

**PROFESSIONAL STAFF COMPENSATION PLANS AND**  
**SUPPLEMENTAL (EXTRA-DUTY) PAY**

It is the intent of the board of trustees of the district to establish a salary schedule for teachers and certified employees that will successfully attract new teachers and appropriately compensate those teachers and certified employees that have provided extended service to the district. All teacher and certified employee salaries will be determined in accordance with the salary schedule adopted by the board of trustees.

The adopted salary schedule expresses the policies the board expects to follow in establishing teacher and certified employee salaries. The board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any or all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the annual increments or horizontal columns may be withheld and such other adjustments of salary may be made as financial conditions warrant.

**Placement**

All teachers hired by the district shall receive credit in accordance with the district's salary schedule for all prior years of service obtained as a teacher in any Wyoming school district, or as a teacher in the regional development preschool system as defined by W.S. 21-2-701 (a) (iii).

**Certification**

Wyoming Statute stipulates that no person shall teach or supervise in a public school in this state and receive compensation therefore out of any public fund who at the time of rendering such services is not a holder of or a candidate and qualified for a certificate issued, or to be issued, under the laws of this state and the rules and regulations of the State Board of Education. Therefore, it is the responsibility of each teacher and certified employee to maintain appropriate certification to fulfill their assigned responsibilities in the State of Wyoming. Re-certification should be applied for through the Professional Teaching Standards Board sufficiently in advance of the expiration date of the current certificate to allow recertification to be completed prior to the expiration of the current certificate. Securing and maintaining appropriate Wyoming certification is the responsibility of the individual teacher or certified employee, not the responsibility of the district.

Additional Credit (Horizontal Advancement)

Only those credits which are pre-approved by the superintendent in accordance with board policy GCB-R shall apply toward horizontal advancement on the teacher salary schedule. The board limits horizontal advancement to not more than one (1) step each year at its discretion.

Teachers and certified employees intending to move horizontally on the salary schedule must notify the superintendent in writing of their intent to move horizontally on or before April 15 of the year prior to the anticipated movement. Documentation for the credits earned (official transcripts) should be presented to the superintendent's office at the earliest date possible following the completion of the work to accumulate the extra credits but must be provided on or before September 15 of the contract year in which horizontal movement is anticipated. It is the teacher's or certified employee's responsibility to ensure that all official documentation (official transcripts) has arrived in the superintendent's office on or before September 15 and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits which are to be applied toward horizontal movement on the salary schedule.

Compliance with the above, while meeting the requirements of the local board, shall not be understood or construed thereby to modify or fulfill any requirements of the Wyoming State Board of Education or the Professional Teaching Standards Board.

Service Increments

Service increments, as set out in the salary schedule, shall become effective on September 1 or at the beginning of the new contract year. Service or experience increments will be allotted for a full year of service only.

Extra Pay for Extra Duty

Annual salaries shall always be interpreted to include compensation for other school related duties not connected with the regular classroom assignments which may be made. Certain extra duties involve such additional time for preparation and supervision as to make it inequitable to be considered within a regular assignment under the salary schedule. The board of trustees, upon the recommendation of the superintendent, will determine which desired school activities sponsors shall receive extra pay. Extra-duty assignments shall be compensated at the rate established by the board of trustees. No employee shall acquire tenure in any extra-duty assignment.

### Pay Schedule

Teachers and certified employees shall be employed at the annual salary rate provided in the most recent salary schedule approved by the board. Salaries shall be computed and paid in twelve (12) substantially equal installments. The payroll date shall be the 25<sup>th</sup> day of each month. In the event that pay day falls on a weekend or holiday, the board may choose to pay on the closest working day to the payroll date. The board may elect to pay one or more of the last three (3) months salary in a lump sum.

Teachers and certified employees leaving the district will, with proper notification, be able to collect any remaining portion of their salary at the time of separation.

### Substitute Pay

Substitute teachers shall be paid at the daily rate for substitutes as established by the board. However, when a substitute has been continuously employed for twenty (20) consecutive days in the same teaching assignment, his/her daily rate of compensation will be calculated at the daily rate of pay for the position of BA, step zero, on the current salary schedule. The substitute teacher would then continue to be compensated at this increased daily rate as long as he/she continues to be employed at that same assignment. State certification regulations limit a substitute teacher to teach a maximum of forty-five (45) days in any one teaching assignment (any part of one day taught is counted as one full day) per semester during the absence of a regularly certified and employed teacher because of that teacher's temporary inability to perform normal teaching duties. A substitute teacher who holds full Wyoming certification as a teacher with the appropriate endorsements for the subjects being taught may be assigned as a substitute for more than forty-five (45) days in a given semester.

### Administrator Salaries

It is the intent of the school district to provide a salary for district-level administrators other than the superintendent that will successfully attract new building-level and selected district-level administrators and appropriately compensate those that have provided extended service to the district. District level administrators shall have their salaries established by the board of trustees after consideration of the recommendation from the superintendent. The board will make every reasonable effort to maintain the approved salary, but it reserves the right to amend, at any time, any and all parts of any current salary and provisions relating thereto. Under this provision, any part or all of the incremental adjustment used to establish salaries may be modified, changed or withheld, and such other adjustments of salary may be made as financial conditions warrant.

**Professional Staff Leaves and Benefits**

All paid professional staff leaves and benefits as identified in Board Policies GCBD and GCC which are provided to teachers and certified employees by the board of trustees are considered as a part of compensation to the employee.

**REVISED POLICY**  
**ADOPTION DATE: APRIL 14, 1999**  
**REVISION DATE: JANUARY 11, 2017**