



# Capital School District Board of Education Policy

Section: Human Resources
Title: Salary Guides
Policy #: 500-09
Date Approved: 11/14/12
Date Revised: 08/15/12

## **Purpose:**

To provide information regarding the setting of school district salaries.

## **SUPERINTENDENT OF SCHOOLS SALARY**

The salary of the Superintendent of Schools shall be set by the Board of Education of the Capital School District.

## **OTHER ADMINISTRATIVE PERSONNEL SALARY**

The salaries of other administrative personnel will be set by the Board of Education of the Capital School District.

## **PAYMENT OF SALARY AND DEDUCTIONS**

### **SALARY PAYMENT – LICENSE OR PERMIT**

State regulations require that a teacher be qualified to teach by the proper license or permit. Local school officials are prohibited by law from paying for teaching services rendered until the Superintendent of Schools has duly recorded the teaching license or permit, which makes the teacher eligible to teach.

### **SALARY PAYMENT – INCREMENTS**

Teaching staff members will advance one (1) year on the currently adopted salary schedule for teaching one (1) full year of school in the Capital School District. Part-time staff members may, however, accumulate their part-time service and progress on the Capital School District salary schedule accordingly.

### **SALARY PAYMENT – NUMBER OF PAYMENTS**

The salary for all professional staff members shall be paid on the prescribed dates of either a twenty-two (22) or twenty-six (26) pay schedule. The choice of either a twenty-two or twenty-six pay schedule rests with the professional staff member, but cannot be changed once selected for the year.

Deductions will be made from employee's salaries as prescribed by State Law or as outlined in the business section of the Capital School District Board of Education Policy Manual.

## **SALARY PAYMENT – MEETING ATTENDANCE**

Attendance of all general teachers' meetings, building meetings, and group meetings is a contractual obligation of the teacher. Absence for a valid reason may be excused by the local school administrator, or the Superintendent of Schools. Failure to notify the proper administrator may result in a loss of pay. [See Master Agreement.]

## **SALARY ADJUSTMENTS – ADDITIONAL PREPARATION**

All professional employees are urged to continue their education. Master's degree increments are credited by filing documentation of this achievement with the Human Resources Office. In order to qualify for a salary increment, based upon additional preparation, the requirements of the Department of Education must be met. Copies of these regulations and the forms to apply for salary recognition can be secured from the Human Resources Office. Assistance and information are available on request from the Human Resources Office

Salary adjustments, pro-rated if necessary for the remainder of the year, are effective the month following completion of an advanced degree or additional preparation.

## **SALARY PAY OPTIONS**

Ten-month employees may select a pay plan from the options provided by the State. Once selected, the pay plan cannot be changed until the following year in September. All employee paycheck information will be mailed to the employee's home on the day designated by the State. All employees may have access to paycheck information through ePay website.

## **PAYROLL DEDUCTIONS**

Deductions will be made in accordance with State and Federal law.

## **PAYROLL DEDUCTIONS - OPTIONAL**

The following payroll deductions may be made at the option of the employee: State Life Insurance (must be refused by the employee if not desired), Blue Cross-Blue Shield Insurance (for any coverage desired beyond the individual coverage paid by the State and the additional coverage paid by the District), professional dues (for more details see Building Representatives), Tax Sheltered Annuity or other deferred compensation plans, United Fund contributions, United States Savings Bonds and Credit Union (see Building Representative). Full information on these options will be provided by the Human Resources Office and any questions should be referred to them.

## **PAYROLL PAY – EXTRACURRICULAR ACTIVITIES**

In recognition of supplemental services provided by professional employees in addition to normal responsibilities, the Board of Education has specified a schedule of additional payments. Employees' participation in extracurricular activities which extend beyond the regularly scheduled in-school day shall be voluntary. In cases where the lack of voluntary participation by employees would lead to a reduction or elimination of beneficial student activities, the school administrator will attempt to assign an employee to the activity who would be paid according to a specified salary schedule.

## **SALARY SCHEDULES**

The salary schedule expresses a policy which the Board of Education expects to follow in establishing all professional salaries. Additional increments may be made for additional work accomplished in field as determined by the Superintendent of Schools and approved by the Board of Education. The salary schedule is the basic salary for all professional staff members for the ten month (10), or one hundred and eighty-eight (188) day contract.

Selection and appointment of teachers for extracurricular work shall be made by the Board of Education on the recommendation of the Superintendent of Schools.

## **APPROVED FORM**

The Capital School District Board of Education will honor the salary scale as prescribed in the Master Agreement between the Board of Education of the Capital School District and the Capital Educators Association until a new salary has been negotiated and approved by the Board of Education of the Capital School District.

## **PROFESSIONAL STAFF GROUP INSURANCE**

*Disability Insurance* – All active employees between the ages of 18 and 64 years, 9 months, with an average minimum employment of thirty (30) hours per week are covered by the State of Delaware Disability Insurance Plan.

*Life Insurance* – Life Insurance is provided automatically through the State group plan (on a contributory basis) following ninety days of employment unless refused in writing.

*Health Insurance* – Health care insurance for employees is as provided in the Master Agreement.

*Blood Bank* – The Board of Education will continue to pay the cost of membership in the Delaware Blood Bank at the request of the employee.

## **SOCIAL SECURITY**

All Capital School District employees are covered by Social Security and may be retired and receive full benefits under the regulations of the Social Security Administration of the Department of Health, Education and Welfare; the amount of which is completely independent of any other pension received. The normal Social Security retirement age is now sixty-five, though both men and women may elect to retire earlier with smaller benefits. Disability retirement and survivor's benefits are also possible under Social Security. For detailed information, contact the local Social Security office.