

# CLAYTON COUNTY PUBLIC SCHOOLS COMPENSATION METHODOLOGY AND PROCEDURES

[Business Services - Compensation](#)

## ***Compensation Philosophy***

Clayton County Public Schools' (CCPS) Compensation is committed to providing a fair and competitive employee compensation program that will attract, retain, and reward high performing employees at all levels. It strives to cultivate and maintain fair, consistent, and equitable compensation practices that improve morale and are aligned with CCPS core values and mission to produce a competitive and high performing organization. Furthermore, CCPS believes that high quality teachers and support staff exhibiting outstanding talent will provide an exemplary level of innovation, creativity, leadership and knowledge to fulfill the school district's mission and strategic goals while providing a quality education to its' most prized possession, the students of the community.

The Compensation Program is evolving and has been revamped to meet the goal of overhauling the CCPS compensation procedures, guidelines, and processes to make them clear, fair, easily administered and communicated, and fiscally responsible to CCPS.

In fiscal year 2019, Clayton County Public Schools district leadership began to analyze its compensation model and practices, by reviewing older compensation methods and practices to determine the best way to address pay parity and equity. Pay parity issues that existed among employees were identified, and a solution was implemented for fiscal year 2020. The strategic goals for accomplishing our compensation initiatives and the plan for creating internal salary equity are as follows:

- ❖ Stabilize positions on Grade Salary Scales
- ❖ Adjust Teacher Salary Scale for appropriate increases
- ❖ Redesign method for salary scale placement for internal promotions and external hires
- ❖ Maintain integrity, implement compensation practices that are robust and comprehensive

## ***CCPS Salary Structure***

The CCPS Salary Structure for teachers and other teacher-like positions consists of the Teacher Salary Scale. When placing teachers and teacher-like positions on the Teacher Salary Scale, certificate level and years of verified teaching experience determine level of pay and step.

The CCPS Salary Structure for non-teaching professional/support and administrator employees consists of the hierarchy of position grades and pay ranges and is expressed in the term of paygrades. Each non-teaching professional/support position is aligned and identified by a grade. Employees who are compensated in this manner are placed on the Grade Salary Scale.

## ***New Hire Compensation Placement***

*FY20 Salary Scales available on our website*

***[https://www.clayton.k12.ga.us/departments/business\\_services/compensation/2019-2020\\_teacher\\_salary\\_scale/](https://www.clayton.k12.ga.us/departments/business_services/compensation/2019-2020_teacher_salary_scale/)***

### TEACHERS

Teacher and teacher-like positions require certification and are compensated on the CCPS Teacher Salary Scale. Placement for teachers is determined based on certificate level (T-level) and the number of verifiable teaching years. To be granted a full year, a teacher must meet the requirements in the State Board of Education State Rules (State Rule 160-5-2-.05 – *Experience for Salary Purposes*). The highlights of the rules are as follows:

- ✓ Must have been certified
- ✓ Must have worked in an accredited institution
- ✓ Must have worked full-time a minimum of 120 days each school year

### ADMINISTRATIVE POSITIONS

Administrative positions, which require certification, compensated according to the CCPS Grade Salary Schedule. Each grade has a maximum of 16 steps. Salary experience for administrative positions is credited as follows:

- ✓ Administrative positions receive experience credit up to the midpoint of the designated grade
- ✓ Step placement is determined by years of directly relatable experience up to the midpoint for all administrative positions except Chief and Deputy-level positions
- ✓ Step placement for the Chief and Deputy positions is the beginning step for the designated grade

### NON- TEACHING PROFESSIONAL AND SUPPORT POSITIONS

Non-teaching professional/support positions are compensated according to the CCPS Grade Salary Schedule. Each grade has a maximum of 16 steps. Grade Salary Scales inclusive of the letter “N” do not receive experience credit (Ex.: Administrative Assistant II- 8HR Grade 19N). Grade Salary Scales inclusive of the letter “E” contain positions that are evaluated for experience credit (Ex.: Manager Grade 27E). For reference, a listing of all non-teaching professional/support positions is listed by grade. Salary experience for non-teaching professional/support positions is credited as follows:

- ✓ Step placement begins on the first step for positions not considered for experience credit
- ✓ Step placement is determined by years of directly relatable experience up the midpoint for positions that are considered for experience credit

- ✓ Step placement for classified new hires that receive experience credit cannot exceed the midpoint of a grade for years of experience

**Promotion** - *A promotion is the advancement or reassignment of an employee from a position on a lower pay grade to a position on a higher pay grade within the organizations job hierarchy.*

The compensation department utilizes a sliding scale formula to administer promotions. The sliding scale formula allows upward movement between pay grades while maintaining current step. Employees promoted within the organization will be placed on the appropriate higher pay grade while maintaining the current step to preserve the employee's years of experience credit.

Employees promoted to the Grade Salary Schedule from the Teacher Salary Schedule are evaluated as a new hire. If an employee's promotion does not result in a pay raise, the employee's current salary may be adjusted by a percentage increase and placed on the nearest step in the new assigned grade, not to exceed the maximum step. Please note that promoted employees must meet minimal qualifications for the position. Internal equity will always be a consideration when deriving a promotion salary.

**Demotion** - *A demotion is the reassignment of an employee to a position on a lower pay grade in the organizations job worth hierarchy*

The compensation department utilizes a sliding scale formula to administer demotions. The sliding scale formula allows downward movement between pay grades while maintaining current step. Voluntary and involuntary demotions will be treated the same. Employees demoted within the organization will be placed on the appropriate lower pay grade while maintaining the current step.

Employees demoted to the Teacher Salary Scale from the Grade Salary Scale will be evaluated for teaching experience and degree level in accordance with State Board of Education State Rule 160-5-2-.05.

## **Lateral Movement**

If an employee moves to a new position within the same salary scale or grade, the pay will remain the same.

## **Rehire**

Teacher and teacher-like employees compensated on the CCPS Teacher Salary Scale receives year-for-year experience according to certification level and years of certified teaching experience in accordance with State Board of Education State Rule 160-5-2-.05.

Non-teaching professional/support and Administrative positions rehired within one (1) calendar year of separation will receive salary credit for the last step earned at the time of separation

## **Reassignment**

Step placement for an employee reassigned to a different school, location or department and the position is compensated on a lower pay grade shall be deemed a demotion. All exceptions must go through an authorization process and an exception form completed and signed by the Superintendent

of Schools. The Superintendent of Schools will complete a Reassignment Compensation form. The Superintendent and the Coordinator of Compensation must sign the form.

### **Active Positions Listing**

**Grade N (Ex.13N) = No experience credit**

**Grade E (Ex.27N) = Experience credit**

GRADE 13N			GRADE 21N		
616B	BUS MONITOR I 6.0 HR	13N	16GG	ACCOUNTING TECHNICIAN II	21N
482B	HEALTH CARE TECH (ELITE) 6.5 HRS	13N	16BF	ADMINISTRATIVE ASSISTANT III	21N
482A	HEALTH CARE TECH 6.5 HRS	13N	722L	BUYER SUPPORT SPECIALIST	21N
34B1	ITINERANT NUTRITION WKRS 6.0 HRS	13N	02FB	COMMUNICATIONS ASSISTANT	21N
326L	NUTRITION WORKER 3.0 HR	13N	426D	COMPUTER OPERATOR	21N
326M	NUTRITION WORKER 4.0 HR	13N	722I	CONSTRUCTION FIELD TECH	21N
326N	NUTRITION WORKER 5.0 HR	13N	721G	CONTRACTS SPEC. CONSTRUCTION	21N
326O	NUTRITION WORKER 5.5 HR	13N	16EI	HR SPECIALIST II	21N
326P	NUTRITION WORKER 6.0 HR	13N	722G	MAINTENANCE TECH W/PSER/PXRS	21N
326Q	NUTRITION WORKER 6.5 HR	13N	722H	MAINTENANCE TECHNICIAN W/TRS	21N
326R	NUTRITION WORKER 7.0 HR	13N	303J	NUTRITION MAINT TEC W/TRS	21N
326S	NUTRITION WORKER 7.5 HR	13N	300F	NUTRITION MGR M/S	21N
326U	NUTRITION WORKER ELITE 4.0 HRS	13N	16IB	RECORDS MANAGEMENT SPECIALIST	21N
326V	NUTRITION WORKER ELITE 6.0 HRS	13N	167K	TEXTBOOK SPECIALIST	21N
326T	NUTRITION WORKER ELITE 7.0 HRS	13N	16EP	TRIBUNAL SPECIALIST II	21N
GRADE 13C-N			GRADE 22N & 22E		
17B1	CUSTODIAN II	13C-N	01JJ	ACCOUNTS PAYABLE SUPERVISOR	22N
GRADE 15N			16EO	ADMINISTRATIVE SUPPORT SPEC II	22N
31A5	NUTRITION ASST MGR	15N	21AC	BI COMM/PARENT LIAISON	22N
31A4	NUTRITION ASST MGR ELITE	15N	21AA	COMMUNITY/PARENT LIAISON	22N
GRADE 16N			82A4	DISTRICT SUCCESS COACH	22N
723F	MAINT WORKER BUILDING & GROUND	16N	621D	FLEET MAINTENANCE MECHANIC I	22N
14BC	PARAPRO- INSTRUCTIONAL	16N	16LK	INSTRUCTIONAL SPEC- ADULT ED	22N
1.40E+03	PARAPRO- SPECIAL ED PRE-K	16N	426A	MIS DATA INFORMATION SYS TECH	22N
1.40E+02	PARAPRO -SPED INTERRELATED	16N	425F	MIS TECHNICIAN I	22N
14D4	PARAPRO TITLE I	16N	300H	NUTRITION MGR ELITE SCHOLARS	22N
14D9	PARAPRO/CAREGIVER	16N	300G	NUTRITION MGR H/S	22N
14D8	PARAPRO/FACILITATOR ISS	16N	195C	SCHOOL RESOURCE OFFICER	22E
1.40E+04	PARAPRO/FACILITATOR ISS ELITE	16N	<b>GRADE 23N &amp; 23E</b>		
14D1	PARAPRO/KINDERGARTEN	16N	02AJ	ACCOUNTANT I	23E

14D6	PARAPRO-BILINGUAL	16N	622H	BUS DRIVER TRAINER	23N
1.40E+07	PARAPRO-ELEMENTARY	16N	721I	BUYER	23N
14D2	PARAPRO-MEDIA	16N	16EK	ENERGY MGT. SPECIALIST	23N
14D5	PARAPRO-REMEDIATION	16N	16AD	EXEC. ASST./CHIEF OFFICER SEC	23N
1.40E+05	PARAPRO-SPEC ED - ELITE ACAD	16N	621E	FLEET MAINTENANCE MECHANIC II	23N
14D3	PARAPRO-SPECIAL ED	16N	16DE	HR ANALYST-ABSENCE MANAGEMENT	23N
1.40E+06	PARAPRO-SPED/INTERR. ELITE	16N	16DB	HUMAN RESOURCES ANALYST I	23N
14D7	PARAPRO-TECHNOLOGY LAB	16N	425G	MIS TECHNICIAN II	23N
14P2	PRE K ASSISTANT	16N	721J	NUTRITION BUYER	23N
<b>GRADE 17N</b>			301B	NUTRITION LEAD MANAGER	23N
15B6	ATTENDANCE CLERK	17N	16IA	NUTRITION PROGRAM SPECIALIST	23N
16BO	FILE ROOM CLERK	17N	20AB	PRODUCTION/MAIL QT.CONTROL AST	23N
15B4	GUIDANCE SECRETARY	17N	16GQ	PROG. SPECIALIST-SCH.NUTRITION	23N
15B1	SCHOOL SECRETARY I	17N	623C	TRANS. SPECIALIST	23N
15B3	SECRETARY-REGISTRAR	17N	<b>GRADE 24N &amp;24E</b>		
<b>GRADE 18N</b>			16IE	ASSESSMENT TRAINING SPECL I	24N
430B	ASSISTIVE TECHNOLOGY TECH.	18N	02AI	AUDITOR	24E
1.40E+08	AUDIOLOGY TECHNICIAN	18N	02FA	COMMUNICATIONS SPECIALIST	24E
610H	BUS DRIVER 6.0 HRS.	18N	16AK	EXEC. ASST./ DEPUTY SUPT. SEC	24N
15C3	COMMUNICATIONS OFFICER	18N	621F	FLEET MAINTENANCE MECHANIC III	24N
16EM	ENERGY MGT. ASSISTANT	18N	01JI	MAINTENANCE OFFICE SUPERVISOR	24N
4832	HOME EXTENSION INSTRUCTOR	18E	722K	MASTER TECHNICIAN W/PSER/PXRS	24N
723E	MAINTENANCE APPR W/PSER/PXRS	18N	722J	MASTER TECHNICIAN W/TRS	24N
723D	MAINTENANCE APPRENTICE W/TRS	18N	425H	MIS TECHNICIAN III	24N
303K	NUTRITION MAINT APPR W/PSER/PX	18N	303I	NUT MASTER TECH. W/PSER/PXRS	24N
303L	NUTRITION MAINT TECH W/PSERS	18N	303H	NUT MASTER TECH. W/TRS	24N
20AF	PRESS OPERATOR II PRINTING	18N	01JN	OFFICE SUPERVISOR	24N
15B2	SCHOOL SECRETARY II-BOOKKEEPER	18N	20AA	PRODUCTION MANAGER	24N
<b>GRADE 19N</b>			16C4	RECRUITER	24E
16GF	ACCOUNTING TECHNICIAN I-7.5 HR	19N	424D	TRAINING SPECIALIST I	24E
16GD	ACCOUNTING TECHNICIAN I-8 HR	19N	622G	TRANSPORTATION SUPERVISOR	24N
16BK	ADM. ASST. II - 210 DAYS	19N	1255	YOUTH APPRENTICESHIP SPEC. 219	24E
16BD	ADMINISTRATIVE ASST II- 7.5 HR	19N	<b>Grade 25N &amp;25E</b>		
16BB	ADMINISTRATIVE ASST II-8.0 HR	19N	16DG	BUDGET ANALYST	25N
20AD	GRAPHIC ARTS TECHNICIAN	19N	01JG	CAMPUS KIDS SUPERVISOR	25N
16EE	HR SPECIALIST I	19N	720H	CONSTRUCTION SUPV. SPLOST	25N
20AE	MAIL SERVICE/GRAPHIC ARTS TECH	19N	16IF	DIGITAL CONTENT SPECIALIST	25E
15B5	SCHOOL BOOKKEEPER SPECIALIST	19N	16IC	EARLY LEARNING COMPL SPECL	25N
16BN	SECRETARY II-A ELITE SCHOLARS	19N	16AJ	EXECUTIVE ASSISTANT/SUPT SEC	25N
15B7	TERMINAL AGENCY CLERK	19N	620D	FLEET MAINTENANCE SUPERVISOR	25N
16GO	TESTING TECHNICIAN	19N	01JE	INVESTIGATOR	25E
4828	THEATER TECHNICIAN	19N	1258	MASTER CHEF/ TRAINER	25N
613B	TRANSPORTATION DISPATCHER	19N	425E	MIS TELECOM TECHNICIAN	25N

GRADE 20N					
			4831	NUTRITION PROG. TECH SPEC.	25N
21AE	BI FAMILY SERVICE LIAISON	20N	4811	OCCUPATIONAL THERAPIST(OT)	25E
21AD	BI LANGUAGE SUPPORT LIAISON	20N	508Q	PHYSICAL THERAPIST (PT)	25E
21AB	BILINGUAL FAMILY LIAISON	20N	721H	PROCUREMENT CARD ADMINISTRATOR	25E
01JK	CAMPUS KIDS ASST. SUPERVISOR	20N	415E	SENIOR ENGINEER	25E
16GN	DUE PROCESS TECHNICIAN II	20N	4806	SIGN LANGUAGEINTERPRETER	25E
20AC	ELECTRONIC IMAGING SPECIALIST	20N	16GR	SPECIALIST	25E
16EB	MIS HELP DESK SPECIALIST	20N	424G	STUDENT INFORMATION SPECIALIST	25N
300D	NUTRITION MGR E/S	20N	4837	SUPERVISING HEALTH CARE PROF.	25N
1257	PRE-K ASSISTANT SUPERVISOR	20N	01JH	SUPERVISOR	25N
16F2	PROGRAM EVALUATOR	20N	1256	WEBMASTER	25E

