

BOARD POLICY

Descriptive Code: GBA (1)

**PERSONNEL COMPENSATION
GUIDES**

Date: March 10, 2009

The Columbia County Board of Education annually approves wage and salary schedules during the budget approval cycle. Wage and salary schedules for all categories of employees are based on the type of required certificate, level of skills and/or previous work experience.

Administrative personnel are paid according to the locally developed Administrative Salary Schedule and approved procedures for placement on the salary schedule. Other professional certified employees are paid according to the state teacher salary schedule, plus the Columbia County Board of Education local supplement based on the type of certificate and previous years of acceptable work experience. The Georgia Board of Education has established guidelines to govern acceptable work experience for pay purposes in Rule 160-5-2-.05.

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 Procedure GBA (1) and receive year-for-year credit for prior related work experience up to a maximum of five years of service.

All auxiliary personnel who transfer from one category to another category on the General Services Salary Schedule will receive full credit for all experience recognized for pay purposes. Part-time auxiliary personnel who transfer from a part-time position to a full-time position will have their part-time years of experience converted to full year equivalents. 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.

Experience credit may be negotiated for one of a kind or limited categories as recommended by the superintendent and approved by the Board.

Substitute employees are paid on rate(s) as approved annually by the Board of Education.

It is the employee's responsibility to secure appropriate work experience verification documentation from previous employers at the time of employment. Salaries will be retroactively adjusted to reflect acceptable work experience during the year of

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receipt but will not be adjusted for prior years if the employee failed to submit the appropriate documentation.

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 to withhold the step increase and submit the form to the Human Resources Department by June 1.

DISPLACED EMPLOYEE PAY

Employees affected by a change in the approved General Services Salary schedule where a position is moved to a lower pay level will continue to be paid on the old salary schedule with annual percentage increases as approved by the Board of Education until such time as the employee leaves the position.

If a certified employee is reassigned or displaced due to reorganization, the salary level and workdays will be reviewed and approved on an individual basis.

EMPLOYEE ATTENDANCE INCENTIVE PAY

The Board of Education has established an attendance incentive plan to reward employees who maintain excellent attendance. The Board of Education recognizes that employee absenteeism has an adverse impact on productivity and efficiency and that by rewarding outstanding attendance, work performance will be enhanced.

Employees of the Board of Education, excluding principals, assistant principals and district administrators, will be paid an incentive amount for good attendance according to the schedule shown below. The daily incentive for auxiliary employees will be doubled for auxiliary employees who are not covered by the State Teachers' Retirement System. These employees, covered by the Public School Retirement program, are unable to credit accumulated leave time towards length of service to retirement. Any portion of a day missed is considered as one day missed for this incentive.

Incentive Pay for Missing One-Day or Less:

Certified employees	\$500
Auxiliary employees participating in Teacher Retirement	\$200
Auxiliary employees participating in Public School Retirement	\$400

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GEORGIA BOARD OF EDUCATION RULE 160-5-2-.05

PROCEDURE: YES

ADOPTED: 3/10/92

REVISED: 4/27/99, 8/10/99, 7/10/01, 6/11/02, 3/25/03, 9/12/06,
8/14/07

Columbia County Board of Education