

SALARY ASSIGNMENT

Initial Employment

1. All personnel will be paid from the Madison County Schools Salary Schedule.
2. Regular salary is assigned only after the Superintendent or Director of Personnel has signed the **PERSONNEL ACTION**. Any time worked prior to the date signed by Superintendent or Director of Personnel or actual start-date will be paid at a substitute rate.
3. Credit for prior experience may be awarded based on the provisions listed below. (Certified Substitutes receive no prior experience credit)

Certified Personnel

- Experience must be verified in writing from previous employer
 - 1 For experience within the state, a completed Alabama State Department of Education **SUPPLEMENT EXP** form is required
 - 2 For experience outside the state, a completed **MADISON COUNTY EXPERIENCE VERIFICATION** form is required (pg. 29)
- Credit is awarded for experience in public school or program
- Experience must be full time for at least 90% of the contract year
- Private, parochial, or similar experience credit is not accepted
- Administrative credit will be awarded only for experience in the same position, e.g., principal experience awarded for principal position, as stated in the Salary Schedule

Support Personnel

- Experience must be verified in writing from previous employers on **MADISON COUNTY SUPPORT EXPERIENCE VERIFICATION form**
- Experience must be at least 20 hours per week
- For Step placement, only experience related in duties and responsibilities to the position for which the person is being employed will be considered
- Experience credit will be awarded to a maximum of three years

Assigning Salary for Advanced Degrees

When a certified employee, employed in a certified position, receives an advance in degree, the appropriate increase in salary will be effective the first work day following the date the degree is conferred as indicated on an official transcript from the college/university, or on the effective date of the certificate, whichever date is earlier.

Assigning Salary to Transfers (Support Personnel)

Support personnel who transfer from one position to another will be assigned salaries based on the following procedure:

- Personnel who transfer from an unrelated position within the system may receive a maximum of three years experience credit toward the new position. (An unrelated position is one in which skills and experiences from the current position do not affect performance in the new position.)
- Personnel who transfer to a related position at a higher salary level will be placed on the new salary schedule at the next higher hourly rate from the previous placement, but in no case will the employee be placed on a step less than the possible maximum placement of a new employee.

Salary Upon Earning Tenure (Certified only, paid from Teacher salary schedule)

Certified personnel being paid from the teacher salary schedule, upon attaining tenure in Madison County Schools, will be moved to Step 4 for the first contract immediately after earning tenure, unless already at a step placement higher than Step 4.

Advancing In Salary

A step increase is awarded to personnel who complete at least 50% of the contract period, as long as the salary schedule shows an additional step. An employee who is on the maximum level of a salary schedule will not receive a step increase unless the Board approves an additional step on that schedule.

Salary Assignment for Former Employee

Certified Personnel:

Regular salary is assigned only after the Superintendent or Director of Personnel has signed the **PERSONNEL ACTION**. Any time worked prior to the date of Superintendent's or Director of Personnel's signature or actual start-date will be paid at a substitute rate. Credit for prior experience may be awarded based on the following provisions:

- Experience must be verified in writing from previous employer
 - 1 For experience within the state, a completed Alabama State Department of Education **SUPPLEMENT EXP** form is required
 - 2 For experience outside the state, a completed **MADISON COUNTY EXPERIENCE VERIFICATION** form is required (pg. 29)
- Credit is awarded for experience in public schools or programs
- Experience credit with Madison County must be for a least 50% of the contract year
- Experience outside Madison County must be full time for at least 90% of the contract year
- Private, parochial, or similar experience credit is not accepted
- Administrative credit will be awarded only for experience in the same position, e.g., principal experience awarded for principal position

Support Personnel: If a person is re-employed in the same position, salary will be on the same step placement as when previously employed. If re-employed in different position, salary placement will be made according to Assigning Salary to Transfers (Support Personnel) procedure.