

# Chapter 13 – Salary Determination

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## Overview

### Background

Public school employees are paid on the state salary schedule in accordance with

- the class level of the license
- experience level, AND
- assignment as
  - teacher
  - curriculum specialist
  - program director
  - student service personnel, or
  - administrator.

### In this chapter

This chapter covers the following topics:

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## Class Level and Salary

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### Graduate license

The salary certification process automatically grants graduate-level salary (master's through doctorate) to the individual holding a graduate license and serving as

- a teacher
- student service personnel
- curriculum-instructional specialist
- school administrator

Effective July 1, 2000, licensed public school personnel shall be paid on the salary schedule applicable to the assignment at the highest license level held. This policy applies to all areas, including administration, student services, and teaching.

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### Exceptions to the graduate license policy

The class M area for which the salary is established must have been added by the completion of an approved education program or equivalent at the master's degree level.

Budget Bill S202 **Section 7.35 Salary of Teachers with Graduate Pay** SBE shall not change the policies related to masters pay.

Board members also approved a recommendation from Harrison to delay implementation of their Graduate Pay Policy (TCP-A-006), which authorizes that teachers be paid on the master's-level salary schedule for any master's degree or advanced degree held from a regionally accredited Institution of Higher Education. The policy now goes into effect July 1, 2010. The delay was recommended as a result of the state's current economic situation.

### 6.50 Graduate Degrees

The Licensure Section shall authorize salary on the master's level (or other appropriate) salary schedule for professional educators who hold master's degrees or advanced degrees that do not lead to a professional educator license if the following criteria are met:

- 1) The master's or higher degree is from a regionally accredited IHE.
- 2) The master's or higher degree is in an education or subject area directly related to an existing area of licensure and current teaching assignment or instructional support responsibilities.
- 3) The educator's assignment for the majority (50% or more) of the school day is in the area for which the master's or higher degree applies.

**Effective July 1, 2009** the Licensure Section shall authorize salary on the master's level (or other appropriate) salary schedule for professional educators who hold master's degrees or advanced degrees from a regionally accredited IHE.

The regional accrediting agencies are:

- Middle States Association of Colleges and Schools,
- New England Association of Schools and Colleges,
- North Central Association of Colleges and Schools,
- Northwest Commission on Colleges and Universities,
- Southern Association of Colleges and Schools, AND
- Western Association of Schools and Colleges.

As of July 1, 1993, the Licensure Section can authorize salary certification on the class M teacher salary schedule for teachers who hold a master's degree that is not in teacher education. The following restrictions apply:

- 1) The master's or higher degree must be from a regionally accredited IHE. The regional accrediting agencies are:
  - Middle States Association of Colleges and Schools,
  - New England Association of Schools and Colleges,
  - North Central Association of Colleges and Schools,
  - Northwest Commission on Colleges and Universities,
  - Southern Association of Colleges and Schools, AND
  - Western Association of Schools and Colleges.
- 2) The master's or higher degree must be in an education or subject area directly related to an existing area of licensure and current teaching assignment or instructional support responsibilities.

The educator's assignment for the majority (50% or more) of the school day must in the area for which the master's or higher degree applies.

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**Junior ROTC  
instructors**

The military and the local school system jointly support ROTC programs. Junior ROTC instructors must receive total compensation that equals active duty pay. Any difference between military retirement pay and active duty pay is jointly supplemented by the federal government and the employing LEA.

If the total compensation is less than the amount an individual would earn on the state salary schedule (based on the license rating), the local school system must add funds to compensate the instruction at the state salary level. In some situations, the local portion of the salary for the Junior ROTC instructor may be paid from state funds. For a state-funded position, the operating budget entry must show the percentage of the individual's total salary paid from state funds.

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## Class Level and Salary

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### **Substitute teachers**

State Board of Education regulations do not require substitute teachers to be licensed. However, licensed substitute teachers are eligible for a higher pay rate.

**Note:** When a teacher assistant serves as a substitute teacher, the salary for the day shall be the same as the daily salary of an entry-level teacher with an “A” license.

**Whenever possible, local school systems should employ licensed teachers as substitute teachers.**

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### **Supervisor/Director assignments**

The salary certification process includes a general administrator budget code for supervisor allotments. Supervisor allotments allow an individual licensed as principal to receive a salary based on the supervisor’s pay scale without being required to add a curriculum-instructional specialist license.

**Note:** This rule is limited to assignments whose duties and responsibilities are administrative in nature.

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### **Effective date of salary changes**

Salary changes resulting from academic preparation completed prior to April 1 of the current school year become effective with the first day of the pay period that follows the effective date of the new license.

Class upgrades and salary changes that result from educational requirements completed after April 1 become effective July 1 of the following school year.

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## Experience and Salary

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### Introduction

Salary is determined by the amount of creditable teaching experience an individual has, and affects any other areas the individual has obtained.

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### Experience and licensure area

The table below lists the licensure area and corresponding experience credit classifications.

Licensure Area	Experience Credit
<b>Superintendent</b>	Experience earned by serving as superintendent is creditable toward the superintendent rating as well as all other areas on the license.
<b>Principal</b>	Experience earned by service as a principal is creditable toward the principal rating as well as <ul style="list-style-type: none"><li>• supervisor/director</li><li>• student service areas, AND</li><li>• all teaching areas.</li></ul>
<b>Assistant Principal</b>	Experience earned by serving as an assistant principal is creditable to <ul style="list-style-type: none"><li>• supervisor/director,</li><li>• student service, AND</li><li>• all teaching areas.</li><li>•</li></ul> <p><b>Note:</b> Assistant principal experience is not creditable to the principal area.</p>
<b>Supervisor/Director</b>	Experience earned by service as a supervisor/director is creditable toward <ul style="list-style-type: none"><li>• supervisor/director</li><li>• student service, AND</li><li>• all teaching areas.</li></ul>

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## Experience and Salary

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Licensure Area	Experience Credit
<b>Student Service</b>	Experience earned in a student service assignment is creditable toward <ul style="list-style-type: none"><li>• supervisor/director areas</li><li>• student service areas, AND</li><li>• all teaching areas.</li></ul>
<b>Teacher</b>	Experience earned by service as a teacher is creditable toward <ul style="list-style-type: none"><li>• all teaching areas</li><li>• supervisor/director, AND</li><li>• all student service areas.</li></ul>

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### Effective date for experience changes

Newly added experience credit is effective for salary determination on July 1 of the fiscal year during which it is received and approved by the Licensure Section. Salary adjustments due to corrections in experience ratings are effective July 1 of the fiscal year in which the correction is made unless otherwise approved by the Licensure Section.

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## Guidelines for Establishing Experience Credit as a Professional Educator

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### Introduction

This section provides guidelines for establishing experience credit for those individuals employed as professional educators.

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### Service not recognized

Service as a tutor, clerical paraprofessional, or substitute teacher is not recognized for professional educator experience credit. It may be recognized for non-teaching work experience credit if it meets the criteria identified on page 13-8.

**Note:** Experience credit is not awarded for a period of time designated as a leave of absence except as required by Workmen's Compensation and the Uniform Services Employment Re-employment Rights Act (USERRA).

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### Instructional teaching assistant service

Service as an instructional teaching assistant qualifies for experience credit. One year of experience credit is awarded for each two years of service as an instructional teaching assistant before the bachelor's degree was earned. One year of experience credit is awarded for each year of service as an instructional teaching assistant after the bachelor's degree was earned.

## Guidelines for Establishing Experience Credit as a Professional Educator

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### Professional school experience service

Credit awarded for professional school experience is calculated according to these rules:

- **Full-time work** in a school unit of not less than six calendar months within one fiscal year (July 1 through June 30) earns one year of experience credit. (Exception: experience in a one-teacher private school.)
- **Part-time work** requires a minimum of 15 hours per week to establish experience credit in a school unit. If the experience totals 6 calendar months of full-time experience during a single fiscal year, one year can be credited.
- **Partial years of full-time or part-time experience** can be combined for experience credit. Full-time experience of less than 6 calendar months in a fiscal year can be combined with another partial year of part-time or full-time experience to equal one year of experience credit. (Example: two years of part-time work can be combined for one year of experience, if it is equivalent to 6 months of fulltime experience.)

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### Credit for service to two or more units

Experience credit for a single year served in two or more school administrative units is allowed unless the Superintendent of Public Instruction has been advised that the person's contract was willfully breached during the school year.

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### Credit for college teaching service

Credit for college teaching experience is calculated as follows: teaching two courses (six semester hours or class hours) is considered half-time work; teaching four courses (twelve semester hours or class hours) is considered full-time work.

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# Guidelines for Establishing Experience Credit for Related Non-Teaching Experience

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## Introduction

This section provides guidelines for establishing experience credit for non-teaching service.

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## Related non-teaching work experience

Non-teaching work experience can be credited towards an individual's total licensure experience rating by recommendation from a North Carolina Local Education Agency (LEA). Recommendations must be made by the superintendent's designated personnel administrator (one individual per LEA).

One year of experience credit can be awarded for every two years of full-time relevant non-teaching work experience completed before the individual earned a bachelor's degree. One year of experience credit can be awarded for every year of full-time relevant non-teaching work experience completed after the individual earned a bachelor's degree.

For Class V Career-Technical Trade and Industry Education licenses, one year of experience credit can be awarded for every year of full-time relevant non-teaching work experience after the individual completes the required training and work experience to qualify for the provisional license.

For trade and industrial education licenses based on a high school diploma, six years of related work experience are required within the past ten years. Four of the years will be held in escrow. Two years will be released for pay purposes when the individual completes an associate's degree, and the additional two years will be released if the individual completes a bachelor's degree.

For trade and industrial education licenses based on an associate's degree, four years of related work experience are required within the past eight years. Two of the years will be held in escrow. Two years will be released for pay purposes when the individual completes a bachelor's degree.

For trade and industrial education licenses based on a bachelor's degree, two years of related work experience are required within the past five years. All of the relevant experience will be released for pay purposes since the individual completed a bachelor's degree.

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## Guidelines for Establishing Experience Credit for Related Non-Teaching Experience

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### Definition

**Related Non-teaching experience** – professional work experience in public or private sectors of employment that is directly related to an individual’s

- area of licensure, and
- work assignment.

Eligible experience:

- is based on a 40-hour week;
- was at least half-time (20 hours or more per week);
- was completed after age 18;
- did not include on-the-job training; AND
- was paid and documented.

**Note:** Credit for non-teaching work experience is not transferable to other licensure areas for which the experience is not relevant.

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### Parameters for determining non-teaching experience credit

- 12 months of full-time (40-hour week) employment equals one year of experience credit
- total years of non-teaching experience can be calculated by adding all months of experience and dividing by 12
- the sixth month rule: for full-time employment of less than twelve months, add total months and divide by twelve to calculate years. If the numerical remainder is equal to or greater than five, round total years up by one year). The six-month rule applies only to individuals who already have a minimum of one year full-time employment (40 hour work week-12 calendar months)
- one year of experience credit is awarded for each year.

### Examples:

- 1) 34 full-time calendar months of employment as a chemist in a chemical manufacturing company could be used to credit experience toward a science teacher’s license. Divided by 12, this would equal 2.8 years (rounded to 3 years), which would allow 3 years toward experience using the above rule.
  - 2) 30 full-time calendar months of employment as an accountant in an accounting firm could be used to credit experience toward a business teacher’s license. Divided by 12, this would equal 2.5 years (rounded to 3 years), which would allow 3 years toward experience using the above rule.
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## Guidelines for Establishing Experience Credit for Related Non-Teaching Experience

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### Calculating non-teaching experience credit

If eligibility criteria for non-teaching experience are met, calculate credit as follows:

- use fiscal year (July 1 – June 30)
- if day of month is not given on Form NE, begin with following month.
- if day of month is given on Form NE, determine % of that month to be credited.

### Example with month and year

The dates given are 10/87 – 4/88. Do not count October and April, because you do not know the beginning date in October or the ending date in April.

Count only November through March: total non-teaching experience credit received = 5 months.

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## Guidelines for Establishing Experience Credit for Relevant Non-Teaching Experience

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### Example with day, month, and year

The dates given are 10/6/87 – 4/22/88

- 1) Determine the percentage of October to credit by dividing the number of days worked in the month, by the number of days in the month (26 divided by 31 = .84).
- 2) Determine percentage of month to be credited for April, by dividing the number of days worked in April by the number of days in the month (22 divided by 30 = .73)
- 3) Add the two percentages for October and April, plus the five full months between.

$$.84 + .73 = 1.57 + 5 = 6.57.$$

The total for the time period reported is 6.57 months.

- 4) Add the total number of months which have been verified and divide by 12, to get the number of years to be added. Round up to next full year if remainder is 6 months or more.
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### Example with periods of employment verified

The verified periods of employment are as follows:

- 10/6/87 – 4/22/88 (6.57 months for 1987-88)
  - 8/2/88 – 3/6/91 (10.97 months for 1988-89, 12 months for 1989-90 and 8.19 months for 1990-91)
  - 10/5/91 – 6/17/95 (8.87 months for 1991-92, 24 months for 1992-94 and 11.57 months for 1994-95)
    - Total months = 82.17
    - 82.17 divided by 12 = 6.84
    - Because .84 of 12 is more than six months, round total years up to 7.
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## Guidelines for Establishing Experience Credit for Relevant Non-Teaching Experience

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### To apply for non-teaching experience credit

To apply for non-teaching experience credit do the following:

- complete Form RN
- attach Form(s) NE
- attach official job description
- submit completed forms to Licensure with \$55 fee, unless fee is included with initial application packet
- self-employment. If an individual was self-employed, the experience must be verified by an accountant, attorney, or a another third party. The accountant, attorney, or an unrelated third party must also verify the job description.

**Note:** Official job descriptions are required for non-teaching work experience.

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### Experience credit for military service

Professional school personnel whose work is interrupted by active military service are eligible for experience credit for the time of active service based on General Statute 115-151 enacted in 1945 and stated below:

*“The State Board of Education, in fixing the State Standard Salary schedule for teachers, principals, and superintendents as authorized by law, shall provide that teachers, principals, and superintendents who entered the armed or auxiliary forces of the United States after September 16, 1940, and who left their positions for such service, shall be allowed experience increments for the period of such service as though the same has not been interrupted thereby, in the event such persons returned to the position of teachers, principals, or superintendents in the public schools of the State after having been honorably discharged from the armed or auxiliary forces of the United States.”*

Submit Form M or a copy of military separation papers (DD214 or equivalent) to request experience credit for active military service that interrupts a professional educator’s work.

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### Leave of absence

Experience credit is not awarded for a period of time designated as a leave of absence except as required by Workmen’s Compensation and the Uniform Services Employment Re-employment Rights Act (USERRA).

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### License holder’s responsibility

It is the license holder’s responsibility to know and understand license experience requirements and to supply proper documentation verifying experience in order to be considered for licensing credit.

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## Appeals Process when Graduate Pay Approval or Non-Teaching Work Experience Credit is Not Approved

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### Appeals Panel

The Department has established an Appeals Panel to consider appeals of requests for non-teaching work experience or graduate salary that have not been approved. The panel is coordinated by the Licensure Section. Panel membership includes LEA Personnel Administrators, higher education faculty, and representatives of professional teacher associations. The panel meets on an as-needed basis to consider appeals.

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### What to Submit

In addition to the materials submitted with the original request (transcripts for graduate pay approval; verification of employment and official job descriptions for non-teaching work experience), the appeals request should contain

- official course descriptions (for graduate pay approval)
  - an explanation of how the degree or non-teaching work experience is related to the individual's professional educator assignment, AND
  - the NC Standard Course of Study for the license area.
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### Who Can Submit an Appeal

The employing LEA must submit the request for review to the Appeals Panel.

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### Submitting an Appeal

All requests for review by the Appeals Panel should be sent directly to the attention of the Licensure Assistance Section Chief.

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### Notification of Outcome

The decision of the Appeals Panel will be communicated to the designated official in the LEA.

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