



## Frequently Asked Questions

### Division of Human Resources Compensation and Classification

***The following Frequently Asked Questions have been provided to assist employees in clarifying various compensation processes and procedures.***

#### **How are salaries for DCSD employees determined?**

The District currently maintains a market-based compensation system for all District jobs. The current system includes experience-based annual salary schedules and market-based salary ranges.

#### **When will DCSD employees receive a raise?**

The Board of Education hopes to provide a general increase to all District employees within available resources in future years. However, future District budgets are impacted by changes in local, state, and federal revenues, future legislation, and other factors.

#### **How and when am I paid?**

All employees are paid on a semi-monthly basis and receive 24 evenly distributed paychecks for the school year. All payroll check dates will be based on the **15th day** of the month and the **last work day** of the month. For a comprehensive list of pay schedule information, click on the Work Calendar link to determine the appropriate pay schedule for your position.

#### **What happens when the 15th falls on a Monday, holiday or weekend?**

If the pay date falls on a Monday, holiday, or weekend, employees will be paid on the last work day prior to the weekend or holiday.

***Example: If the 15th of the month is on a Sunday, then employees would be paid on the preceding Friday.***

#### **How are my benefits affected by the semi-monthly payroll?**

Your health insurance premium and half of the flexible spending account (***if applicable***) contribution will be deducted during the first semi-monthly check, and the remainder of the benefits (dental, vision, optional insurance, etc. and the other half of the flexible spending account) will be deducted during the check at the end of the month.

#### **Will I receive two (2) checks of equal amounts each pay period?**

No. Your monthly gross earnings will be divided by two (2); however, the amount of your check may be different depending on the deductions taken. Going to semi-monthly means that the two check amounts may be different during the month due to the deductions taken during that pay period.

#### **How are my other deductions affected by the semi-monthly pay frequency?**

All other paycheck deductions will be 50% of your current monthly deduction amount and be taken out of each semi-monthly check.

#### **If I am a new teacher to DeKalb, will my pay begin in September?**

Teachers new to DeKalb, who begin the first day of preplanning week, will receive their first paycheck on August 31, and the teacher will receive the earned annual salary divided over 25 checks.

#### **How many days must I work in order to receive a year of experience credit?**

In accordance with the GADOE Experience for Salary Purposes, you must work 63% of the full work calendar or a minimum of 120 days during a full academic year.



**Frequently Asked Questions**  
 Division of Human Resources  
 Compensation and Classification

**How will my salary be affected if I begin employment after the first day of the fiscal / school year?**  
 Should an employee work less than the scheduled days for his or her position, the annual salary will be pro-rated based on the actual days worked. The total annual salary from the salary schedule will be divided by the scheduled days for that position and multiplied by the actual number of days to be worked. The salary is then divided over the remaining months that the employee has to be paid.

<b>Daily rate:</b>	\$160.00
<b>Multiply by the number of days worked:</b>	X 190
<b>Equals total earned:</b>	= \$30,400
<b>Divided by number of checks you will receive:</b>	÷ 24 checks
<b>Equals your semi-monthly amount:</b>	= \$1,266.66

**Will I receive experience credit for previous teaching and/or administrative experience?**  
 Individuals employed into a Certified, Administrative or Teaching position will receive experience credit for previous Certified, Administrative or Teaching experience, either within the DeKalb County School District or within another school district.  
 Salary placement guidelines comply with the Georgia Department of Education’s Experience for Salary Purposes and the District’s Salary Placement Guidelines.

**Will I receive experience credit for previous work experience (non-teaching/administrative)?**  
 Experience will be evaluated to assess the similarities of job responsibilities from verified previous experience. If the work experience is determined to be related, the Compensation Unit will consider the length of previous employment and the days and hours worked to determine the amount of experience towards salary placement.

**Can I receive experience credit for substitute teaching or paraprofessional experience?**  
 Teaching experience credit is not given for substitute teaching, teacher aide, student teaching, or paraprofessional experience.

**Will I receive experience credit for military service?**  
 In order to receive credit for military service, a copy of the employee’s DD214 must be submitted. The employee may receive up to three years credit for active military service in the Armed Forces of the United States. Experience credit is not granted for service in the Reserves or National Guard.

**How are supplemental assignments compensated?**  
 Eligible full-time employees can receive additional compensation for voluntary academic and/or athletic assignments. Payment occurs on the semi-monthly paychecks distributed during the school year and begin on the 1<sup>st</sup> paycheck in September. Supplement payment is based on related experience in paid positions. To verify previous experience related to the supplemental assignment, complete a Verification of Non-Contracted Positions (Supplements) form.

**What are the District’s guidelines regarding supplemental assignments?**  
 Supplements for coaching assignments are paid for the extended daily and calendar schedules which are necessary for practice, competitive events, and other activities related to the respective athletic program. The supplemental assignments must be approved annually by the principal and/or department administrator. A full-time employee can serve in a maximum of three supplemental assignments in one school year. Employees who complete a partial assignment will receive a proration of the supplement.