

I. General Statement of Policy.

Salary schedules must be competitive and must stay competitive with those offered by the employers with whom we compete for quality personnel. It is therefore the policy of the Elkin City Schools Board of Education (1) to pay salaries for each position that are competitive in the relative labor market in order to attract and retain the most capable and competent employees, (2) to place all employees on appropriate salary schedules based on experience and qualifications, (3) to administer equitably and consistently movement on the salary schedules, and (4) to reward experience based on performance evaluations and recommendations by the employee's supervisor any time a general salary increase is granted,.

II. Salary Schedules.

- A. State Salary Schedules. The North Carolina Public School Salary Schedules shall be followed in determining the base salary for all certified educators employed by the Board of Education. These schedules are approved annually by the North Carolina General Assembly and establish a minimum pay based on the educators' years of experience and education levels. As a supplement to these monthly amounts, the Board of Education may approve additional funds to licensed educators to account for variances such as geographic location, market conditions, or school demographics.

Media Coordinators, Guidance Counselors, Social Workers, and Curriculum Coordinators shall be paid from the appropriate Teacher Salary Schedule. Assistant Principals shall be paid on the Teacher Salary Schedule or Assistant Principal Salary Schedule based on years of service plus a legislated percentage.

The salaries of the Superintendent, Assistant or Associate Superintendents, and Directors shall be established by contract.

- B. Local Salary Schedules. The Board of Education shall develop salary schedules as required by N.C.G.S. §115C-47(21).
- C. Payment of Supplements. Licensed employees paid on any of the teacher salary schedules (5%) and assistant principals (7%) who receive an annual supplement (5%) approved by the Board of Education shall receive the supplement in two installments, four months in November and six months in May. Licensed principals who receive an annual supplement (7%) approved by the Board of Education shall receive the supplement in two installments, five months in November and seven months in June. The supplement for employees working less than the full four or six months, or five or seven months, will be prorated based on the percentage of days worked.
- D. Contracted Central Office Administrators. The salaries of contracted Central Office Administrators shall be determined by the Board of Education within the salary range which corresponds to the administrator's assignment.
- E. Supplements for Contracts Central Office Administrators. Contracted Central Office Administrators who receive an annual supplement (7%) approved by the Board of

Education shall receive the supplement in two installments, five months in November and seven months in June, unless by contract the employee has elected to receive the supplement as a part of their monthly salary. The supplement for employees working less than the full five or seven months will be prorated based on the percentage of days worked.

- F. Performance Bonus for Central Office Administrators. Contracted Central Office Administrators may earn a performance bonus up to \$3,000.00 annually based on the evaluation of performance by the Superintendent. This bonus is payable in May.
- G. Contracted Central Office Coordinators. The salaries of contracted Central Office Coordinators shall be determined by the Board of Education within the salary range which corresponds to the coordinator's assignment.
- H. Supplements for Contracts Central Office Coordinators. Contracted Central Office Coordinators who receive an annual supplement (6%) approved by the Board of Education shall receive the supplement in two installments, five months in November and seven months in June, unless by contract the employee has elected to receive the supplement as a part of their monthly salary. The supplement for employees working less than the full five or seven months will be prorated based on the percentage of days worked.
- I. Performance Bonus for Central Office Coordinators. Contracted Central Office Coordinators may earn a performance bonus up to \$2,000.00 annually based on the evaluation of performance by the Superintendent. This bonus is payable in May.
- J. Salary Schedule for Other Employees. The Board of Education shall adopt salary schedules for all employees not included in the preceding sections of this policy. These schedules shall contain a series of salary grades (50 - 68) corresponding to the State pay ranges for classified employees. Each salary grade shall have 31 experience steps (0-30), with each step .2% higher than the previous step (rounded to the nearest dollar) through step 6. Beginning at step 7, each step will equal 1.25% higher than the previous step (rounded to the nearest dollar).
- K. Supplements for Classified Employees. Classified employees who receive an annual supplement (4%) approved by the Board of Education shall receive the supplement in two installments, four months in November and six months in June for ten-month employees and five months in November and seven months in May for twelve-month employees. The supplement for employees working less than the full four or six months or five and seven months will be prorated based on the percentage of days worked.
- L. Special Duty Supplements. Additional supplements for special duties such as coaching and sponsoring other extracurricular student activities may be recommended by the Superintendent and approved by the Board of Education.

III. Interim and Substitute Teachers.

Interim and substitute teachers shall be paid in accordance with the payroll regulations published in the Financial Policy and Procedures Manual by the North Carolina Department of Public Instruction (NCDPI).

IV. Overtime Pay and Compensatory Time.

Overtime and compensatory time regulations of the United States Department of Labor shall apply to non-exempt employees.

V. Other Pay.

- A. **Extra-Duty Pay.** Other types of extra-duty pay, such as pay for tutoring/remediation or driving an activity bus, shall be paid on an hourly basis at rates determined by the Superintendent and approved by the Board of Education.
- B. **Longevity Pay.** Longevity pay is considered by the State Board of Education as a taxable employee benefit for an employee whose employment position does not require a license issued by NCDPI. Longevity pay shall be administered in accordance with applicable State laws and regulations.

VI. Timing and Method of Payments.

- A. **Timing.** All pay for certified staff is issued monthly on the last banking day of the month, or earlier if deemed necessary because of financial processing requirements. All pay for non-certified staff is issued on the 15th, or closest banking day, and the last banking day of the month, or earlier if deemed necessary because of financial processing requirements.
- B. Ten-month employees will be paid a full month of pay each month from August through May and may be prepaid for any or all those months. Eleven-month employees will be paid a full month of pay each month from August through June. Twelve-month employees will be paid a full month of pay each month from July through June.
- C. Bus drivers and child nutrition employees shall be paid for hours worked based on the separate transportation and child nutrition calendars plus any eligible holiday and annual leave pay. Yellow school bus drivers shall be paid by the Surry County Schools based on driving hours reported to the Surry County Schools. Yellow school bus drivers who also work on a part-time basis for the Elkin City Schools will receive separate pay from the Elkin City Schools for hours worked in that capacity.
- D. Payment to all employees (including substitute, temporary, and part-time employees) shall be by direct deposit to the employee's account at the financial institution designated by the employee. Employees shall complete an election form as soon as possible after the date of initial employment. Employees may request a change in the designated financial institution by contacting the Finance Officer.
- E. All compensation payments shall be issued by the Finance Officer following all required withholdings.

VII. General Salary Increases

- A. Salary increases mandated by the North Carolina General Assembly shall be implemented by the Elkin City Schools in accordance with legislative directives.
- B. Subject to funding availability, the Board of Education intends to grant an experience step increase annually to all classified employees who worked for the Elkin City Schools for the entire previous fiscal year.
- C. The Board of Education shall comply with legislative action by the North Carolina General Assembly mandating special compensation payments.

VIII. Original Placement on Salary Schedules (New Hires).**A. Teachers and Others Paid on the Teacher Salary Schedules**

- 1. Teachers and other licensed employees paid on the teacher salary schedules shall be placed on the schedule and step certified by NCDPI. Credit for years of experience shall not be given until verified by the Director of Human Resources.
- 2. Retroactive payments, if necessary, shall be in accordance with rules and regulations promulgated by NCDPI.
- 3. If a license has not been issued prior to employment, the teacher (or other employee whose position requires a license issued by NCDPI) shall be paid at the appropriate substitute rate until a license has been issued. If the Director for Human Resources determines that the employee has fulfilled all requirements for the issuance of a license and the issuance is delayed through no fault of the employee, the Director may authorize an A-00 salary rate.

B. Bus Drivers and Child Nutrition (New Hires).

- 1. New hires for bus driver positions shall be placed on the Surry County Schools wage schedule based on rules and regulations adopted by the Surry County Board of Education.
- 2. New hires for child nutrition positions who have the minimum amount of experience required for the position, and the regular work schedule is 30 or 35 hours per week, shall be paid at the minimum of the appropriate pay grade 50 schedule.
- 3. New child nutrition hires with documented relevant experience in school food service employment greater than the minimum required for the position shall be placed on the appropriate salary step as described in section VIII.C. below.

4. New child nutrition hires with earned degrees in fields related to school food service shall be placed on the appropriate salary step as described in section VIII.C. below.

C. All Other Employees (New Hires).

1. **Minimum Experience.** The initial salary for new employees with the minimum experience required for the position of employment shall be placed on the grade 50 - 68 salary schedules at the minimum on the pay grade applicable to the position.
2. **More Than Minimum Experience.** The initial salary for new employees with more than the minimum amount of experience required for the position of employment shall be one step above the minimum for every two (2) full years of relevant experience in a North Carolina public school system in the same type of position or one step above the minimum for every three (3) full years of relevant experience with any other employer(s).
3. **Earned Degrees.** The initial salary for new employees with earned degrees beyond the minimum level of education required for the position of employment shall be one step above the grade to which the employee would be assigned based upon experience.
4. **Teaching Experience.** New employees with a current North Carolina teacher license who are assigned to the position of teacher assistant or other classified position with direct contact with students shall receive one step above the applicable pay grade for each year that the teaching license has been in effect. New employees who previously held a North Carolina teacher license that is no longer in effect and who are assigned to the position of teacher assistant or other classified position with direct contact with students shall receive one step above the applicable pay grade for each two years of prior teaching experience.
5. All pay assignments and negotiable salary offers for new employees shall be determined by the Director of Human Resources and communicated to the selected candidates.

D. All Other Employees (Rehires).

A classified employee who was a former employee of the Elkin City Schools and is re-employed in the same position classification within one (1) calendar year from date of separation shall be placed on the same salary step to which the employee was assigned as of the date of separation. If the employee is not re-employed within one (1) calendar year from the date of separation, the provisions of section C above shall apply.

IX. Salary Effects of Personnel Actions.

A. Reassignment to a Lower Pay Grade.

1. Involuntary Reassignments. An involuntary reassignment or transfer to a position with a lower pay grade shall be administered as follows:
 - a. The employee's current monthly salary shall remain the same within the new pay grade.
 - b. If the employee is employed on a contract for a specified time period, the employee shall participate in all future salary increases approved by the Board of Education during the remainder of the contract term.
 - c. An "at will" employee's salary shall remain at the level existing on the date of reassignment until the minimum for the pay grade for the position to which the employee is assigned exceeds the employee's salary on the date of reassignment. At that time the employee's salary shall be the minimum for the pay grade to which the employee is assigned.
2. Voluntary or Requested Reassignments. A voluntary or requested reassignment or transfer to a position with a lower pay grade shall be administered as follows:
 - a. The employee shall be paid at the same salary step on the lower pay grade.
 - b. The employee shall participate in all future salary increases approved by the Board of Education until he/she reaches the maximum salary of the lower pay grade.

X. Reassignment to a Higher Pay Grade.

1. Promotion.
 - a. An employee who is promoted to a position with a higher pay grade position and who meets the minimum requirements for the new position will start at the minimum amount for the new position, subject to the following: a promotion shall result in an increase in salary of not less than 5%.
 - b. An employee who is promoted to a position with a higher pay grade position and who exceeds the minimum requirements for the new position will start at the same amount as the employee would receive if he or she were a new hire in the position, subject to the following: a promotion shall result in an increase in salary of not less than 5%.
 - c. Employees who are promoted must provide documentation or other proof of relevant experience.

2. Range Revisions/Re-Classifications. Employees whose jobs are re-classified to a higher pay grade will be paid on their current step on the new pay grade. However, reclassification increases shall be no less than 2.5%. If the job is reclassified to a lower pay grade, employees will be paid no less than their current pay and will participate in all Board-approved pay increases until their pay reaches the maximum of the lower pay grade.

3. Other Changes in Pay. If a current employee in a position that does not require a license issued by NCDPI earns an educational degree that is valuable in the performance of his/her employment duties, the employee may be granted an additional step on their current pay grade upon presentation of a diploma or other evidence of the degree to the Director of Human Resources. The Director of Human Resources will determine if the earned degree valuable in the performance of the employee's duties.

Adopted: October 25, 2021

Revised: June 27, 2022; February 27, 2023