the internship was not a part of the degree program.
8. Serving in a full-time, professional position in the Professional Standards Commission or Professional Practices Commission in Georgia and in their counterparts in any other state.
9. Serving in a full-time, professional position in private industry that is job related to the position the individual is entering in the local unit of administration. In this case, a maximum of three years' credit shall be granted for experience earned after July 1, 1995, and the individual shall be placed on Years of Creditable Experience 3, Salary Step 1.

(c) Under any of the following limited conditions, each LUA shall recognize experience for which a degree is not required.

1. Serving on active duty in the Armed Forces of the United States.

(i) A maximum of three years' credit shall be allowed for military service according to the following schedule except for the requirements of the Veterans Reemployment Act.

8 full months = 1 year

20 full months = 2 years

32 full months = 3 years

(ii) Six months of active military service combined with two or more months of teaching experience shall be counted as a full year for salary purposes, provided the military service interrupts continuous teaching or prevents entrance into teaching immediately following college graduation.

(iii) Teaching experience that is a part of military duty shall not be added to the maximum three-year credit limit.

(iv) The three years of military experience shall place an individual on Step 1 of the State Salary Schedule. Other creditable experience beyond this military experience shall be counted from Salary Step 1.

(v) Fewer than three years of creditable military experience shall place the individual on Salary Step E. In this case, after a year of creditable experience in a Georgia LUA, the individual shall move to Salary Step 1.

2. Working in specific vocational fields.

(i) A maximum of three years' work experience in specific vocational fields is acceptable for salary purposes provided that it is beyond the first two years of work experience required for certification purposes (content of the teaching field); i.e., to receive three years' experience credit, the individual must have a minimum of five years' work experience.

(ii) Three years of creditable work experience shall place the individual on Step 1 of the State Salary Schedule. All other creditable experience for such an individual shall be counted from Salary Step 1.

(iii) Fewer than three years of creditable work experience shall place the individual on Salary Step E. In the latter case, after a year of creditable experience in a Georgia LUA, the individual shall move to Salary Step 1.

(d) Each LUA shall not recognize the following experience for advancement on the state salary schedule.

1. Experience as a cooperative extension service agent earned prior to July 1, 1995.

2. Supply/substitute teaching.
3. Clerical or nonprofessional experience in an education institution.
4. Service as a member of a board of education.
5. Experience in private elementary, middle or secondary schools not holding regional/state accreditation.
6. Experience in a college/university not holding regional accreditation.
7. Experience in any college/university as an adjunct faculty member, graduate assistant, athletic coach (without teaching responsibilities), or office staff member shall not be counted.
8. Occupational experience required for the issuance of a teaching certificate.
9. Experience as a teacher aide, paraprofessional, or teacher assistant.

(e) Each LUA shall place educators on the State Salary Schedule according to the following requirements.

1. An individual holding a renewable, professional teaching certificate and having zero years of experience shall be placed on Salary Step E. After one year of teaching in a Georgia LUA, that individual shall be advanced (i.e., skip years one and two to Salary Step 1 as if he/she had three years of creditable experience.
2. An individual holding a renewable, professional teaching certificate and having one or two years of experience that was not earned in a Georgia LUA; e.g., out-of state or in a private school, shall be placed on Salary Step E until a year of experience has been earned in a Georgia LUA, at which time the individual shall be advanced to Salary Step 1 (three years creditable experience) on the State Salary Schedule.
3. An individual holding a renewable, professional certificate and having three or more years of experience, who has not taught previously in a Georgia LUA, shall be placed on the Salary Step that corresponds to the individual's years of creditable experience; e.g., an individual with three years creditable experience not in a Georgia LUA shall be placed on Salary Step 1; an individual with four years of creditable experience shall be placed on Salary Step 2, etc.
4. An individual holding a provisional certificate and having zero, one or two years of creditable experience earns one year of creditable experience for each year taught in a Georgia school system; however, this individual shall not advance (move from Salary Step E to Salary Step 1) on the Salary Schedule until either the professional certificate or three years of creditable experience have been earned; e.g., an individual

with a provisional certificate and zero, one or two years of experience is listed at Salary Step E; the individual remains on Salary Step E until he/she has at least one year of creditable experience in the Georgia LUA and a professional certificate has been issued or three years have been earned on the provisional certificate. An individual with a provisional certificate and three years of creditable experience is placed on Salary Step 1. An individual with a provisional certificate and more than three years of experience is placed on the corresponding salary step; e.g., four years of experience equals Salary Step 2.

5. Individuals holding nonrenewable, professional (NT, NS, or NL) certificates with five-year validity dates and in fields that must be upgraded to a higher degree level within five years (e.g., school media, speech and language pathology, school psychology, administration and supervision) shall be advanced on the salary schedule after a year of creditable experience as if they had three years of creditable experience. Such individuals shall follow the regular rules for placement on the salary schedule.

Special Note: NT and NS certificates with three-year validity dates are no longer issued by the Professional Standards Commission; therefore, numbers 6 and 7 following are necessary only for proper placement prior to the 1993-94 School Year.

6. An individual holding a nonrenewable, professional (NT) certificate issued for three years and having zero, one or two years of experience shall remain on the entry step until the professional certificate is issued. An individual shall not advance (skip steps one and/or two) on the salary schedule as long as the individual holds a nonrenewable, professional certificate. When the individual receives a renewable, professional certificate and has one year of creditable experience in a Georgia LUA, the individual shall move to Salary Step 1 as if he/she had three years of creditable experience.

7. An individual holding a nonrenewable, professional (NT) certificate issued for three years and having three or more years of experience shall be placed on the step that corresponds to the years of creditable experience; e.g., an individual with an NT certificate and five years of creditable experience shall be placed on step three of the salary schedule.

Authority O.C.G.A. § 20-2-200; 20-2-212.

Adopted: April 11, 2002 Effective: May 2, 2002

Revised: 12/4/06, 8/27/07