

# REFERENCE COPY

FILE: GCBA  
Critical

## **EXPLANATION: PROFESSIONAL STAFF COMPENSATION**

**This policy has been modified for clarity and to incorporate information previously found in regulation GCBA-R1. Please read the rules regarding salary schedules carefully to ensure that this policy accurately reflects how the district will utilize salary schedules in the future.**

**MSBA has also taken the opportunity to clarify that only the Board may authorize compensation, either through a salary schedule or by assigning a salary or wage to a particular position or employee. This change has been added due to recent audits of school districts where it was revealed that certain employees received raises or stipends without Board involvement or knowledge.**

**Districts employ a variety of professionals who are not required to have teaching or administrative certificates, such as IT specialists, nurses, certified public accountants, and even engineers. MSBA has included a section that addresses compensation of noncertificated professional staff. Please review this language closely and ensure it adequately addresses how the district will set compensation for these employees in the future.**

**MSBA receives many calls every year involving situations where teachers and other employees were underpaid or overpaid due to mistakes made in applying salary schedules or other compensation rules. Sometimes this overpayment or underpayment has gone undetected for years. While the law is not clear regarding the district's obligations in these situations, MSBA has added a section titled "Employee Responsibility" that states that employees have 30 days to report mistakes made in compensation. While this does not definitively limit district liability to 30 days, it will hopefully encourage employees to take a more active role in reviewing their compensation and will provide districts an argument that the employee bears some responsibility for past inaccuracies.**

**MSBA has also included language regarding payment of compensation over 12 months, even when an employee does not work a 12-month schedule. This is allowed by state and federal law and is the practice of most districts.**

**The district's custom language from Policy DL (Payroll Procedures) dealing with the disbursement of pay to full-time teachers has been moved to the section titled "Compensation Disbursement" in this policy.**

**The district's custom language from GCBA-R1 regarding professional staff moving more than one step on the salary schedule after receiving administrative approval has been moved to subsection 5 of the section titled "All Professional Staff Salary Schedules."**

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**MSBA has included an option where employees may be paid for extra duties during the season or months when the work is performed. Unfortunately, some districts have had negative experiences where a teacher was assigned to coach a spring sport, for example, and was paid for that duty over 12 months, but was unable to fulfill the coaching duties. It is difficult to recoup money that has already been paid. Districts can avoid this situation by paying for extra-duty stipends only in the months the compensation is earned.**

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

X	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## PROFESSIONAL STAFF SALARY SCHEDULES **COMPENSATION**

### **Instructional Staff**

An adequate salary schedule is necessary to secure new teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers while in service, and to retain the most competent teachers while in the school system. The Board of Education shall annually adopt a salary schedule having the following essential features:

- ▶ A salary for those beginning in the system, which will be at or above the minimum salary established by state statute.
- ▶ Annual increments shall be added for each school year of successful experience up to the limits provided by the schedule.

The superintendent of schools shall prepare salary schedules for approval of the Board of Education and implement the salary schedules adopted by the Board of Education. The superintendent may consult with staff members in preparing the salary schedules.

### **Administrative Staff**

The Board will annually determine the salaries for the administrative staff. The Savannah R-III School 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. 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 salary schedule adopted by the Board of Education. 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 salary schedules unless determined otherwise by the Board:

1. 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 salary schedule adopted by the Board will remain in effect and continue to operate until Board action is taken to change or eliminate the salary schedule.
2. The Board may freeze the operation of the salary schedule when warranted by the financial condition of the district or other relevant reasons, as determined by the Board. Once a salary schedule is frozen, employees will not advance on the salary schedule until a vote is taken by the Board authorizing movement on the salary schedule.
3. 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 rules adopted by the Board and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.
4. 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.
5. In general, 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. Specifically, professional staff may move more than one column on the salary schedule after receiving administrative approval by May 1.
6. The district will recognize similar, previous experience of an employee 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. It is the employee's responsibility to fully apprise the district of his or her relevant background when first being employed in the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.

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## 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, an employee may be provided extra-duty compensation or a stipend to compensate the employee for performing additional duties. In those situations, the amount of compensation will be determined by the Board and 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. An employee is 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. For full-time teachers, the installments will begin with the August pay period and end with the July pay period. However, payment for extra duties that are seasonal or limited to a specific timeframe may be paid in the month the work was performed.

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 06/14/2005

### Revised:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation  
DLB, Salary Deductions  
HA, Negotiations with Employee Representatives

Legal Refs: §§ 163.172, 168.101, .110 (2), RSMo.  
Equal Pay Act, 29 U.S.C. § 206(d)

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Savannah R-III School District, Savannah, Missouri