



Clarke County School District

Better Together

District Compensation Guide

2023-2024

CCSD COMPENSATION RESOURCE GUIDE 2023-2024

Introduction and Purpose

Clarke County School District is committed to implementing a robust compensation strategy that supports our ability to recruit, develop and retain effective teachers and staff who meet the diverse needs of our students. To accomplish this goal, the Clarke County School District maintains competitive salaries by conducting market analysis of the surrounding counties. Salary scales are reviewed on an annual basis.

General Information about the Plan

Clarke County School District pays into Social Security and withholds FICA on behalf of all employees to benefit them in retirement.

All employees are paid on a 12- month basis divided into 24 paychecks regardless of their respective position's schedule of days.

Substitute teachers are not employees of the school district. All other categories and positions are employees and placed on one of the approved salary schedules upon hire.

The certified schedule for teachers is based on the state salary schedule, enhanced by a local supplement. It serves as the foundation for the certified administrator's schedule.

Compensation Structure

CCSD's compensation scales are comprised of salary pay grades, steps for annual movement to advance compensation within the grade, as well as supplemental earnings and benefit programs that are approved by the Board of Education. Salaries and pay grades are determined by job responsibilities and market rates for benchmarked positions. To ensure that salaries are competitive with the market, research determines current compensation levels for comparable positions.

Certified Teaching Positions

Teachers and other certified employees paid on the Certified Teacher scale will be granted verified year-for-year experience and placed on the appropriate step and certification level. In order to be granted a full year, a certified employee must meet all of the state's guidelines (160-5-2-.05 Experience for Salary Purposes). Typically, to receive a full year of credit, certified employees must meet the following requirements:

- Must have been certified (**Public Schools**)
- Must have been employed in an accredited system (**Public, Private, or Charter**)
- Must have worked full-time at least 63% of the school year, or 120 days (**Public, Private, or Charter**)

As a charter system we have the ability to waive certification. These non-certified teachers will be paid on the CCSD provisional teacher pay scale.

School Leadership Positions

School leaders (Assistant Principals, Principals, and Program Directors) who are paid on the School Leadership scale will be placed in their assigned pay grades and offered a salary based on their years of verified experience.

Experience is defined and will be awarded based on the following guidelines:

☐ Tier 1 - Equivalent Functional Experience is defined by the position's job description, explicitly noting core job requirements, performance expectations, and responsibility to stakeholders. The candidate will be awarded years of equivalent experience for previous work verified in writing from their former employer. Assistant principal, principal, program director, and district office leadership experience at the coordinator level and above will be considered Tier 1 experience. Equivalent leadership experience in other industries may be considered.

☐ Tier 2 - Relevant Industry Experience is defined as experience related to the pending role but has lesser or minimal job requirements, performance indicators, and less responsibility to stakeholders. The candidate will be awarded one year of service credit for every two years of relevant industry experience for previous work verified in writing from their former employer.

Administrative/Non-Teaching Professional/Support Staff Positions

Compensation Determination for Administrators, Non-Teaching Professionals and Support Staff

Employees will be placed in their assigned pay grades and offered a salary based on their years of verified experience.

Experience is defined and will be awarded based on the following guidelines:

☑ Tier 1 - Equivalent Functional Experience is defined by the position’s job description, explicitly noting core job requirements, performance expectations, and responsibility to stakeholders. The candidate will be awarded years of equivalent experience for previous work verified in writing from their former employer.

☑ Tier 2 - Relevant Industry Experience is defined as experience related to the pending role but has lesser or minimal job requirements, performance indicators, and less responsibility to stakeholders. The candidate will be awarded one year of service credit for every two years of relevant industry experience for previous work verified in writing from their former employer.

Examples of Experience Credit

Position	Example of Experience	Credit Received	Total Credited Years of Service
Custodial Zone Supervisor	3 Years Head Custodian 6 Years Custodian	3 Years for Head Custodian (Tier 1) <ul style="list-style-type: none"> ● $3 \times 1 = 3$ 3 Years for Custodian (Tier 2) <ul style="list-style-type: none"> ● $6 \times .5 = 3$ 	6
Payroll Supervisor	2 Years Payroll Supervisor 2 Years Payroll	2 Years Payroll Supervisor (Tier 1) <ul style="list-style-type: none"> ● $2 \times 1 = 2$ 1 Years Payroll Assistant (Tier	5

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	Assistant 4 Years Budget Clerk	2) <ul style="list-style-type: none"> • $2 \times .5 = 1$ 4 Years Budget Clerk (Tier 2) <ul style="list-style-type: none"> • $4 \times .5 = 2$ 	
Registrar	2 Years School Custodian 2 Years Store Cashier	0 Years School Custodian 0 Years Store Cashier	No credited experience, placed on entry step for position

New hires without external experience are placed on the first step for the position in the appropriate grade.

After initial placement everyone moves one step annually.

Should you have questions regarding initial step placement, please contact your HR specialist to determine what additional documentation may be needed for consideration.

Verification of Employment & Retroactive Pay for Verification of Employment

Employees are responsible for providing verification forms for each previous employer where they worked in a relevant position within their first 120 days of employment. Once all forms are received, the placement on the scale is calculated and applied. Experience verified within the first 120 days of employment will be applied retroactively. Any experience received after the first 120 days of employment will be applied moving forward to be effective from the date received.

Returning Employees

Employees that return to CCSD will be placed on the pay scale based on the total years of verified previous experience. The placement on the scale will be calculated using the same parameters as an employee newly hired to CCSD.

Salary Advancement

Full time employees move a step every year using a common anniversary date by role group which is the start of the payroll year, depending on the number of days an employee group works, until they reach the maximum step for their position. Part-time employees (less than 20 hours per week) will similarly advance every 2 years. An individual must be hired before January 1 to move a step the subsequent summer. Note: Step advancement for CCSD staff is

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approved annually by the BOE as part of the annual budget. There may be times when economic conditions dictate that pay is frozen, and step increases are not granted. Employees will be notified if this occurs.

Promotion

Promotion is defined as movement from a lower pay grade to a higher pay grade. Promoted employees are placed on the appropriate higher pay grade based on the guidelines shown under [Compensation Determination for Administrators, Non-Teaching Professionals and Support Staff](#). If the change does not result in a pay increase, then the employee will receive a two step advancement on the new pay grade.

Lateral Transfers and Adjustments

Employees who move to a new position within the same pay grade will be maintained at their step. The employee may request a review of their placement if they believe their previous job experience should result in an increase in step placement.

Demotions

In cases of demotion, an employee is placed at the current step column on the new pay grade. The employee may request a review of their placement if they believe their previous job experience may result in an increase in step placement. They will get the higher of the two.

Movement between Pay Groups

Movement between pay groups happens when an employee moves from one salary schedule to another. An example of this is when a principal moves from the School Leadership Pay Scale to the Non-Teaching Professional/Support Staff Pay Scale. This movement may be voluntary or involuntary. When movement between pay groups occurs, the business rules governing the new position will apply for placement on the new scale.

Education Advancement

For individuals paid on the Non-Teaching Professional/Support Staff Pay Scale, salaries are determined based on the pay grade of each position. Pay grades are determined and established by responsibilities, requirements, competencies, skills, and education requirements outlined on the job description. Since education is already a factor that determines the pay grade, additional educational advancements are not further compensated unless it becomes a job requirement.

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Individuals on the Certified Teacher Pay Scales will be paid on the highest level of degree shown on their Georgia Educator Certificate appropriate for their role.

Review of Experience for Step Placement

Request for Review Form

A request to review experience for step placement must happen within the designated time frame established by Human Resources each year. The review must be submitted using the Experience Review Request Form. All documentation must be submitted at one time with the request. Any artifacts submitted after the request will not be considered. Human Resources will review and evaluate the documentation using an established rubric and guidelines to complete the review.

If it is determined, based on the experience review process, that your pay should increase, then Human Resources will provide Payroll with the information needed to adjust the employee's pay for the upcoming pay period.

If it is determined, based on the experience review process, that your pay is over the correct step on the pay scale, the employee's salary will be frozen for a period of time, until their experience aligns with the pay scale.

Temporary Placements/Interims

Occasionally, employees may be asked or required to fill positions that require additional or different responsibilities for a limited period of time. When an employee is covering another position due to absence or vacancy for a period of time greater than 20 days, the supervisor should notify Human Resources that additional compensation evaluation is needed. Factors considered for interim assignment pay include the percentage of duties being covered and time spent in the interim assignment.

Overpayment Due to Incorrect Step Placement

Overpayment may occur if an employee was incorrectly granted a higher step placement than dictated by experience. In such cases, employees may be frozen administratively for a period of time until their current step placement catches up with the appropriate pay for their position and years of experience.

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Underpayment Due to Incorrect Step Placement

Underpayment may occur due to miscalculation of experience or other process error. In such cases, employees should notify Human Resources as soon as the potential error is discovered. If it is determined that an employee was underpaid, the employee will be placed on the correct step. The employee will be compensated for up to 6 years prior to notifying Human Resources of the error. This process is only to correct errors due to incorrect step placement at hire or transfer. Recalculation of experience due to adoption of the current step placement protocol should follow the steps outlined [above](#).

Salary Proration

CCSD will compensate employees for each day worked within a particular position. Salaried employees who start an assignment after the determined calendar start date will receive a prorated salary for the remaining number of calendar days within the position. In these instances, employees will receive the appropriate daily rate for each day worked. When an employee changes positions during the year that results in a pay change, the salary will be a prorated amount based on the daily rate and number of days worked in each position.

Leave without pay

Employees that go into leave without pay will have their pay docked based on the number of days that they are on leave without pay during a given pay period. If they are on leave without pay for a period of time that expands into an additional payroll cycle, the pay will be inactivated until they return to work. At that time, the pay will be recalculated based on the number of days that the employee will actually work for that particular fiscal year and the pay will be adjusted based on the adjusted number of days worked.

Reclassification/Job Evaluation Process

The job evaluation process is used to evaluate whether the primary duties and responsibilities for a position have significantly and permanently changed to the extent that reclassification to a lower or higher pay grade is warranted. This change is typically in response to the district's needs, and not based on the person in the position. The supervisor for the position needing evaluation should contact Human Resources with the approval of their cabinet member. Human Resources will review jobs submitted for reclassification between January and March of each year to allow time for incorporation into the budget proposal for the next fiscal year. If a reclassification is approved, it becomes effective on the first scheduled day of the following fiscal year. Exceptions to the process will be considered when a vacancy occurs and needs consideration prior to posting for hire.

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Resources

[Employee Self Service Features](#)

Employees may access and update the following payroll items online via Employee Self Service.

- Pay statements
- W-2's
- Federal Tax Withholding

To change Georgia tax withholdings or direct deposit information, employees need to print the applicable form from the Resources section in the upper right corner of Employee Self Service and return the form to payroll.

Reference Materials

1. Pay scales
 - a. [Certified Teacher Pay Scale](#)
 - b. [School Leadership Pay Scale](#)
 - c. [Non-Teaching Professional/Support Staff Pay Scale](#)
2. [Payroll Calendar](#)
3. [Summary of Positions Sheet](#)

Disclaimer -

CCSD is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner (not all prohibited bases apply to all programs).