



## **Salary Schedules - AR 2.6(c)(1)**

It is the goal of the City Schools of Decatur to maintain and communicate up-to-date, competitive pay schedules for all certified and classified employees. The practices listed below are in place to ensure the availability of salary schedules and to establish a review schedule that ensures the competitiveness of the salary schedules.

### **Posting of Salary Schedules**

Salary schedules for City Schools of Decatur shall be posted on the City Schools of Decatur website for each academic year once the Board of Education has approved the budget for said academic year. The schedules are to be formatted to include the pay rate associated with each job title and corresponding years of work experience.

### **Salary Schedule Reviews and Updates**

Salary schedules will be updated in each instance wherein changes in state or federal laws or regulations require such.

The Superintendent may instruct the Executive Director of Staff Support to conduct a salary schedule review in totality for the district or for a specific job title or job family at any time. At a minimum, the salary schedules are to be formally reviewed on a global basis every 3 years. When completing salary schedule reviews, the Executive Director of Staff Support shall perform an analysis which, at a minimum, shall include data for school districts the same size as City Schools of Decatur, as well as data for school districts within the surrounding metropolitan area. When reviewing classified salary schedules, living wage data from the Department of Labor and other available resources is to be considered when establishing appropriate compensation for a classified position.

When a new job description is created, or an existing job description is substantially changed, the Executive Director of Staff Support shall perform an analysis of competitive salaries which shall include data for school districts the same size as City Schools of Decatur, as well as data for school districts within the surrounding metropolitan area. Based on that analysis, and other pertinent available data resources, a salary schedule for the new/updated job description will be determined. The Executive Director of Staff Support will obtain an approval from the Superintendent to assign the salary schedule to the newly created/updated job description.

### **Maximum Compensation based on Salary Schedules**



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The maximum compensation that an employee may receive for a specific job assignment, not including supplements, additional straight time for hourly workers, or overtime for hourly workers, shall be the highest stated salary on the salary schedule for the specific job title or job family. In the event that a salary schedule review results in a decrease in the maximum salary for a specific job title or job family, the incumbents in the roll will be notified jointly by their supervisor and the Executive Director of Staff Support and they will be advised that their salary will be frozen until the salary schedule catches up to their salary.

In the event that an employee is transferred to another position, either voluntarily based on their expression of interest in a new role or involuntarily based on performance issues in the current role, they will be placed on the salary schedule for the new role and placed on the appropriate salary step based upon their years of relevant work experience related to the new role. The maximum available compensation for the new role shall be determined by the established salary schedule for associated with the job title for the new role. If salary placement for the new role results in a decrease in compensation, the decrease will be processed on the second available pay date from the effective date of transfer into the new role.

If a voluntary transfer or placement in a new role due to performance concerns results in a situation in which the employee's current compensation is over the maximum for the new role, their salary will be decreased to the maximum allowed by the salary schedule for the new position and the decrease will be processed on the second available pay date from the effective date of transfer to the new role.

### **Requesting a Review of Salary Schedule Placement**

Any employee may request a review of their placement on their salary schedule at anytime. In order to do so, they must submit their request in a written letter delivered to the Staff Support Department. Once a review has been completed, an employee may not request another review unless something has changed since their previous request.

For classified employees, if the request is asserting years of experience that were previously not listed on the application for employment, the requestor must include the following with their request: name of employer, dates of employment, name of supervisor, and any historical documents such as W-2's or old pay stubs to substantiate their request. The documentation will then be verified by a member of the Staff Support team.

For certified employees, if the request is asserting that the employee has completed years of certified teaching or certified administrative experience for which credit was not given, they will be provided with the employment verification form with which to obtain the appropriate verifications from their previous Board of Education. City Schools of Decatur will compensate for completed years of certified teaching experience in a public school district as recognized by



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the Georgia Professional Standards Commission. Similarly, credit for certified years of teaching in a private school setting will be granted provided that City Schools of Decatur can verify that a certification was required of all educators at the school as a component of the school accreditation.

Each request for a review of salary placement will be individually evaluated by the Executive Director of Staff Support and independently by a second member of the Staff Support Team.

Questions about this regulation should be directed to the Executive Director of Staff Support.

*Related Board Policy: 2.6(c)(1)*

*Public Review and Feedback: 11/14/18 - 12/14/18*

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