Division of Business Services

Compensation

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Compensation Philosophy

Clayton County Public Schools (CCPS) is committed to providing a fair and competitive employee compensation program that will attract, retain and reward high-performing employees at all levels.

CCPS strives to cultivate and maintain fair, consistent, and equitable compensation practices that improve morale and are aligned with the core values and mission to produce a competitive and high-performing organization.

Furthermore, CCPS believes that high-quality Teachers and Support Staff exhibiting outstanding talent will provide an exemplary level of innovation, creativity, leadership, and knowledge to fulfill the community.

Experience for Salary Purposes GBA (5)

Teacher and teacher-like positions that require certification are compensated on the **CCPS Teacher Salary Scale**.

Placement for teachers is based on **certificate level** (T-level) and the number of **verifiable teaching years**.

To be granted a full year, a teacher must satisfy the State Board of Education State Rules (*Adopted Rule* 160-5-2-.05) criteria.

The highlights of the rules are as follows:

- ✓ Must have been certified
- ✓ Must have worked in an accredited institution
- ✓ Must have worked full-time with a minimum of 120 days each school year

Teacher Salary Schedule

2024-2025 SCHOOL YEAR (190 DAY)

Each Tier represents the degree level and each step represents the number years of verified experience.	BT-4 Bachelor's Degree	T-4 Bachelors Degree	BT-5 Master's Degree	T-5 Masters Degree	T-6 Specialist Degree	T-7 Doctorate Degree
Step						
E	**47,342**	**55,309**	**51,556**	**60,181**	**64,967**	**70,372**
1	47,342	55,309	51,556	60,181	64,967	70,372
2	47,342	55,919	52,678	60,859	65,729	71,045
3	47,342	56,578	53,833	61,630	66,629	72,075
4	47,342	57,104	55,042	62,512	67,583	73,121
5	**47,342**	**58,153**	**56,659**	**63,663**	**68,890**	**74,353**
6	47,342	58,968	57,934	64,608	70,011	75,576
7	47,372	60,211	59,904	66,034	71,620	77,434
8	47,342	61,018	61,276	66,975	73,093	79,042
9	47,374	61,756	61,276	68,130	74,719	80,799
10	**47,342**	**62,818**	**62,689**	**69,561**	**76,317**	**82,621**
11	47,342	63,680	62,848	70,365	77,180	83,849
12	47,501	65,062	64,464	71,833	78,897	85,464
13	47,661	65,662	64,623	72,532	79,410	86,072
14	47,819	67,298	66,282	74,282	81,278	88,346
15	**47,979**	**67,917**	**66,441**	**74,999**	**81,989**	**88,962**
16	48,137	69,143	68,145	76,370	83,532	90,778
17	48,297	69,777	68,304	77,104	84,324	91,477
18	48,456	71,237	70,055	78,802	86,180	93,626
19	48,615	71,888	70,213	79,559	87,016	94,419
20	**48,774**	**73,277**	**72,012**	**81,149**	**88,673**	**96,229**
21	48,934	73,876	72,170	81,841	89,334	97,061
22	49,092	74,792	72,330	82,893	90,453	98,291
23	49,252	75,151	72,489	83,319	90,926	98,808
24	49,411	76,171	72,648	84,493	92,235	100,234
25	**49,570**	**76,616**	**72,807**	**85,015**	**92,750**	**100,799**
26	49,729	77,543	72,967	86,017	93,860	102,009
27	49,888	78,250	73,125	86,760	94,603	102,815
28	50,047	79,234	73,285	87,957	95,939	104,255
29	50,207	79,705	73,444	88,529	96,566	104,943
30	**50,365**	**79,728**	**73,603**	**88,551**	**96,588**	**104,967**
31	50,525	79,752	73,762	88,576	96,613	104,990
32	50,684	79,752	73,921	88,576	96,613	104,990
33	50,843	79,752	74,080	88,576	96,613	104,990
34	51,002	79,752	73,740	88,576	96,613	104,990

Note: CCPS step is determined according to the State of Georgia guidelines for recognizing creditable years of teaching experience.

Administrative, Non-Teaching Professional and Support Positions for Salary Purposes

Administrative positions, which require certification, and other Classified positions are compensated according to the **CCPS Grade Salary Schedule.**

- ✓ Each grade has a maximum of 16 steps.
- ✓ Step placement is determined by years of directly relatable experience up to the midpoint for **all administrative positions** except Coordinator and above-level positions.
- ✓ All other Classified positions may receive experience credit ranging from step 4 to step 8 and cannot exceed the midpoint of the designated grade. **(Paraprofessionals, Nutrition Workers, Bus Drivers, Monitors, Secretaries, etc.).**

Verification of Experience Forms for Retroactive Payment

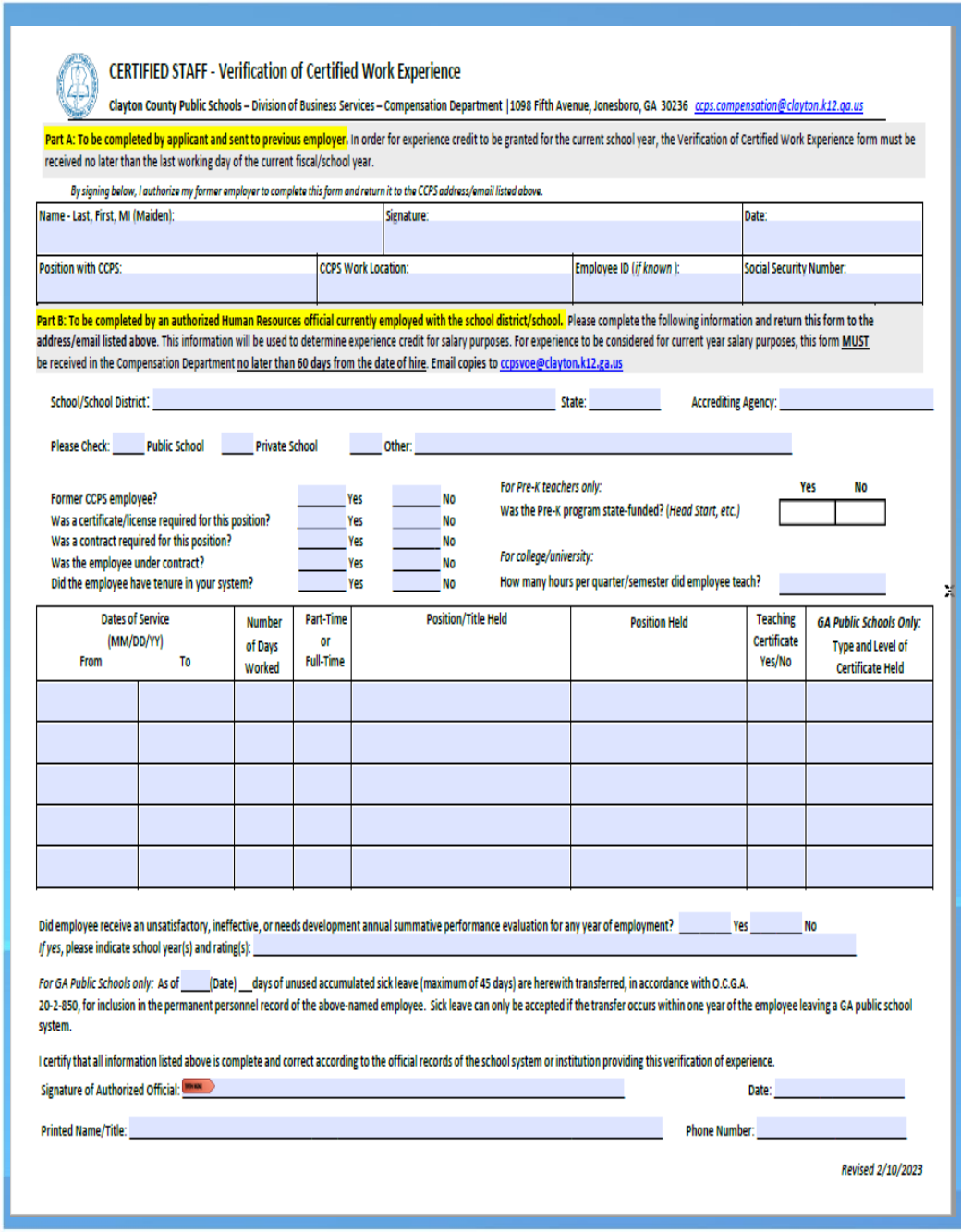
Must be completed and submitted by the previous employer

- ✓ Via email **or**
- ✓ Via Verifent

All sections on the form must be complete

- ✓ Include all required signatures
- ✓ School District Name and State
- ✓ Accrediting Agency
- ✓ Number of work days per school year

Must be returned **no later than 60 days** from the date of hire



CERTIFIED STAFF - Verification of Certified Work Experience

Clayton County Public Schools – Division of Business Services – Compensation Department | 1098 Fifth Avenue, Jonesboro, GA 30236 ccps.compensation@clayton.k12.ga.us

Part A: To be completed by applicant and sent to previous employer. In order for experience credit to be granted for the current school year, the Verification of Certified Work Experience form must be received no later than the last working day of the current fiscal/school year.

By signing below, I authorize my former employer to complete this form and return it to the CCPS address/email listed above.

Name - Last, First, MI (Maiden):	Signature:	Date:

Position with CCPS:	CCPS Work Location:	Employee ID (*if known*):	Social Security Number:

Part B: To be completed by an authorized Human Resources official currently employed with the school district/school. Please complete the following information and return this form to the address/email listed above. This information will be used to determine experience credit for salary purposes. For experience to be considered for current year salary purposes, this form MUST be received in the Compensation Department no later than 60 days from the date of hire. Email copies to ccpsvoe@clayton.k12.ga.us

School/School District: _____ State: _____ Accrediting Agency: _____

Please Check: ____ Public School ____ Private School ____ Other: _____

Former CCPS employee? _____ Yes _____ No
Was a certificate/license required for this position? _____ Yes _____ No
Was a contract required for this position? _____ Yes _____ No
Was the employee under contract? _____ Yes _____ No
Did the employee have tenure in your system? _____ Yes _____ No

For Pre-K teachers only:
Was the Pre-K program state-funded? (*Head Start, etc.*) Yes ☐ No ☐

For college/university:
How many hours per quarter/semester did employee teach? _____

Dates of Service (MM/DD/YY) From	To	Number of Days Worked	Part-Time or Full-Time	Position/Title Held	Position Held	Teaching Certificate Yes/No	*GA Public Schools Only:* Type and Level of Certificate Held

Did employee receive an unsatisfactory, ineffective, or needs development annual summative performance evaluation for any year of employment? _____ Yes _____ No
If yes, please indicate school year(s) and rating(s): _____

For GA Public Schools only: As of ____(Date) __days of unused accumulated sick leave (maximum of 45 days) are herewith transferred, in accordance with O.C.G.A. 20-2-850, for inclusion in the permanent personnel record of the above-named employee. Sick leave can only be accepted if the transfer occurs within one year of the employee leaving a GA public school system.

I certify that all information listed above is complete and correct according to the official records of the school system or institution providing this verification of experience.

Signature of Authorized Official: _____ Date: _____

Printed Name/Title: _____ Phone Number: _____

Revised 2/10/2023

Click here to complete the form
Verification of Experience – Certified

or copy and paste the following link:
https://resources.finalsite.net/images/v1692149990/claytonk12gaus/jyzvhq84ufjeqcjwim5c/CCPSVerificationofExperience_Certified.pdf

NON-CERTIFIED/CLASSIFIED STAFF - Verification of Work Experience

Clayton County Public Schools – Division of Business Services – Compensation Department |1098 Fifth Avenue, Jonesboro, GA 30236 ccpsvoe@clayton.k12.ga.us

Part A: To be completed by applicant and sent to previous employer. In order for experience credit to be granted for the current school year, the Verification of Certified Work Experience form must be received no later than the last working day of the current fiscal/school year.

By signing below, I authorize my former employer to complete this form and return it to the CCPS address/email listed above.

Name - Last, First, MI (Maiden):	Signature:		Date:
Position with CCPS:	CCPS Work Location:	Employee ID (*if known*):	Social Security Number:

Part B: To be completed by an authorized Human Resources official currently employed with the school district/school. Please complete the following information and **return this form to the address/email listed above**. This information will be used to determine experience credit for salary purposes. For experience to be considered for current year salary purposes, this form **MUST** be received in the Compensation Department **no later than 60 days from the date of hire**. **Email copies to** ccpsvoe@clayton.k12.ga.us

Company/Organization: _____

City: _____ State: _____

Dates of Service (MM/DD/YY) From	To	Number of Days Worked	Part-Time or Full-Time	Position/Title Held	Degree/Certificate Held

I certify that all information listed above is complete and correct according to the official records.

For GA Public Schools only: As of _____ (Date) _____ days of unused accumulated sick leave (maximum of 45 days) are herewith transferred, in accordance with O.C.G.A. 20-2-850, for inclusion in the permanent personnel record of the above-named employee. Sick leave can only be accepted if the transfer occurs within one year of the employee leaving a GA public school system.

Signature of Authorized Official: _____ Date: _____

Printed Name/Title: _____ Phone Number: _____

Revised 8/04/2023

Click here to complete the form
Verification of Experience - Non-Certified

or copy and paste the following link:
https://resources.finalsite.net/images/v1692149998/claytonk12gaus/ijfw0ev5z8lg67hiva28/CCPSVerificationofExperience_Non-Certified1.pdf

How is my semi-monthly salary calculated as a new 10 or 11-month employee who starts on the first day of the school year?

Bus Driver (Classified)
186 Day | Grade 18 | Step 3 | 6 Hours

Position Start Date: 7/29/2024

Working 186 Days

# of Pay Cycles

$$\$26{,}637.06 \div 26 = \$1{,}024.50$$

Actual Salary

Semi-Monthly Salary (before taxes & benefits

How will my salary be affected if I begin employment after the first day of the school year?

Teacher (Certified)

190 Day | T5 | Step 5 | 8 Hours

Position Start Date: 7/26/2024

Actual First Day of Work: 9/3/2024 (Working only 164 Days)

Daily Rate

$$\$63,663.00 / 190 = \$335.07 \times 164 = \$54,951.48$$

Actual Salary — **# of Days Worked** — **Remaining Days for 2024-2025 SY** — **Prorated Salary**

Why is my prorated salary less than my actual salary? The amount of $54,951.48 is based on the number of days you will work in the school year.

$54,951.48 / 23 (remaining number of pay periods left in the school year) = $2,289.19 semi-monthly per pay period (**before deductions**).

Frequently Asked Questions

1. How are salaries for CCPS employees determined?
The District currently maintains a market-based compensation system for all District jobs.

2. When will CCPS employees receive a raise?
The Board of Education hopes to provide a general increase to all District Employees within available resources. District budgets are impacted by changes in local, state, and federal revenues.

3. How and when am I paid?
All current employees are paid on a semi-monthly basis and receive 24 evenly distributed paychecks for the school year. All payroll check dates will be on the 15th day of the month and the last workday of the month.

4. If I am a new 10 or 11-month employee at CCPS, when will my pay begin?
10 and 11-month employees new to CCPS, who begin the first day of the preplanning week, will receive their first paycheck on August 15th and will receive the earned annual salary divided over 26 checks.

5. How many days must I work to receive a year of experience credit?
In accordance with the GADOE experience for salary purposes, you must work 63% of the full work calendar or a minimum of 120 days during a full academic year.

6. As a Teacher, can I receive experience credit for substitute teaching or paraprofessional experience?
Teaching experience credit is not given for substitute teaching, teacher aide, student teaching, or paraprofessional experience.

Frequently Asked Questions

7. How will my salary be affected if I begin employment after the first day of the school year?

For an employee who works less than the scheduled days for their position, the annual salary will be 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 number of pay periods that the employee has to be paid.

8. Will I receive experience credit for previous teaching experience?

Individuals employed in a certified, or teaching position will receive experience credit from previous certified or teaching experience either with CCPS or within another school district. A verification of employment form for certified employees must be completed by all previous employers and returned to ccps.voe@clayton.k12.ga.us.

9. Will I receive experience credit for previous work experience (non-teaching)?

Experience will be evaluated to assess the similarities of job responsibilities from verified, previous experience for jobs that require experience credit. If the work experience is determined to be related, the Compensation Team will consider the length of previous employment and the days and hours worked to determine the amount of experience towards salary placement. A verification of employment form for non-certified employees must be completed by all previous employers and returned to ccps.voe@clayton.k12.ga.us.

10. Will I receive experience credit for Military Service?

To receive credit for military service, a copy of the employee's DD214 must be submitted. The employee may receive up to three (3) years of active military service in the Armed Forces of the United States. Experience credit is not granted for service in the Reserves or National Guard.

Compensation Department

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General Compensation Questions
ccps.compensation@clayton.k12.ga.us

Verification of Experience (VOE) Form
ccpsvoe@clayton.k12.ga.us

Website
www.clayton.k12.ga.us/departments/business_services/compensation

QUESTIONS?