

# FULTON COUNTY BOARD OF EDUCATION

## SALARY PLACEMENT GUIDELINES 2024-2025

### I. ADMINISTRATIVE POLICY/PROCEDURE

Personnel employed to fill positions paid from the Non-Teaching Salary Schedule (Executive (B) or Principal/Assistant Principal (C) Salary Scales) shall be selected according to provisions of Board Administrative Procedure GBD/GBB – “Professional – Positions/Hiring”. Personnel employed to fill positions paid from the Non-Teaching Salary Schedule (Professional (A) Scale) shall be selected according to provisions of Board Administrative Procedure GCD – “Classified Hiring”. The Superintendent is provided some discretion regarding salary placements. All guidelines are subject to annual review.

### II. DEFINITIONS

**Promotion** – employee is moved to a vacant position that is classified at a higher grade level than the position the employee currently holds

**Transfer** – employee remains in the same position but transfers to a different department/location, e.g., PAII School-Based to PAII Central Office or employee is moved to a different position but in the same grade, e.g., Specialist II to School Technology Specialist; Annual salary may increase or decrease due to an increase or decrease in number of days worked, not due to a change in grade of position

**Reclassification** – employee remains in the same position; however, the position has been evaluated and has been reclassified to a different grade level, either up or down or when the classification of an existing position is changed creating a new position and eliminating the current position based on the needs of the department and current employee is placed in the new position, e.g., department has a PAIII position and it is determined they need a Specialist I position instead of the PAIII; Annual salary may increase or decrease depending on new grade level and/or new workday calendar

**Demotion** – employee is moved into a position that is classified at a lower grade level than the position the employee currently holds due to an administrative decision or a voluntary decision

### III. PLACEMENT AND ADVANCEMENT

Initial placement on the applicable Salary Scale shall be determined within the following guidelines. Exceptions may be approved by the Superintendent in accordance with the needs of the District.

#### **Non-Teaching Salary Schedule**

Employees new to or rehired by Fulton County School System, assuming a position paid from the Non-Teaching Salary Schedule, will be placed in the appropriate Grade on Steps one (1) through eleven (11), based on **verified** experience in a position with comparable duties and responsibilities as defined in the job description. Step placement will be based on total years of verified acceptable experience plus 1, for example, 5 years of verified experience equals step 6. It is the employee’s responsibility to provide the necessary documentation to verify prior experience. FCS will not retroactively credit experience/salary beyond the current school year due to a failure to timely provide verified experience to the District. Verification must be received no later than the last working day of the current contract period. If resigning before completing the current contract period, verification must be received by the resignation date.

Military experience does not apply to Non-Teaching Employees; however, if verifiable experience was performed in the military, comparable experience credit will be awarded.

As of January 1, 2022, Zone Superintendents will be placed at Step 16 on the Executive Salary Schedule regardless of experience.

All Maintenance Mechanic positions are eligible to be placed up to Step 12 given verified experience of at least 11 years.

### **School Police Officers**

Fulton County School Police Officers (SPO) will earn time (1.0) and one-half (.5) of their base hourly rate of pay for all hours worked in excess of the standard forty (40) hour work week.

### **Teacher Salary Schedule**

Credit for prior experience will be determined as follows: Step placement will be based on total years of creditable experience, for example, 8 years of verified acceptable experience equals step 8. Employees new to or rehired by Fulton County School System, assuming a position paid from the Teacher Salary Schedules (Regular 190-Day Classroom Teacher Scale, Teacher Support Salary Scale, Special Education Teacher, or Behavioral Support Program Salary Schedule) will be given experience credit for verifiable experience earned in other school districts provided the experience meets State criteria. All experience must meet the criteria as outlined in Georgia Code: GBA(5) 160-5-2-.05 Experience for Salary Purposes. For experience credit calculation purposes, a full year is equivalent to 63% or more of the workday calendar (at least 120 days of a 190-day calendar). No partial years of experience are considered for credit purposes. It is the employee's responsibility to provide the necessary documentation to verify prior experience. FCS will not retroactively credit experience/salary beyond the current school year due to a failure to timely provide verified experience to the District. Verification must be received no later than the last working day of the current contract period. If resigning before completing the current contract period, verification must be received by the resignation date.

### **CTAE Industry Experience**

Step credit for applicable industry experience will be considered for CTAE teaching positions. A maximum of 3 years of step credit may be granted for verifiable industry experience directly related to the field in which the employee is teaching. Per Georgia Code: GBA(5) 160-5-2-.05 Experience for Salary Purposes, industry experience must be earned after July 1, 1995.

### **Military Experience**

In addition, step credit for active military service will be granted giving one-half year of step credit for each year of service. A maximum of 3 years of step credit may be granted for military service.

**Examples:** 3 years of active service = 1.5 years of step credit (rounded to 2 steps)  
6 years of active service = 3 years of step credit  
7 or more years of active service = 3 years of step credit

## **A. PLACEMENT – CURRENT EMPLOYEES**

**NOTE:** Only Base Pay will be used when performing salary calculations. Non-entitled/supplemental pay is **NOT** included in base pay. This includes, but is not limited to:

- Pre-K Supplemental Pay
- \$3,000 Supplemental pay included in the SPED Salary Schedule (base pay is the Regular Teacher Salary Schedule)
- The Supplemental pay included in the Teacher Support Salary Schedule (base pay is the Regular Teacher Salary Schedule)
- Retention stipends included in applicable salary schedules
- Athletic/Academic Supplements
- Degree Credit for Specialist or Doctorate degree paid on Executive (B) and Principal/AP Salary Schedules

**NOTE: If an employee changes to a different position which results in a change in pay, i.e., promotion, demotion, transfer, etc., more than one (1) time within any rolling 12-month period, the new change will be processed and calculated based on the employee's original position rather than the previous change.**

### **For Promotion – All Non-Teaching Positions**

#### **Promotion with Change in Number of Days Worked**

Step placement for current employees will be determined based on the amount of prior credit experience (maximum step eleven (11)), or by using the promotional increase amount of 4.0%, whichever is the greater salary amount.

#### **Step 1:**

- a. Determine number of years of like experience
- b. Determine appropriate step/salary in the new grade based on experience credit up to a maximum step eleven (11),

#### **Step 2:**

- c. Apply 4.0% increase to current annual base salary for new annual base salary
- d. Determine base daily rate using new annual base salary from (c) and current number of workdays
- e. Determine new target annual base salary using daily rate and number of workdays in new position
- f. Find equivalent salary amount on the new grade at the step that is closest to the new target annual base salary, either up or down

#### **Step 3:**

- g. Determine the higher annual salary amount between step 1 and step 2
- h. This is the assigned step placement in the new grade

### **Promotion with No Change in Number of Days Worked**

Step placement for current employees will be determined based on the amount of prior credit experience (maximum step eleven (11)), or by using the promotional increase amount of 5.6%, whichever is the greater salary amount.

#### **Step 1:**

- c. Determine number of years of like experience
- d. Determine appropriate step/salary in the new grade based on experience credit up to a maximum step eleven (11)

#### **Step 2:**

- g. Apply 5.6% increase to current annual base salary for new annual base salary
- h. Determine base daily rate using new annual base salary from (c) and current number of workdays
- i. Determine new target annual base salary using daily rate and number of workdays in new position
- j. Find equivalent salary amount on the new grade at the step that is closest to, but not below the new target annual base salary

#### **Step 3:**

- i. Determine the higher annual salary amount between step 1 and step 2
- j. This is the assigned step placement in the new grade

### **For Transfer – All Non-Teaching Positions**

1. If employee is remaining in the same position (title and grade), e.g., PA II school-based to PA II Central Office but moving to a different department/location:
  - a. Employee will retain current step
  - b. Place employee on current step on the new salary scale
2. If employee is moving to a different position at the same pay grade, but different number of workdays, e.g., Specialist II to School Technology Specialist:
  - a. Employee will retain current step or be placed per experience credit (maximum step eleven (11)), if he/she has prior experience specifically related to the new position
  - b. Determine whether retaining current step or placing per experience credit results in the greater salary
  - c. Place employee on appropriate step on the new salary scale
3. If employee is moving to a position on a different salary scale at the same pay grade and same number of workdays, e.g., Principal to Executive (B) Schedule position (235-days to 235-days):
  - a. Find the salary on the new scale that is at and not below the employee's current salary
  - b. Place the employee on this step

### **For Reclassification – All Non-Teaching Positions**

1. If position is being changed to a position at a different level due to the department's need or a re-evaluation of the position determines it is graded incorrectly, the position is reclassified. e.g., department currently has only a PAII position; however, has the need for a PAIII position instead of the PAII position, or the current position should be paid at a different salary level:
  - a. Employee will retain current step
  - b. Place employee on current step on the new salary scale

**Note:** *In the case of a transfer or reclassification if the employee works a greater number of days in the new position, the employee may see an increase in salary due to working more days; likewise, if the employee works less number of days in the new position, the employee may see a decrease in salary due to working less days*

### **Demotion – Voluntary and/or Administrative – All Non-Teaching Positions**

Step placement for current employees will be determined based on the amount of prior credit experience (maximum step eleven (11)), placed at the same step on the new salary scale, or returned to prior step if employee previously held the position, whichever is the greater amount

#### **Step 1**

- a. Determine current step and annual salary
- b. Determine salary for same step placement on the new salary scale

#### **Step 2**

- a. Determine number of years of like experience
- b. Determine appropriate step/salary in the new grade based on experience credit up to a maximum step eleven (11)

#### **Step 3 (only use this step if employee previously held the new position at FCS)**

- a. Determine what step the employee was on when he/she was previously in the position
- b. Determine the current salary for previous step placement on the new salary scale

#### **Step 4**

- a. Determine the higher annual salary amount between step 1, step 2, and step 3 above
- b. This is the assigned step placement in the new grade

## **B. PLACEMENT – PRE-K EMPLOYEES**

Pre-K employees (both teachers and paraprofessionals) will be paid based on the state funded salary level. Pre-K teachers will be paid based on the applicable salary scale as determined by the Pre-K state grant guidelines based on degree level (Bachelor's or Masters) and certified/non-certified criteria. All Pre-K paraprofessionals will be paid a flat salary as determined by the Pre-K state grant guidelines.

For 2024-2025, Pre-K employees will receive a local supplement. This is non-entitled supplemental pay and contingent on the employee remaining in the Pre-K teacher or Pre-K paraprofessional position for a **total of 120 workdays** of the given school year in which they are receiving the supplement. If the employee leaves the aforementioned positions (voluntary/involuntary separation, promotion, etc.), **the local supplement (earned to date) will be reclaimed by the District from the employee's final paycheck.**

**C. ADVANCEMENT – CURRENT EMPLOYEES**

Step Advancement: For fiscal year 2025, eligible employees will receive a step which is included in the 4.5% increase given. Effective July 1, 2023, after completing one (1) year of service with Fulton County Schools, an employee on the longevity steps 1-4 of any Non-Teaching Salary Schedule will advance to Step 5 for the next year **if** a step increase is approved.

**IV. Retention Stipends**

An annual retention stipend has been included in the salary schedule for the positions listed below. These stipends are non-entitled salary and will be considered year to year. Depending on annual FCBOE Budgets, the retention stipend amount could be adjusted or eliminated in total.

<b>Position</b>	<b>Annual Amount</b>
Coordinator	\$2,000
Director	\$3,000
Executive Director	\$4,500
Elementary School Principal	\$6,000
Middle School Principal	\$7,500
High School Principal	\$9,000
Deputy Chief and Asst. Superintendents	\$4,000
Division Chief (Cabinet)	\$12,000

**V. DEGREE CREDIT**

**Non-Teaching Salary Schedule**

Positions on the Executive Salary Scale or the Principal/Assistant Principal Salary Scale are eligible for degree credit. Employees with an earned specialist or doctorate degree from an accredited institution beyond that which is required by the District to continue in the position assigned, in a field of study related to the job performed, will receive additional annual compensation of \$1,746.

To qualify for degree credit, an employee must submit transcripts showing the appropriate degree to the Human Resources office.

**VI. STATE-FUNDED SUPPLEMENTAL PAY FOR TEACHERS**

**HB 280 – Differentiated Compensation for Math and Science Teachers** – As indicated in Georgia Code 20-2-212.5(a)(4), this additional compensation is subject to appropriations of the General Assembly. If, and when, monies are received by Fulton County Schools from the GaDOE to fund the cost of this additional compensation for eligible employees, as identified by the GaDOE, employees will be compensated accordingly.

## VII. SUPPLEMENT SALARY SCHEDULE PROVISIONS

The Board recognizes that academic and athletic extracurricular activities are an integral part of the total educational program. The Board also recognizes the need for adult supervision and guidance to provide these opportunities for Fulton County students. Therefore, the Board shall approve a method of equitable compensation for employees performing Board approved duties beyond those required in their primary positions.

**Employees serving in a position as a Principal/Assistant Principal may not serve in a supplemental salaried position and/or coach an athletic team due to the administrative and supervisory responsibilities of these positions at the local school. However, an Assistant Principal will receive a stipend when serving in the role of Time Manager.**

### Grade Level/Department Chair

**High School Base** = \$4,451

An additional \$241 will be paid for each teacher over ten (10) teachers.

**Elementary and Middle School Base** = \$2,416

An additional \$241 will be paid for each teacher over four (4) teachers.

### A. ASSIGNMENT PERIOD

The maximum assignment period for a supplemented duty is one school year only. These duties shall be assigned by the school principal on an annual basis. The continuation of an assignment is based on the needs of the District. Service is purely voluntary. The employee or the District may end this assignment at any time. The "Georgia Fair Dismissal Law" (O.C.G.A. §20-2-940) does not apply to these duties.

### B. PAYMENT FOR PERFORMING SUPPLEMENTED DUTIES

1. Employees assigned to supplemented duties will be paid the rated amount in effect when assuming the duties. Supplemented duties are **NOT** positions and are assigned/unassigned at the discretion of the District.
2. Employees performing supplemented duty assignments shall be paid semi-monthly. Payments shall be made beginning in September or when assigned the duty and paid in full by June of each contract/assignment period.
3. Principals may assign supplemented duties for no longer than one school year. Employees must be identified on the elementary, middle, and high school Supplemented Duty Assignment form. Employees serving for less than the full school year shall be compensated at the applicable daily rate of pay of the annual supplement amount.
4. Employees who do not serve the entire period of the supplemented activity shall have his/her pay reduced by the number of days missed. (See Supplemented Duty Activity Work Schedule)
5. Employees who fail to perform the supplemented duty but still receive payment shall reimburse the District in full for all monies received. The District shall determine the method of reimbursement.

**Note:** The District shall deduct reimbursements from the employee's remaining pay.

**Note:** Principals **are responsible and accountable** for the timely reporting of employees who do not perform supplemented duties.

6. The supplemented duty pay can only be used for the activities at the assigned rate designated on the Supplemented Duty Salary Schedule.

**C. MAXIMUM PAYMENTS FOR SUPPLEMENTED DUTIES**

Principals shall not assign employees to multiple supplemented duties which generate annual supplement pay in excess of \$16,294, unless approved in writing by the appropriate instructional Zone Superintendent. The Talent Department will not process such requests without written approval from the Zone Superintendent.

**VIII. ADDITIONAL PAY**

Additional pay is any type of compensation that is not considered a component of an employee's salary, and may be for Athletic Gate, writing or developing curriculum, teaching a class for Professional Learning or professional development, etc. Additional Pay may be paid for activities that are performed on an ad hoc basis and is generally compensated in a one-time payment to an employee for a specified scope of work. Additional Pay, then, is any approved work activity that is NOT a Supplement. Any non-salary compensation requested for an employee must meet several criteria. Please refer to the Operating Guidelines for specific information regarding Additional Pay.