
Personnel Compensation Guides and Contracts

Contracts for certificated personnel are for one (1) year or less, unless Superintendent requests an extended contract up to three years. Contracts are sent after concurrence of the Superintendent and approval by the Board.

Salary Payment

The salary of certificated personnel will be based on the approved salary scale according to certification and State approved experience.

New Certificated Personnel Salary

New certificated personnel salary shall be based on the approved salary scale according to certification and State approved experience. The process of getting a certificate is time consuming and is not necessarily controlled by the professional personnel. The first two month's salary will be based on the certification statement of the certificated personnel and his/her personnel file. When the certificate is received, the Superintendent's copy must be sent to the central office to be placed in the personnel file. Any necessary salary adjustment will be made at this time. Delay in furnishing the personnel department a copy of the certificate may result in withholding salary and/or termination of employment.

A person who does not work a full year will receive an annual salary reduced proportionately to the number of days worked. The summer pay will be prorated. The employee is responsible for having all copies of the contract notarized. Payday will be the last working day of each month or as designated by the Superintendent in light of individual work schedules.

**ADOPTED: August 2, 2001
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Cherokee County Board of Education