

COMPENSATION: 5310

Salary schedules for all employees will be developed and maintained by the Superintendent or designee in accordance with the appropriate collective bargaining agreements and directives of the Board.

1. Pay Periods

During the months of September, October, November, December, January, February, March, April, and May, employees will be paid on the last working day of each calendar month unless they are on leave without pay or unable to work and have exhausted all absence benefits. During June, July and August, employees will be paid on the last business day of each month.

All wages generated from employee timesheets (overtime, extra pay, and/or substitute pay) shall be recorded and paid on the pay period following the month for which the work was performed.

2. Overtime

Overtime shall be paid in accordance with State and Federal Regulations and consistent with the provisions of applicable collective bargaining agreements.

3. Payroll Deductions

The Superintendent/designee is directed to make all payroll deductions that are required by law and collective bargaining agreements approved by the Board.

4. Application of Course Credits to the Certificated Salary Schedule

The District shall provide for the review and adjustment of certificated staff contracts on the basis of information filed with the Human Resources office by October 25 of each year, or as agreed to through collective bargaining. Such adjustments that result in new placement on the salary schedule shall be applied retroactively to September 1, provided the documented coursework or qualifying training was completed by August 31. The staff member shall provide the Human Resources office, according to schedule, with the required information, including official college or university transcripts, official records of degrees completed, official records of approval and completion of authorized work for equivalent credits and all other pertinent data for contract adjustment purposes.

Credits earned by certificated staff after September 1, 1995 shall be eligible for application to the State salary schedule only if the course content meets one of the following criteria:

- a) The course is consistent with a school-based plan for mastery of student learning goals identified in the annual school performance report for the school in which the staff member is assigned;

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- b) The course pertains to the individual's current assignment or expected assignment for the subsequent school year;
- c) The course is necessary to obtain an endorsement required by the Washington Professional Educator Standards Board;
- d) The course is specifically required to obtain an advanced level of certification;
- e) The course is part of a college or university degree program that pertains to the staff member's current or potential future assignment as instructional staff; or
- f) The course addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia and language disabilities when addressing learning goal one as applicable and appropriate for individual certificated instructional staff.

Legal References: RCW 28A.405.200 Annual salary schedule as basis for salaries for
certificated employees

WAC 392-121-(200-299) Definitions–Determination–Placement
Certificated years of experience

Management Resources: *Policy News*, December 2005 Addition to Certificated Staff
Course Options