

HUMAN RESOURCES

Salary Schedules and Guidelines

Salary Guides—Teachers

This regulation supersedes Regulation 4611.5.

I. PURPOSE

To establish guidelines related to the compensation plan for teacher-scale positions.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Sections IV.B., V.A.1., and VI.B. have been updated to include the additional step that was added to the FY 2010 teacher salary scale.

III. FUNDING AUTHORITY

All provisions in this regulation are subject to and contingent upon their inclusion in the annual budget of the School Board.

IV. DEFINITIONS

The following definitions apply to this regulation.

A. Teacher

An employee assigned as a general or special education teacher, counselor, librarian, or any other position paid on the teacher scale.

B. Teacher Compensation Plan

Three salary schedules (teacher scales) consisting of six lanes each with 21 steps and three longevity steps. Salaries are paid monthly over 10, 11, or 12 months, depending on the contract length.

C. Bonus

Any compensation or other award authorized by the School Board. A bonus is not eligible for base pay or retirement benefit calculations.

D. Salary Scale

The teacher-scale compensation plan includes a salary schedule, as approved by the School Board, listing one or more incremental steps.

E. Salary Lane

A series of incremental steps within a paygrade.

There are three teacher compensation lanes—one based on a normal 8-hour workday, one based on a normal 7-1/2-hour workday, and one based on teaching an additional assignment.

F. Step

One of a series of incremental pay levels within a salary lane.

G. Full Time, Part Time, and Temporary

1. Full-Time Employee

An employee who works an established number of contract days or workdays per year for a full day.

2. Part-Time Employee

An employee who works an established number of contract days or workdays per year for less than a full day or less than a full week.

3. Temporary Employee

An hourly paid employee who works on an as-needed basis.

Temporary employees may only be hired to fulfill temporary assignments. Each temporary assignment shall be for a maximum of one fiscal year and shall end on June 30.

H. Advanced Education Compensation

The additional salary added to the base salary to compensate for the level of educational attainment beyond a bachelor's degree.

I. Promotion and Promotion Calculation

1. Promotion

Movement of an employee from a teacher-scale position, through open competition, to a nonteacher-scale position assigned to a job group that has a higher maximum salary based on a 12-month contract or work year.

The higher maximum salary for a promotion may not be due to a change in the number of contract days or workdays or to the length of the workday.

2. Promotion Calculation

An increase of ten percent in salary in an employee's current salary lane prior to placement on the next higher dollar amount on the new job group or salary lane.

J. Demotion

The movement of an employee to a position that is assigned to a job group or salary lane that has a lower maximum salary based on a 12-month work year.

This movement may be involuntary or voluntary.

The lower maximum salary in a demotion may not be due to a change in the number of contract days or workdays or the length of the workday.

K. Anniversary Date and Salary Increment Effective Date

1. Anniversary Date

The date of the beginning of the contract that is closest to the most recent date of employment.

Anniversary date adjustments shall be made for leaves of absence or extended periods of leave without pay:

- a. If the leave of absence without pay is for a period that is more than 50 percent of the number of days in the teacher's contract, the anniversary date for salary purposes shall be adjusted from the start of the contract in the next year to the start of the contract in the subsequent year.
- b. If the leave of absence without pay is for a period of 50 percent or less of the number of days in the teacher's contract, the anniversary date for salary purposes shall not be changed.

2. Salary Increment Effective Date

The first day of the following full-year contract, if the anniversary date falls between the first and last day of the first semester, or, the first day of the contract year following the completion of one year of service, if the anniversary date falls after the last day of the first semester.

V. COMPENSATION PLAN

A. Salary Scale

1. The teacher compensation plan requires a new employee with no experience to work 26 years to reach the top step (longevity 3).

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2. Compensation for teacher-scale employees assigned to Thomas Jefferson High School for Science and Technology scale is 7 percent higher than the standard teacher compensation plan to compensate for the additional time worked.
3. Compensation for a teacher-scale employee assigned an additional teaching assignment, within the guidelines established, is 12 percent higher than the standard teacher compensation plan to compensate for the additional assignment worked.
4. Advanced education compensation for additional coursework and degrees earned shall be added to the base salary to determine total compensation.

B. Placement on Salary Scale

Contracts shall be written for the actual number of days required for the position.

1. New Appointments

A teacher shall be assigned to a salary step by the Department of Human Resources in accordance with the provisions of policies and regulations with placement for salary credit made on the basis of allowable experience as defined under regulation.

2. Reemployment

Employees who separate from employment in good standing for a minimum of one year and are reemployed may receive salary credit for previous experience with Fairfax County Public Schools. A new seniority date shall be established.

3. Transfer or Reassignment

- a. An employee who is reassigned or transferred to another position involving the same compensation plan and the same number of contract days or workdays shall continue to be paid at the rate held at the time the action takes place.
- b. An employee who is reassigned or transferred to another position involving a change in the number of contract days or workdays shall be moved to the appropriate contract day or workday scale and shall be paid at the step held at the time the action takes place.

4. Promotion

- a. Salary calculations for an employee being promoted shall be made by:
 - (1) Determining the 12-month salary for the employee's current position.
 - (2) Moving the salary for the current position up by ten percent (promotion calculation).

- (3) Finding the lowest step on the 12-month salary lane or job group for the new position that exceeds the dollar amount of the promotion.
- (4) Assigning the 12-month step to an equivalent less-than-12-month salary lane, if appropriate.

b. Effective Date

The effective date of promotion shall be the date the employee assumes the duties and responsibilities of the new position. To the extent practicable, this date should be at the beginning of a pay period.

c. Change of Anniversary Date

The anniversary date shall not change unless the employee is on a less-than-12-month contract or work year status, the employee is promoted to a position with a longer contract or work period during the time when he or she is not scheduled to work, and the former anniversary date is at the start of the previous contract or work period.

5. Demotion

a. Involuntary Demotion or Voluntary Demotion Without Competition

- (1) An employee who is demoted involuntarily or voluntarily without competition shall be placed at the pay step in the new salary level that represents the closest dollar amount that is less than the former pay. The anniversary date shall not change.
- (2) An employee who is demoted to a position previously held shall not receive the benefit of the demotion policy if he or she has not been in the current position one full work year. The employee with less than one year in the current position is placed at the salary level of the lower position to which he or she is demoted, at the pay step that would have been attained had the employee not left the lower position.

b. Voluntary Demotion With Competition

When an employee for personal or career reasons competes and is selected for a lower-graded position, the employee shall be placed at the pay step in the new salary level that represents the closest dollar amount that is higher than the former pay. The anniversary date shall not change.

C. Eligibility for Bonus Payments During Staff Development Assignments

Any teacher-scale employee who accepts and is placed in a staff development assignment in any administrative or management position shall not be eligible for and shall not receive any bonus, salary credit for the bonus, or other related compensation award established by the School Board for teacher-scale employees.

VI. INCREMENTS

A. Step Increment

An increment of one step shall be granted to an eligible regular employee who demonstrates the required level of competence as determined by formal evaluation. An eligible employee is one who has completed the equivalent of one full year of full-time satisfactory service for the employee's contract day or workday position.

B. Longevity Increment (Step)

The first longevity step may be attained by individuals who hold a bachelor's degree plus 30 hours or above and have served two years on step 21. A second longevity step may be attained after serving two years on the first longevity step. A third longevity step may be attained after serving two years on the second longevity step.

C. Frozen Increment

An evaluation rating that indicates less than satisfactory service shall result in the employee's step being frozen until the employee has earned a "satisfactory" or higher evaluation rating.