

PROFESSIONAL STAFF COMPENSATION PLANS AND SUPPLEMENTAL (EXTRA-DUTY) PAY

It is the intent of the Board of Trustees of the District to establish a salary schedule for teachers and certified employees who will successfully attract new teachers and appropriately compensate those teachers and certified employees that have provided extended service to the District. All teachers' and certified employees' salaries will be determined in accordance with the salary schedule adopted by the Board of Trustees.

The adopted salary schedule expresses the policies the Board expects to follow in establishing teachers' and certified employees' salaries. The Board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any or all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the annual increments or horizontal columns may be withheld and such other adjustments of salary may be made as financial conditions warrant.

Placement

All teachers hired by the District shall receive credit in accordance with the District's salary schedule for all prior years of service obtained as a teacher in any Wyoming School District, or as a teacher in the regional development preschool system as defined by W.S. §21-2-701(a)(iii).

Certification

Wyoming Statute stipulates that no persons 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 State Board of Education.

Therefore, it is the responsibility of each teacher and certified employee to maintain appropriate certification to fulfill his/her 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. Securing and maintaining appropriate Wyoming certification is the responsibility of the individual teacher or certified employee, not the responsibility of the District.

Additional Credit (Horizontal Advancement)

Only those credits which are pre-approved by the Superintendent in accordance with Board Policy GCB-R shall apply toward horizontal advancement on the teacher salary schedule. The Board limits horizontal advancement to not more than one (1) step each year at its discretion. Teachers and certified employees intending to move horizontally on the salary schedule must notify the Superintendent in writing of their intent to move horizontally on or before June 1 of the school-year prior to the anticipated movement. Documentation for the credits earned

(official transcripts) will be presented to the Superintendent's office at the earliest date possible following the completion of the work to accumulate the additional credits but must be provided on or before September 15 of the contract year in which horizontal movement is anticipated. It is the teacher's or certified employee's responsibility to ensure that all official documentation (official transcripts) has arrived in the Superintendent's office on or before September 15 and that the transcripts appropriately reflect 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 local Board, 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.

Extra Pay for Extra Duty

Annual salaries shall include compensation for assigned school-related duties not connected with the regular classroom assignments. Certain extra duties involve such additional time for preparation and supervision as to make them inequitable to be considered within a regular assignment under the salary schedule. The Board of Trustees, upon the recommendation of the Superintendent, will determine which school activities shall have sponsors who receive extra pay. Extra-duty assignments shall be compensated at the rate established by the Board of Trustees. Extra-duty assignments are made on a year-to-year basis.

Pay Schedule

Teachers and certified employees shall be employed at the annual salary rate provided in the most recent salary schedule approved by the Board. Salaries shall be computed and paid in twelve (12) substantially equal installments. The payroll date shall be the 15th day of each month. In the event that pay day falls on a weekend or holiday, the Board may choose to pay on the last working day prior to the payroll date. The Board may elect to pay the last three (3) months' salary in a lump sum.

Teachers and certified employees leaving the District will, with proper notification, be able to collect any remaining portion of their salary at the time of separation.

Administrators' Salaries

District-level administrators shall have their salaries established by the Board of Trustees after consideration of the recommendation from the Superintendent.

Professional Staff Leaves and Benefits

All paid professional staff leaves and benefits as identified in Board policies GCBD and GCC which are provided to teachers and certified employees by the Board of Trustees are considered as a part of compensation to the employee.

Adopted: 3/11/85

Revised: 12/13/93

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