

PERS4 - Compensation and Benefits: Salary Schedules

P - Personnel

PROFESSIONAL STAFF SALARY SCHEDULES

Administrators

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position and the mode of evaluating performance, shall be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform with the requirements of the Arizona Revised Statutes.

Other Certificated Personnel

Salary systems for staff shall be approved annually by the Governing Board.

Days intended for participation in professional association activities are not to be compensated under an employee's contract or other employment agreements. For the purpose of this policy, *professional association activities* for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

Substitutes

Substitute salary schedule pay for substitute teaching will be established by the Board.

Other Contract Provisions

Any person who does not work the full term as set up by salary schedule shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.

For newly hired, critical, and difficult-to-fill certificated personnel positions placed on the teachers' salary schedule, differentials above the stated schedule may be paid.

(legal)

A.R.S.
[15-502](#)
[15-504](#)
[15-941](#)

DEA

PROFESSIONAL SALARY SCHEDULES

(local)

Employees will be compensated in accordance with Governing Board approved salary schedules. Employees may receive additional compensation in accordance with applicable laws and District policies and regulations.

Class Coverage in the Absence of a Substitute Teacher

Introduction

The District will compensate teachers when they are required to take on extra teaching responsibilities because another class is without a substitute teacher. The three (3) overriding principles that determine whether a teacher receives additional compensation for work performed during the seven and one-half (7.5) hour workday are whether the teacher is assigned extra teaching responsibilities, whether the assignment is a direct result of another class not having a substitute teacher, and whether the class coverage pay is applied within their approved schools' annual substitute coverage plan.

In covering classes for which a substitute is not available, these concepts will be followed whenever possible:

- A. Regular classroom assignments shall receive priority in assigning substitutes;
- B. Principals should treat special area programs equally when it is deemed necessary to adjust school or class schedules due to absences; and
- C. Special education classes should not be canceled to provide class coverage.

Short-Term Compensation

If applicable to the schools' annual substitute coverage plan, teachers who teach an absent teacher's entire or partial class for a class period(s) or full day will be compensated based on the proportion of the standard daily substitute rate.

A teacher who teaches an absent teacher's entire class for the full day will receive the standard daily substitute rate.

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Teachers who teach an absent teacher's partial class for the full day will receive a proportion of the standard daily substitute rate.

Teachers who teach an absent teacher's entire class for one (1) or more class periods will receive a proportion of the standard daily substitute rate.

Long-Term Compensation

When a teacher is absent or a class is vacant for fifteen (15) consecutive school days or more during the same fiscal year, the teacher(s) that take on additional teaching responsibilities because of the absence or vacancy will be compensated based on the long-term substitute daily pay rate using the percentages described in the short-term compensation section. On the fifteenth (15th) consecutive day the higher compensation will become retroactive to the first day of the long-term teaching responsibilities.

Reporting Additional Teaching Responsibilities

Teachers who assume all or a portion of an absent teacher's class or a vacant class as outlined above shall complete forms to account for additional teaching responsibilities. Principals will sign the form verifying the assignment assumed and transmit the form to payroll every two (2) weeks for payment at the next regularly scheduled payroll period. When applicable, the principal must specifically verify on the form that the teacher took on additional teaching responsibilities on a long-term basis.

Additions to Teacher Contracts

When a teacher currently on contract is hired into an additional certificated teaching position, the teacher will receive an addendum to their contract reflecting the addition of the new position. The teacher's full time equivalency will increase for the length of time that the employee holds the new position as allocated.

Substitute Teacher Compensation

Compensation for Regular Substitute Teacher

The pay rate for a substitute teacher is outlined below depending on whether the assignment is short-term. Short-term assignments are paid on the standard daily rate and long-term assignments are paid on the long-term daily rate.

Standard Daily Rate:

Full Day = \$140.00

Half Day = \$70.00

Substitute teachers can work no more than one hundred twenty (120) days in the same classroom each school year. There is no limit on the number of days an individual may substitute throughout the District.

Compensation for School-Based Substitute Teacher

In the event schools employ a school-based substitute teacher, the pay rate for a school-based substitute teacher is one hundred forty dollars (\$140) per day.

School-based substitute teachers are required to arrive at their assigned school every day regardless of whether or not there is an unfilled class.

Compensation for Long-Term Substitute Teacher

The pay rate for a long-term substitute teacher is one hundred eighty-five dollars (\$185) per day.

A substitute becomes "long-term" when substituting for fifteenth (15th) consecutive school days or more in the same position in the same school. Accepting a new assignment during a long-term assignment will affect the substitute's long-term pay. The long-term pay will cancel and start over. Upon meeting the above eligibility requirements, the substitute teacher will receive long-term pay, which will become retroactive to the first day of the long-term teaching responsibilities.

In order for a long-term substitute to become familiar with the classroom, the substitute will be allowed to attend the classroom with pay prior to the teacher's absence. This situation is upon principal request only. The substitute will be allowed one (1) day with the teacher in the classroom, unless requested and approved by human resources for a longer period of time.

Additional Compensation

The District will compensate substitute teachers when they are required to take on extra teaching responsibilities because another class is without a substitute teacher. Class coverage pay provided to teachers in the absence of a substitute teacher will apply in this case.

Performance Incentive Eligibility

Employees receive performance pay if they are eligible under applicable laws and if they qualify for such pay as determined in accordance with the District's performance pay plan. The amount of performance pay and the method and timing of payment of performance pay shall be specified in the District's performance pay plan.

All compensation, including performance pay, is based on an estimate of available budget funds that originate in the District's budget. Should the Arizona State Legislature not fully fund, or otherwise limit, reduce, delay payment or refuse payment of amounts projected or contained in the District's budget to fund compensation amounts, including performance pay, the Governing Board may require a pro-rata reduction of compensation amounts.

Eligibility for Performance Pay

Employees whose current performance evaluation indicates that an aspect of their job performance is unsatisfactory, resulting in a plan of improvement, will not be granted the performance incentive until these employees accomplish the goals described on their performance evaluation. An employee will retroactively receive the performance incentive upon successful completion of the improvement plan goals. If an employee's current performance evaluation indicates that an aspect of the employee's job performance is unsatisfactory and that employee resigns or is terminated or has his/her contract non-renewed, that

employee is not eligible for performance pay.