

# Williamson County Board of Education

**Adopted Date:**

7/16/01

Rev. 4/18/05; Editorial

6/5/14

5.110

COMPENSATION GUIDES AND CONTRACTS

1 The Superintendent of Schools or his designee shall establish the salary rating of each professional  
2 employee using for this purpose the established training and experience of each employee and the current  
3 local Board approved salary schedule applicable to the position held by each employee.  
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5 Determination of individual employee training and experience for salary purposes, except for any pay lanes  
6 adopted by the local Board which are not addressed by state Regulations, shall be made in accord with State  
7 Rules, Regulations and Minimum Standards governing training and experience credit. State Department of  
8 Education evaluations and determinations of individual employee standings as to training and experience  
9 credit shall be final if there is a difference between local and state evaluations of employee training or  
10 experience status.  
11

12 Requirements for placement on intermediate training steps of the salary schedule (steps not recognized in  
13 the state salary schedule) shall be:  
14

- 15 1. The initial 10 semester hours earned after the Bachelor's Degree may be graduate or undergraduate  
16 credit if earned in a college or university approved by recognized accrediting agencies for granting  
17 undergraduate or graduate degrees. All other credits for salary purposes must be graduate hours  
18 toward a degree program meeting State standards for added degree credit on the State Teaching  
19 Certificate.  
20
- 21 2. An employee claiming intermediate pay lane placement not credited for salary the previous year must  
22 file said claim to the Superintendent of Schools on or before the first teacher work day of that school  
23 year (or the first day reporting to work for those employed after the school year has started) with the  
24 deadline for filing with the Superintendent of Schools college transcript evidence of such credit on or  
25 before November 1, of that year.  
26

27 Employees whose training and/or experience credit is unverified, either locally or at the state level, will not be  
28 credited for that training and/or experience until said training and/or experience is verified. If verification is  
29 received by the Superintendent of Schools within established deadlines for salary credit during the current  
30 year, but after one or more payroll dates, the employee will receive in the next pay period any back pay due  
31 that employee.  
32

33 It is the policy of the Williamson County Board of Education that those teachers, administrators and  
34 supervisors who have achieved the status of Career Level II or Career Level III and who are able to work an  
35 extended contract should submit a plan for working that contract and work extra hours beyond their normal  
36 work day or work year in order to receive extended contract pay. These hours would be worked at the  
37 assigned work station for the extended contract activity, recorded on a time sheet and submitted for approval.  
38 Experience in a supplemented activity shall be calculated as set forth in the WCEA contract.  
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40 The Board of Education shall approve salary schedules, salary changes for positions, and reclassification of  
41 employees based upon increased duties. Prior to the implementation of an increase in salary due to a  
42 change in job responsibilities, the creation of a new position, or to employ personnel whose services cannot  
43 be obtained at the current rate, the Superintendent of Schools shall recommend the new salary to the Board  
44 for approval.  
45

46 Legal Reference:

47 RRMS 0520-1-2-02  
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