



COMPENSATION GUIDELINES





Compensation Philosophy

The purpose of the Bibb County School District's (BCSD) Classification and Compensation Program is to attract, reward and retain the most qualified employees by offering an equitable, competitive, and attractive program. We believe that a robust compensation strategy is essential to our success and a key component for progressing as a district. Ensuring that our students are **Built4Bibb** requires that we continually develop, recognize, and compensate staff by:

- Developing a classification and compensation system that is transparent and equitable.
- Recognizing employees for their experience.
- Including appropriate fiscal responsibility.
- Ensuring that BCSD stays competitive in the marketplace.

Hiring Practices

Newly hired employees will be placed on the appropriate salary schedule based on their verified experience and degree level where applicable. Please refer to the [Compensation Information tab](#) on the website for more information.

1. Teacher Hiring – Teachers will be granted verified year for year experience and placed on the appropriate step and by certification level. To be granted a full year, a teacher must meet all the requirements of the State Guidelines ([160-5-2-.05 Experience for Salary Purposes](#)). Typically, to receive a full year of credit teachers must meet the following requirements:

Public Schools

- *Must have been certified
- *Worked in an accredited institution
- *Worked at least 120 days FT per school year

Private Schools

- *Worked at an accredited institution
- *Worked at least 120 days FT per school year

- For all other Employment Categories (Administrative, Non-Teaching Professional and Support) employees will be placed in their assigned pay grades and be offered a salary based on their years of verified experience. Individuals must have worked 63% of the year to be granted a year of experience. Up to 10 years of equivalent experience will be awarded. Equivalent experience is defined by the job description of the position specifically noting core job requirements, performance, and responsibility to stakeholders. The candidate will be awarded years of equivalent experience for previous full-time work verified in writing from their previous employer.

***Please Note: All evaluations are completed by HR professionals and are non-negotiable.**

Military Experience

- Military service credit is for active-duty service in the Armed Forces of the United States.
- Employees may receive a maximum of three years of military service credit.
- A DD214 must be submitted to the Human Resources Department for review.

Promotions

Employees promoted within the organization will be placed on the appropriate higher pay grade. Employees promoted to the Grade Salary Schedule from the Teacher Salary Schedule are evaluated as new hires. If an employee's promotion does not result in a pay raise, the employee's current salary may be adjusted by a percentage increase and placed on the nearest step in the new assigned grade, not to exceed the maximum step. Please note that promoted employees must meet minimal qualifications for the position. Internal equity will always be a consideration when deriving a promotion salary.

Demotions/Change in Workdays

Voluntary and involuntary demotions will be treated the same. In the case of a demotion, employees will be placed on their newly assigned scale at the appropriate step, not to exceed the maximum. An employee will begin receiving the newly assigned salary based on the effective date of the demotion. Individuals moving from a (239/225-Day) position to a school-based position (215 days or fewer) will experience an interruption in pay for the month of July. Employees in this category may opt for a 13-month pay schedule as an alternative. The 13-month option will result in a lower monthly salary over the contract period.

Lateral Movement

If an employee moves to a new position within the same job classification, they will receive the same pay.

Verification of Employment & Retroactive Pay for Verification of Employment

Experience Verification forms are used to determine the verified, comparable experience an employee has. This verified experience is used to determine the amount of experience granted for salary purposes. All newly hired employees will be paid on zero years of experience until the experience verification is received and processed by the Salary Specialist. It is the responsibility of the employee to submit the experience verification form to former employers. BCSD uses **Verifent** to manage the employee experience process. Please visit the [Careers Page](#) to start the process. Once the experience verification is received, verified, and processed by the Salary Specialist, you should see a pay adjustment for your experience in 2-3 pay cycles.

Please Note: Experience Verifications must be received within the first 60 days of your employment for experience to be retroactive. Any experience verification forms submitted after the first 60 days may result in a salary adjustment but will not qualify for retroactive pay.

Certification Upgrades

The Bibb County School District strongly encourages its employees continue their education to increase their effectiveness in their jobs, as well as to enrich their lives. Over the last several years, the Georgia Professional Standards Commission (PSC) has revised its policies to clearly identify how to upgrade a certificate and rules on if the upgrade will increase an employees pay. Please visit www.gapsc.com for more information.

For employees that qualify for a pay increase resulting from a certificate upgrade, please email a copy of the new certificate to the Certifications Department at Certifications@bcsdk12.net.

- Pay changes for applicable upgraded certificates will be instituted based on the PSC effective date. If the employee submits a copy of the certificate to HR within the same academic year of the certificate being issued, an employee will receive a salary increase and retroactive pay due from the effective date.
- If an employee submits a certificate upgrade after the academic year has ended, the employee's salary increase will go into effect starting their next contract year.

- If an employee's certificate is not effective on their first day of work, the upgraded salary will be prorated based on the number of days worked.

Strategic Waiver Compensation

The Bibb County School District is a Strategic Waiver School System. BCSD waives certification for candidates for employment who meet the criteria outlined in our professional qualifications. Newly hired candidates will be paid on a provisional salary schedule, based on the highest degree awarded at the time of hire. For example, teachers hired under the strategic waiver with a bachelor's degree will be paid at the B-4 level and teachers with a master's degree will be paid at the B-5 level. Teachers hired at the B-4 level will only move to Level 5 upon completion of an approved MAT program and obtaining Level 5 certification from the PSC.

Compensation Changes

Returning employees working 225 days or more are paid on a July – June pay cycle, and employees working less than 225 days are paid on an August - July pay cycle. The paycheck received in June (less than 225) is holdover pay from the previous year. The first payroll for the new school year is 7/15/24 for all staff working 225 or more days and 8/15/24 for all for all staff working less than 225 days. Individuals moving from a (239/225-Day) position to a school-based position (215 days or fewer) will experience an interruption in pay for the month of July. Employees in this category may opt for a 13-month pay schedule as an alternative. The 13-month option will result in a lower monthly salary over the contract period.

Late Hires

Each position in the District has a designated number of workdays. Should an employee work less than the scheduled days for his or her position, the annual salary is pro-rated based on the actual days worked. The total annual salary from the salary schedule will be divided by the scheduled days for that position and multiplied by the actual number of days to be worked. The salary is then divided over the remaining months that the employee must be paid. An example is listed below. Classified and Certified salary estimation forms can be found on the [Compensation Information](#) tab on the HR website.

Full Year vs Late Hire Salary Example	Full Year (8/1/24)	Late Hire (10/3/24)
Position:	Paraprofessional	Paraprofessional
Salary Grade and Step:	GR034 – Step 0	GR034 – Step 0
Daily rate:	\$119.93	\$119.93
Multiply by the number of days worked:	X 182	X 133
Equals total earned:	\$21,826.35	\$15,950.69
Divided by the number of checks you will receive:	÷24 checks	÷20 checks
Equals your semi-monthly gross payment:	= \$909.43	= \$797.54

Full Year vs Late Hire Salary Example	Full Year (7/25/24)	Late Hire (10/3/24)
Position:	Teacher	Teacher
Salary Placement and Step:	T4 – Step 0	T4 – Step 0
Daily rate:	\$240.81	\$240.81
Multiply by the number of days worked:	X 190	X 140
Equals total earned:	\$45,753	\$33,713.40
Divided by the number of checks you will receive:	÷24 checks	÷20 checks
Equals your semi-monthly gross payment:	= \$1906.38	= \$1685.67