

Best Practices in
Payroll/Personnel
Implementing Pay Raises

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September 17, 2018

Act #2018-356
Educators Pay Raise

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- Pay increase of 2.5% beginning with the fiscal year 2018—2019.
- Each employee will receive the pay increase according to placement on the appropriate salary step
- Appropriate increases on the State Minimum Salary Schedule
 - State Minimum Salary Schedule in the FY2019 ETF Appropriations Act (2018-481) includes the raise
- Support employees will also receive a 2.5% pay increase beginning with the fiscal year 2018 – 2019
- Requires salary schedules be established and maintained for each class and type of employee
- Other public educational institutions and schools
- Two-year postsecondary salary schedules
- Miscellaneous pay provisions relating to public education

Section 1. PAY INCREASES, FY 2018-2019

(a) The State Budget Officer shall allocate to the State Board of Education, the Board of Trustees of the AIDB, the Board of DYS, the Board of Directors of the ASFA, and the Board of Trustees of the ASMS and for disbursement to the employees thereof funds based on the criteria established in this act. It is not the intent of this act to make appropriations, but the appropriations required by this act shall be made in the annual Education Trust Fund budget act for the designated fiscal year.

Certificated Personnel (K-12)

For the fiscal year beginning October 1, 2018, and each year thereafter, each certificated employee at all city and county school systems and the teachers at the DYS shall receive a 2.5% salary increase. Each step and cell on the State Minimum Salary Schedule contained in the annual budget act for the public schools shall be increased for fiscal year 2018 – 2019, the State Minimum Salary Schedule shall reflect the percentage increase:

- All certificated employees, including the Adult Basic Education and Science in Motion employees, shall be guaranteed pay increases for their years of experience and degrees earned and the corresponding pay increases shall be reflected in the appropriate local salary schedule and paid to each Certificated employee.
- The pay increase shall be given to each person employed for the 2018 – 2019 fiscal year in addition to any state or local step increase to which the employee is otherwise entitled.

Certificated Personnel (K-12)

- The provisions and requirements of this act shall be in addition to the provisions of Section 16-13-231.1, Code of Alabama 1975, relating to the State Minimum Salary Schedule –
 - Each certificated employee shall be properly placed on the local salary schedule according to degree earned and years of public education service (either in-state or out-of-state), which shall be not less than the amounts appropriated for the State Minimum Salary Schedule.
 - The employee shall be paid according to degree earned and length of public education experience.
 - The local board of education shall transmit to the State Department of Education the appropriate notice of the earned advanced degree for each employee in a timely fashion; thereafter, the employee shall be paid for the advanced degree as soon as the degree is certified by the State Department of Education.

Education Support Personnel (K-12)

- A 2.5% pay increase, beginning with the fiscal year 2018 – 2019, shall be paid to each public education support worker and adult bus driver, including Adult Basic Education and Science in Motion personnel, employed for the 2018 – 2019 fiscal year in addition to the salary received during the 2017 – 2018 fiscal year, except employees covered under the state’s Merit System at the DYS.
- Each governing body or authority shall establish and maintain a salary schedule for each class and type of employee and each step of each salary schedule shall be increased to reflect a 2.5% pay increase beginning with fiscal year 2018 – 2019, which shall be given to the person employed full time for the 2018 – 2019 fiscal year and each year employed full time thereafter.
- The base rate of pay for part-time support employees shall be increased by 2.5% beginning with fiscal year 2018 – 2019.
- A separate local salary schedule shall be established and maintained for each specific job performed.

Miscellaneous Provisions

Fiscal Year - All salaries and salary increases which are established by the State Board of Education shall be paid in full to each person employed before the end of the applicable fiscal year as defined in Section 16-1-1 of the Code of Alabama 1975, as amended.

Section 16-1-1 - Definitions.

- For purposes of this title, the following words and phrases shall have the meanings respectively ascribed to them by this section:
- (1) SCHOLASTIC DAY. Shall not be less than six hours of actual teaching, exclusive of all recesses or intermission periods unless otherwise ordered by the county or city board of education. County and city boards of education and the Alabama Institute for Deaf and Blind shall be required to provide each teacher employed a minimum of 30 minutes of time free of instructional or supervisory responsibilities each teaching day. This provision shall not be interpreted to deprive any teacher of benefits exceeding the minimum requirements of this act.
- (2) SCHOLASTIC WEEK. Shall consist of five school days each week.
- (3) SCHOLASTIC MONTH. Shall constitute 20 school days.
- (4) SCHOLASTIC YEAR. Shall begin with the first day of July and end with the thirtieth day of June each year.
- (5) FISCAL YEAR. From October first to September thirtieth, inclusive.

Miscellaneous Provisions – Fiscal Year (Example)

- 9-month Teacher
- Contract – Beginning to end of School (Example August 6 to May 26)
- Contract Paid – 9/30/18 – 8/31/18
- Raise Effective – 10/1/2018
- If the Employee does not return next year (19-20 School Year) one-month of their raise will be added to their last check (see next slide)

Miscellaneous Provisions – Fiscal Year (Example)

Salary Schedule	Teacher BS, < 3 years		959.00	2.5%
	2017	2018		
	39,301.00	38,342.00		
	12	12		
	3,275.08	3,195.17		
Sept		3,195.17		
Oct	3,275.08		79.92	
Nov	3,275.08		79.92	
Dec	3,275.08		79.92	
Jan	3,275.08		79.92	
Feb	3,275.08		79.92	
Mar	3,275.08		79.92	
Apr	3,275.08		79.92	
May	3,275.08		79.92	
June	3,275.08		79.92	
July	3,275.08		79.92	
Aug	3,275.08		79.92	
Total Paid	36,025.92	3,195.17	879.08	
	39,221.08			
Difference	79.92		79.92	

Miscellaneous Provisions

b. Extended Work. Public K - 12 school employees on contracts which extend beyond 187 days, or the hourly equivalent thereof, shall be given a pro rata salary increment for each or partial day of work extending beyond 187 days.

c. Local Increment

- Any cost-of-living adjustment and/or increase on the State Minimum Salary Schedule for teachers as provided in this act shall be exclusive of any local pay increase granted or due to teachers under provisions of any local salary schedule.
- Any cost-of-living adjustment and/or pay increase required by this act for public school support personnel shall be in addition to any pay increase due or granted to the employee under provisions of any local salary schedules.
- The pay increase provisions of this act shall not apply to any salary supplements granted by local boards of education, bonuses earned for certification by the National Board of Professional Teaching Standards, or the federal portion of the salary paid to a JROTC instructor employed by a local school board.

Miscellaneous Provisions – Local Increment

The pay increase provisions of this act shall not apply to any

- Salary supplements
 - Fixed supplement amounts are not subject to the raise.
 - If the supplement is calculated based on the employees salary schedule, it will increase.
- National Board of Professional Teaching Standards – this amount is set by ALSDE
- Federal portion of the salary paid to a JROTC instructor
 - JROTC instructors are paid the higher of the Federal rate and the State rate.
 - A comparison of the Federal and the raised State rates will need to occur.

Miscellaneous Provisions

- d. Community Education. Each county and city board of education shall have the option to exclude from the provisions of this act any part-time employees of community education or school sponsored child care or child enrichment program which is supplemental to the state required educational program.
- e. Local Chief Executive Officers. The pay increase provisions of this act shall **not apply to superintendents** of education of any school system or institution. **Any pay increase given to the superintendent shall be by majority recorded vote of the governing body or authority.**

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- Section 2. The pay increase granted in this act shall begin in fiscal year 2018 – 2019 and continue in subsequent years. Nothing in this act shall authorize additional pay increases in subsequent years.

Step Raises

Alabama Administrative Code

Rule 290-2-1-.01(1)(a)2.(i)(II)

- Experience shall be considered in three year increments up to 30 years.
- Experience is defined as public education experience with fractional year as defined by the Alabama Teachers' Retirement System for earning years of service.
- Local boards shall place employees holding positions requiring certification on the salary schedule considering the highest degree earned from a regionally accredited institution and years of experience served in public education.

Alabama Administrative Code

Rule 290-2-1-.01(1)(a)2.(i)(II)

- Employees advance to the next experience step of the salary schedule on the anniversary date of experience.
- Local boards shall notify the State Department of Education of the earned advanced degree for each employee in a timely fashion.
- An employee shall be paid for an advanced degree in the pay period that begins after the advanced degree is recognized by the State Department of Education, provided that, if an employee has completed service under contract for the scholastic year, the advanced degree pay shall begin with the first pay period for service under contract in the subsequent scholastic year.

ALSDE Memo 10/9/2013

- Local boards may adopt a salary matrix in excess of the minimum salary schedule
- Funding provided by the foundation program will be based on the state minimum salary schedule, not on the actual amounts paid to the teacher.
- Information submitted to the ALSDE should be based on actual years of qualified experience in public education (under employment of a public education agency) and actual degrees recognized by ALSDE Teacher Certification.

ALSDE Memo 10/9/2013

- Local boards are required to advance employee pay on the anniversary date of experience, even if this date occurs during the contract year.
- School boards do have the option of taking a proactive approach and granting the experience increase at the beginning of the contract year or semester in which the anniversary date will occur.
- School boards are not allowed to wait until the next contract year to begin to grant the experience increase, as this would result in the pay increase occurring after the anniversary date.

ALSDE Memo 10/9/2013

- Local boards are required to advance employee pay to the next degree at the time the advanced degree is recognized by ALSDE.
 - This does not say at the date the degree is earned
- It is the responsibility of both the employee and employer to provide the necessary information to the ALSDE Teacher Certification section in a timely manner.
- If the local board receives notification from ALSDE after the end of the school year, the advanced degree pay may begin with the new contract year.
- The current Verification of a Higher Degree request form is located on the ALSDE website (www.alsde.edu)
 - Department Offices / Office of Teaching and Learning / Educator Certification / Miscellaneous Documents / Verification of Higher Degree

QUESTIONS



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