

CERTIFIED STAFF SALARY SCHEDULE

All certified teaching staff salaries will be determined in accordance with Wyoming law and in accordance with a salary schedule adopted by the Board of Trustees.

Neither this policy nor the certified staff salary schedule is intended to be a contract of employment or a promise or guarantee with respect to any particular salary, benefit or specific action. This policy is not intended to modify, replace, supersede, or add to any of the terms of any employment agreement between the employee and the school district. The certified staff salary schedule is subject to change at any time. Further, the salaries and other benefits set forth in the certified staff salary schedule are contingent upon the financial condition of the school district and the availability of funds.

PLACEMENT

Unless otherwise recommended by the Superintendent and approved by the Board of Trustees:

1. To the extent consistent with Wyoming law, certified staff with in-state experience will be placed at the step consistent with their experience. Certified staff with out-of-state experience shall not be placed beyond the seventh step unless specifically approved by the Superintendent. In reviewing such requests, the Superintendent shall consider the area in which the certified staff member has experience when determining the appropriate step to initially place the certified staff member.
2. No existing, newly hired, or reinstated employee shall be granted vertical steps on the salary schedule for any past District wage freeze unless the step was reinstated for all employees from which it was withheld.

CERTIFICATION

Wyoming law provides that no person shall teach or supervise in a public school in this state and receive compensation therefore out of any public fund who at the time of rendering such services is not a holder of, or a candidate and qualified for a certificate issued or to be issued, under the laws of this state and the rules and regulations of the Wyoming Professional Teaching Standards Board. Therefore, it is the responsibility of each certified employee to maintain appropriate certification to fulfill their assigned responsibilities in the State of Wyoming.

Re-certification should be applied for through the Professional Teaching Standards Board sufficiently in advance of the expiration date of the current certificate to allow re-certification to be completed prior to the expiration of the current certificate. If

CERTIFIED STAFF SALARY SCHEDULE

an application for re-certification is not submitted prior to the expiration date, that certified staff member will be temporarily reassigned to a non-certified position until their application has been received by the Wyoming Professional Teaching Standards Board. While temporarily reassigned, that staff member's salary may be reduced depending on the job assignment.

Securing and maintaining appropriate Wyoming certification is the responsibility of the certified employee, not the responsibility of the district.

ADDITIONAL CREDITS (HORIZONTAL ADVANCEMENT)

To advance horizontally on salary schedule level B (BA+15), a teacher must earn additional undergraduate semester credit hours that are directly related to the current teaching assignment or graduate credit hours leading to an advanced degree that can be shown to benefit the current teaching assignment. The credit hours must be earned after the BA degree is granted.

In order to advance on salary schedule level C (BA+30), the credit hours must bear a definite relationship to the current position held by the teacher. The credit hours must: (1) apply to the teacher's MA program which has been pre-approved by the superintendent and/or his/her designee, or (2) be graduate credit hours in the teacher's major or minor field of preparation earned after the BA degree.

To advance to salary schedule levels E (MA) the master's degree earned must bear a definite relationship to the current teaching assignment held, which determination shall be made by the superintendent and/or his/her designee. The degree program must be approved by the superintendent and/or his/her designee prior to the commencement of the degree or the degree may not be approved for lane advancement.

To advance to salary schedule levels F (MA+15), G (MA+30), and H (PHD/MA+45); the credit hours earned must bear a definite relationship to the current teaching assignment held, which determination shall be made by the superintendent and/or his/her designee. The credit hours earned must be graduate-level courses after the MA degree.

Unless otherwise authorized by the Superintendent or his/her designee, only those credit hours/degrees which are pre-approved by the superintendent or his/her designee prior to enrolling in a

CERTIFIED STAFF SALARY SCHEDULE

class/program shall apply toward horizontal advancement on the salary schedule. On the date a horizontal advancement is approved and granted on the salary schedule, a retraction on salary placement at a later date cannot occur, except in the case of a mistake or inadvertence. Credits toward the next horizontal advancement must be sequential.

Certified staff intending to move horizontally on the salary schedule must submit a form to Human Resources regarding their intent to move no later than March 1 of the year prior to the anticipated movement. Documentation for the credits earned (official transcripts) must be submitted to Human Resources at the earliest date possible following the completion of the work to accumulate the extra credits and must be provided on or before October 1 of the contract year in which horizontal movement is anticipated. It is the certified staff member's responsibility to ensure that all official documentation (official transcripts) has been submitted to Human Resources on or before October 1 and that the transcripts appropriately reflect the successful completion of the advanced degree and/or all credits which are to be applied toward horizontal movement on the salary schedule.

Compliance with the above, while meeting the requirements of the Board of Trustees, shall not be understood or construed thereby to modify or fulfill any requirements of the Wyoming State Board of Education or the Professional Teaching Standards Board.

VERTICAL STEPS

Vertical steps, as presented in the certified salary schedule, shall become effective at the beginning of the new contract school year. Vertical steps are reviewed annually by the Board as a part of the salary and benefits package for employees who have worked more than one semester the previous year. An employee advancing horizontally will only receive a vertical step if vertical movement is approved by the Board in the salary and benefits package for that contract school year according to the certified salary schedule. Vertical steps will not be granted when an employee advances horizontally for prior years of experience.

PAYMENT OF CERTIFIED CONTRACT

Certified staff shall be employed at the annual salary rate provided in the current salary schedule approved by the Board. Salaries shall be computed and paid in twelve (12) substantially equal installments. The payroll date shall be the 20th of each month. In the event that payday falls on a weekend or holiday,

CERTIFIED STAFF SALARY SCHEDULE

the District will pay on the last working day prior to the 20th of that month. In June the District pays the last two (2) months' salary in a lump sum (June and July). Certified staff leaving the District prior to the end of their last day will collect any pro-rated remaining portion of their salary, less any applicable fees or deductions, if applicable.

EXTRA PAY FOR EXTRA DUTY

Annual salaries shall always be interpreted to include compensation for other school-related duties not connected with the regular classroom assignments which may be made. Compensable extra duty time includes additional time for preparation and supervision expended by the certified staff member that is considered by the superintendent to be in addition to the regular assignment of the certified staff member. The Board of Trustees, upon the recommendation of the superintendent, will determine which desired school activities' sponsors shall receive extra pay. Extra-duty assignments shall be compensated at the rate established by the Board of Trustees. No employee shall acquire continuing contract status in any extra-duty assignment.

SUBSTITUTE PAY

Substitute teachers shall be paid at the daily rate approved by the Board and presented in the special pay rates schedule. State certification regulations limit a substitute teacher to teach a maximum of forty-five (45) days in any one teaching assignment (any part of one day taught is counted as one full day) per semester during the absence of a regularly certified and employed teacher because of that teacher's temporary inability to perform normal teaching duties. A substitute teacher who holds full Wyoming certification as a teacher with the appropriate endorsements for the subjects being taught may be assigned as a substitute for more than forty-five (45) days in a given semester.

CERTIFIED STAFF LEAVES AND BENEFITS

All certified teaching staff leaves and benefits are set forth in Board policies GCBD/GDBD and GCC/GDC.

W.S. 21-7-104

W.S. 21-7-303

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