

## CERTIFIED PERSONNEL

### 3.1—LICENSED PERSONNEL SALARY SCHEDULE

(District's salary schedule for this policy is attached). State law requires each District to include its teacher salary schedule, including stipends and other material benefits,<sup>1</sup> in its written personnel policies unless the District recognizes a teachers' union in its policies for, among other things, the negotiation of salaries. For the purposes of the salary schedule, a teacher will have worked a -year if he/she works at least 160 days.<sup>12</sup>

For the purposes of this policy, a master's degree or higher is considered -relevant to the employee's position if it is related to education, guidance counseling, or the teacher's content area and has been awarded for successful completion of a program at the master's level or higher by an institution of higher education accredited under Arkansas statutory requirements applicable at the time the degree was awarded.

Teachers who have earned additional, relevant degrees or sufficient college hours to warrant a salary change are responsible for reporting and supplying a transcript to the superintendent<sup>3</sup>. The appropriate salary increase will be reflected in the next paycheck provided it is at least two weeks<sup>3</sup> from the time the notice and documentation is delivered. All salary changes will be on a -go forward? basis, and no back pay will be awarded. A Bachelor's-Plus 15 and a Masters-Plus 15.

### 3.65- SUBSTITUTE TEACHERS

All substitute teachers will be employed through Sub-Teach. The principal will be responsible for calling Sub-Teach for their building, and the District will pay Sub-Teach as invoiced. The following pay scale will be in effect for long-term substitute teachers employed by the Earle School District.

Substitute teachers that have at least 60 college hours and have been in the same classroom for more than ten (10) consecutive days will be increased to \$120.00 per day.

It is required that all substitute teachers attend a substitute teacher workshop. Job-protected performance will be a criterion for recall.

Adopted by the Board- November 9, 2015