

**SALARY SCHEDULES FOR PERSONNEL**

General

The board, in compliance with state law, directs the superintendent or designee to develop salary schedules for all employees of the School System. Such salary schedules shall be based upon fair and equitable criteria. The salary schedules shall be presented to the board for review and approval and shall be available at each school and work site.

When System-wide changes occur in the general salary schedules, the superintendent or designee shall prepare or cause to be prepared new salary schedules for all personnel employed by the School System.

Initial Placement on the Salary Schedule- Noncertified Personnel

Years of experience granted for placement on the salary schedule shall be based on an analysis of past job-related experiences by the Superintendent or designee.

In instances where newly hired or transferred employees have gained prior work experience, credit for initial placement will be granted for past job-related experience based on the criteria that job related experience must have been gained in the exact employment experience, i.e. secretarial experience applicable to a secretarial position.

In instances where newly hired or transferred employees job related experience are not exact and it is determined by the superintendent or designee, that partial credit could be granted, after the analysis of past job experience a prorated percentage will be applied up to one half of the job related experience.

In all cases, placement will be based on the condition that past experience is verified. Verification of employment is the responsibility of a newly hired employee. Newly hired employees will be placed on step zero of the appropriate salary schedule until verifications are received.

This revised policy shall be effective with respect to initial placements for non-certified personnel to any non-certified position made after the date of its adoption. The 2008 revision to this policy shall not work a change in the salary schedule placement of any non-certified employee to a particular position where that employee's initial placement for that particular position occurred prior to the 2008 revision to this policy.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: Date: November 16, 1995; REVISED: June 18, 1998;  
June 5, 2008

LEGAL REF.: Legislative Act 90-325.