

**COBB COUNTY SCHOOL DISTRICT ADMINISTRATIVE RULE GBA-R  
COMPENSATION GUIDES AND CONTRACTS  
Revised 7/19/12**

**RATIONALE/OBJECTIVE:**

It is the intent of the Cobb County School District (District) to compensate all certificated and classified employees fairly and consistently.

**RULE:**

**A. SALARIES:**

Salaries of certificated personnel will be determined by the type of Georgia certificate held and the number of years of experience approved by the appropriate authority. Proper procedures for salary payments will be established by the Superintendent and designated personnel.

**B. EXTENDED DAY/YEAR:**

**1 Extended Day:**

Extended day shall be defined as additional time available (a maximum of one period/segment per day with additional salary) for teachers at elementary, middle, and high school levels to work/teach:

- a. Beyond the regular eight-hour day to provide instruction to students; or
- b. An additional period/segment during the regular eight-hour day with planning made up beyond the eight-hour day.

**2 Extended Year:**

Extended year shall be defined as the additional time available (a maximum of 40 days per school year with additional salary) for elementary, middle, and high school level teachers to provide instruction to students.

**3 Guidelines:**

**a. Additional Pay:**

- (1) Additional pay must be provided to professional personnel whose academic duties require them to work an extended school day or school year. Work for which additional pay is provided will be adequately described and appropriate payment schedules established.

- (2) The Superintendent is authorized to determine job descriptions, payment schedules, and payment procedures for the implementation of this Rule.

**b. Staff Selection and Responsibilities:**

- (1) Extended day/year teachers must be approved by the Principal based on their meeting the approved criteria and activities.
- (2) The base salaried teacher is to perform such tasks as teaching and teacher preparation, staff meetings, conference with students and parents/guardians, planning conferences and related school activities in the community and extra class responsibilities.

**c. Qualifying:**

The extended day/year salary time must be scheduled to meet program responsibilities and student needs beyond tasks expected to be performed by teachers during the regular eight hours.

**C. SUPERVISION IN ABSENCE OF A SUBSTITUTE:**

- 1 In extraordinary circumstances and only after a Principal or designee has used every effort to secure a substitute with no success, the Principal or designee may assign a teacher or teachers to cover classes during the teacher's planning time.

**2 Annual Plan:**

- a. Principals shall annually develop a written plan to
  - (1) Assure fairness and equity in the assignment of teachers to cover classes when a substitute cannot be secured; and
  - (2) Identify school-specific critical days as provided in Administrative Rule GARH-R (Leaves and Absences).
- b. These plans shall be submitted to the appropriate Area Assistant Superintendent for approval.

**D. OATH OF ALLEGIANCE:**

Employees must have on file an Oath of Allegiance.

**E. EMPLOYEE EXTENDED DAY/YEAR SALARIES:**

The District establishes the following criteria that apply to all instructors receiving extended day/year salaries:

- 1 The extended time required will be beyond the employee's normal workday and year as defined in Board Policy GBRC (Professional Personnel Work Loads) and Board Policy AEA (School Calendar);
- 2 All approved extended instructional activities will relate to instructional student competencies approved in Board Policy IA (Performance Standards and Expectations);
- 3 Instructors will be limited to teaching one segment out of field;
- 4 Payments will be made only for work actually performed;
- 5 Monthly/yearly documentation of extended salary time and program responsibilities will be maintained and reported to the Georgia Department of Education.

**F. CONTRACTS:**

- 1 Employment contracts of certificated professional personnel shall be in writing and be signed in duplicate by such personnel on their own behalf and by the Superintendent on behalf of the Cobb County Board of Education (Board).
- 2 By April 15 of each year, (or later, if allowed by law) the Board shall tender new contracts for the ensuing school year to all certificated personnel who were on the District's payroll at the beginning of that school year, except personnel who have resigned or who have been terminated, or notify such personnel that they will not be rehired for the ensuing school year. Such notification shall be in writing.
- 3 All contracts will contain the following statement:  
"Final salary schedules will be available for teachers on July 1 and all other certificated professional personnel on August 1. These schedules will indicate the annual salary and will be available on the HR section of the District Website at..... "

**G. SALARY DETERMINATION/PAYMENT:**

Salary determination and payment will be as follows:

**1 Human Resources:**

The following items will be properly processed in the Human Resources Division:

- a. Valid Georgia in-field certificate and/or license;
- b. Information Data Sheet;
- c. Process employment eligibility verification (I-9);
- d. Oath of Allegiance;
- e. Retirement System number or application form, if applicable;
- f. Copy of military discharge, if applicable (DD-214);
- g. College transcripts (undergraduate and graduate) and/or other appropriate educational credentials;
- h. Experience verification form, if applicable; and
- i. Consent form for background check.

**2 Required Employee Information:**

All employees of the District will be responsible for reporting any change in name (must be accompanied by new Social Security Card reflecting employee's current name), home address or withholding tax information. This information must be submitted in writing, using the proper forms, to the appropriate division.

**3 Payment:**

- a. Personnel, other than annual employees, who are employed on the beginning date of the contract year will be paid in equal monthly installments from August through July.
- b. Personnel, other than annual employees, who are employed after the beginning date of the contract year may have their first check adjusted. The remainder of their salary will be paid in equal monthly installments through July. Employees can request to receive 1/12 of their annual salary through the month of May and receive the balance due paid in two equal installments in June and July.
- c. Personnel whose employment ends before the May service report period ending date will be paid salary due at the next scheduled payday.

#### **4 Payroll Deductions:**

Deductions from employees' salaries will be made for:

- a. Federal and state taxes as provided by law;
- b. Appropriate retirement systems (Teachers' Retirement System [TRS] or Public Schools Employees' Retirement Systems [PSERS]) and supplemental retirement program;
- c. Social Security;
- d. Medical, cancer, life and dental insurance, if authorized by the employee;
- e. Salary for days absent in excess of allowable leave;
- f. Repayment of money the employee owes to the District;
- g. Other deductions approved by the Board and authorized by the employee.

#### **5 Credit for Experience Out of the District:**

Certificated employees new to the District will be placed at step one of the appropriate salary and certification level. Upon receipt of verified experience and a valid in-field certificate, the salary will be appropriately adjusted. Teaching experience gained outside the District in an accredited, Georgia-recognized program will be credited year for year.

#### **6 Inability to Obtain Certificate:**

- a. If the employee is unable to be properly certified as specified by the Georgia Professional Standards Commission, the employment contract shall be terminated.
- b. In the event the District was unaware of the employee's inability to be certified in Georgia, or to maintain necessary certification, the employee's daily rate of pay shall be adjusted to that of a supply teacher retroactive to the beginning date of employment under this contract or to the date the certificate became invalid, whichever is more recent.
- c. Salary adjustments can be made only during the current fiscal year.

#### **7 Student Teacher Supervision:**

##### **a. Payment:**

Certificated employees directly supervising student teachers may receive remuneration from colleges/universities for the supervision and evaluation of student teachers.

Such payments should comply with the following procedures:

- (1) Funds will be submitted to the District's Financial Services Division. In addition, the college/university should include each teacher's name, Social Security number and the amount to be disbursed.
- (2) The Financial Services Division will disburse appropriate payment to the specified teachers.

##### **b. Qualifications:**

The supervising teacher must meet the following qualifications:

- (1) Hold a valid Georgia certificate in the field(s) in which the supervised student teacher will be practicing;
- (2) Meet all requirements as prescribed by the college or university;
- (3) Have demonstrated successful teaching experience; and
- (4) Have the approval of the Principal and the appropriate District administrator.

#### **8 Special Pay Provisions:**

All categories of special pay require the prior approval of the employee's principal/supervisor. See Administrative Rule GCRD-R (Classified Personnel Overtime Pay) for additional information.

##### **a. Overtime:**

The District has approved the use of overtime as provided in Administrative Rule GCRD-R (Classified Personnel Overtime Pay).

##### **b. Holiday Pay:**

###### **(1) Definitions:**

- (a) Holiday pay is defined as the non-exempt employee's regular pay rate times 1½.
- (b) Holidays are defined as the holidays recognized on the District's "Hourly Employee Holidays" calendar.

###### **(2) Eligibility/Qualifying Circumstances:**

During holidays, the District will make every effort to limit the occasions in which a non-exempt employee may be requested to perform work for the District.

However, the District recognizes that in certain extenuating circumstances, which are typically beyond the control of the District, it may have to call on certain employees to assist with District operations.

In light of those circumstances, non-exempt employees will be eligible to be paid at the holiday rate of pay for all hours worked during a holiday when

the employee is directed to report to work on one of the District's paid holidays.

**(3) Holiday Pay:**

In order to be paid an hourly holiday pay for working on a scheduled holiday, an eligible non-exempt employee who is directed to report to work on the scheduled holiday must:

(a) Have worked the workday before said holiday; and

(b) Work the workday after said holiday.

**(4) Unauthorized/Unapproved Work:**

An employee who reports to work on a holiday situation without prior authorization from his/her principal/supervisor may be subject to disciplinary action for violating this Rule's requirement for prior direction/approval.

**9 Withholding Salary Step:**

The District shall withhold a step increase for any employee who receives an unsatisfactory annual evaluation during the annual evaluation period. If the employee is on a step plateau at the time the step increase is withheld, that employee will remain on the step plateau an additional year.

**# New Teacher Orientation**

Certificated professional personnel new to the District, except those not on a 190-day contract, but including those teachers who have been out of the District for at least twenty-four months will be paid a supplemental stipend as a condition of their contract for the required New Teacher's Orientation Days.

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