



DeKalb County School District Salary Placement Guidelines 2024-2025

DIVISION OF HUMAN RESOURCES

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Information contained within this document only summarizes the Salary Placement Guidelines for interested individuals. If there is a discrepancy between the information in this document and the District's Standard Operating Procedure, the documents contained by the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

PURPOSE OF THE COMPENSATION SYSTEM

The DeKalb County School District (DCSD) is committed to providing a fair and competitive employee compensation program that will attract, retain, and reward high-performing employees at all levels. It strives to cultivate and maintain fair, consistent, and equitable compensation practices that improve morale and are aligned with DCSD's core values and mission to produce a competitive and high-performing organization.

The salary structure for Teachers and other Teacher-like positions consists of the Teacher Salary Scale. When placing Teachers and Teacher positions on the Teacher salary scale, certificate level and years of verified teaching experience determine the level of pay and step. District practices are aligned with 160-5-2-.05 State Board of Education Rules. The minimum state salary of certified educators in Georgia is determined by the number of years of creditable experience earned and the highest level and type (provisional or professional) certificate held. Creditable years of experience represent the experience approved by the State Board of Education for advancement on the state salary schedule. Please access the following links for all state board guidelines: <https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-5-2-.05.pdf>

The structure for non-teaching professionals/administrators and support employees consists of the hierarchy of position grades and pay ranges. Each non-teaching professional/administrator and support personnel is aligned and identified by a grade. Employees who are compensated in this manner are placed on the Grade Salary Schedule.

NEW HIRES

ESTABLISHING AN EMPLOYEE'S PAY

It is the goal of the district to offer wages that attract the best possible employees. It is also the goal of the district to ensure pay fairness among employees with similar job titles.

ESTABLISHING PAY FOR NEW HIRES

A new employee without prior experience will start at step 1 of the salary grade. A new employee with prior experience will start at the step commensurate with their experience, as determined by HR. To impact step placement for a new hire, prior experience must be 1) at the same or higher responsibility level and 2) directly related to the new role's functional area. HR will determine if the prior experience warrants placement on a higher step by comparing several factors between the jobs:

1. Previous job level, duties, and responsibilities
2. Education and experience required
3. Leadership/supervisory responsibilities
4. Complexity and problem solving



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If the prior experience is determined to qualify, the new employee will be given credit for that experience and placed in the step that reflects that experience.

CERTIFICATED POSITIONS-

(Teachers, Counselors, and Assistant Principals)

Select the appropriate salary schedule assigned to the certificated position.

1. Identify the certification type and level.
 - a. Technical (01)
 - b. Associate (02)
 - c. Bachelor (04)
 - d. Master (05)
 - e. Specialist (06)
 - f. Doctorate (07)
2. Determine the total years of certificated experience (meeting State Salary Purposes guidelines) as of June 30th of last fiscal year; add one (1) to determine the appropriate step.

EXAMPLE: *New Teacher with a SRT-4 and 3 years of previous teaching experience*

- a. *E – appropriate salary schedule*
- b. *04 – certification level*
- c. *04 – years of experience (3 years + 1)*

Result - E0404

3. If an employee holds a valid DD-214 with an Honorable Discharge, apply military experience credit to the current salary placement. After determining salary placement, identify the total months/years of military experience. Add up to three (3) years of credit for military service according to the following schedule:

8 full months = 1 year
20 full months = 2 years
32 full months = 3 years

ADMINISTRATIVE PLACEMENT PROCEDURES

(Coordinator I or Coordinator II)

Select salary schedule E if a former teacher. Select Salary Schedule G if a former Assistant Principal.

1. Identify the certification type and level
 - Technical (01)
 - Associate (02)
 - Bachelor (04)
 - Master (05)
 - Specialist (06)
 - Doctorate (07)
2. Determine the total years of certificated experience (meeting State Salary Purposes guidelines) as of June 30th of last fiscal year; add one (1) to determine the appropriate step

EXAMPLE: *New Teacher with a SRT-4 and 3 years of previous teaching experience*
E – appropriate salary schedule



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04 – certification level

04 – years of experience (3 years + 1)

Result - E0404

3. If an employee holds a valid DD-214 with an Honorable Discharge, apply military experience credit to the current salary placement. After determining salary placement, identify the total months/years of military experience. Add up to three (3) years of credit for military service according to the following schedule:

8 full months = 1 year

20 full months = 2 years

32 full months = 3 years

If the target salary falls below the employee's current salary, add 6% to the current salary then Target salary onto the designated current salary schedule.

(Principals, Coordinators III, Manager III, Directors, Executive Directors, Executive Administrators, Area Superintendents)

1. Step 1-Determine the total years of related experience as of June 30th of the last fiscal year.
2. Step 2-Related, administrative experience will be awarded full experience credit and non-related, administrative experience will be awarded half of the total experience.
3. Target salary onto the designated current salary schedule
4. **ALWAYS** compare certification/education, experience, and placement with incumbents of the same position to maintain equity.
5. If an employee holds a valid DD-214 with an Honorable Discharge, apply military experience credit to the current salary placement. After determining salary placement, identify the total months/years of military experience. Add up to three (3) years of credit for military service according to the following schedule:

8 full months = 1 year

20 full months = 2 years

32 full months = 3 years

If the target salary falls below the employee's current salary, add 6% to the current salary then the Target salary onto the designated current salary schedule.

(Associate/Deputy Superintendent, Chief -Deputy Officer)

1. Determine the total years of related experience as of June 30th of the last fiscal year.
2. Related, administrative experience will be awarded full experience credit and non-related, administrative experience will be awarded half of the total experience.
3. For Associate/Deputy Superintendent: Award $\frac{1}{2}$ experience at the executive level or higher and place on the current step. (Example: 10 years as an Executive Director= $10/2=5$. Place on step 5.



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4. For Chief-Deputy Officer: Award 1 to 1 experience in the position and place on the current step. (Example: 10 years as Chief -place on step 10).
5. **ALWAYS** compare certification/education, experience, and placement with incumbents of the same position to maintain equity
6. If an employee holds a valid DD-214 with an Honorable Discharge, apply military experience credit to the current salary placement. After determining salary placement, identify the total months/years of military experience. Add up to three (3) years of credit for military service according to the following schedule:
 - 8 full months = 1 year
 - 20 full months = 2 years
 - 32 full months = 3 years

CLASSIFIED POSITIONS

1. Determine the total years of functionally related experience as of June 30th of the last fiscal year and place them on the current schedule using calculated experience up to a maximum of step 6, based on the table below.
2. If an employee holds a valid DD-214 with Honorable Discharge, apply military experience credit to the current salary placement. After determining salary placement, identify the total months/years of military experience. Add up to three (3) years of credit for military service according to the following schedule:
 - 8 full months = 1 year
 - 20 full months = 2 years
 - 32 full months = 3 years

Step 1	0 year – 2 years and 11 months of functionally related full- time experience
Step 2	3 years – 4 years and 11 months of functionally related full- time experience
Step 3	5 years – 6 years and 11 months of functionally related full- time experience
Step 4	7 years – 8 years and 11 months of functionally related full- time experience
Step 5	9 years – 10 years and 11 months of functionally related full- time experience
Step 6	11 years – 12 years and 11 months of functionally related full- time experience



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PROMOTIONS

A promotion occurs when an employee moves to a job with a higher salary, higher responsibility, and higher status. Employees should understand the difference between a job change and a promotion. Moving from a 10/11 to a 12-month position does not necessarily constitute a promotion. Salaries are calculated at an annual rate (not a daily rate) based on the position's relative worth to the organization.

DETERMINING PAY FOR A PROMOTION

1. For circumstances in which the employee moves to a different salary structure, if step 1 of the new position is higher than step 1 of the previously occupied position, this is considered a promotion.
2. To determine the step within the salary grade for the new position, 6% will be added to the employee's current pay rate, and then compared to the steps within the new grade. An employee will be placed in the step nearest the new pay rate (rounded up if necessary), or the minimum step of the new grade, whichever is higher.

CERTIFICATED POSITIONS

(From Teacher to Assistant Principal)

1. Select the appropriate salary schedule assigned to the certified position
2. Identify the certification type and level
 - a. Technical (01)
 - b. Associate (02)
 - c. Bachelor (04)
 - d. Master (05)
 - e. Specialist (06)
 - f. Doctorate (07)
3. Determine the total years of certificated experience (meeting State Salary Purposes guidelines) as of June 30th of last fiscal year; add one (1) to determine the appropriate step

EXAMPLE: *New Teacher with a SRT-4 and 3 years of previous teaching experience*

- a. *E – appropriate salary schedule*
- b. *04 – certification level*
- c. *04 – years of experience (3 years + 1)*

Result - E0404

4. If an employee holds a valid DD-214 with Honorable Discharge, apply military experience credit to the current salary placement. After determining salary placement, identify the total months/years of military experience. Add up to three (3) years of credit for military service according to the following schedule:
 - 8 full months = 1 year
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 - 32 full months = 3 years



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<i>From</i>	<i>Former Schedule</i>	<i>Experience Credit</i>	<i>To</i>	<i>Promotion Schedule</i>
Teacher	E	Total years of certified experience	Lead Teacher, Sp Ed	LT
Teacher	E	Total years of certified experience	Assistant Principal ES	G1
Teacher	E	Total years of certified experience	Assistant Principal MS/HS	N1

(From Teacher to Coordinator I, Coordinator II, Coordinator III)

1. Related, administrative experience will be awarded full experience credit and non-related, administrative experience will be awarded half of the total experience
2. Target salary onto the designated current salary schedule
3. **ALWAYS** compare certification/education, experience, and placement with incumbents of the same position to maintain equity
4. If no administrative experience, the Teacher will be awarded 6% above the current placement.

From	Former Schedule	Experience Credit	To	Promotion Schedule
Teacher	E	Related admin experience full credit; non-related admin experience half credit	Coordinator I	128
Teacher	E	Related admin experience full credit; non-related admin experience half credit	Coordinator II	129
Teacher	E	Related admin experience full credit; non-related admin experience half credit	Coordinator III	130

ADMINISTRATIVE POSITIONS

(From Assistant Principal to Coordinator I or II)

- This is a lateral placement; thus, plot onto the new salary schedule at, but not below current salary.



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(From Assistant Principals to Coordinator III or Principal)

1. Related, administrative experience will be awarded full experience credit and Non-related, administrative experience will be awarded half of the total experience
2. Target salary onto the designated current salary schedule
3. **ALWAYS** compare certification/education, experience, and placement with incumbents of the same position to maintain equity.
4. If the employee holds a valid DD-214 with Honorable Discharge, apply military experience credit to the current salary placement. After determining salary placement, identify the total months/years of military experience. Add up to three (3) years of credit for military service according to the following schedule:
 - 8 full months = 1 year
 - 20 full months = 2 years
 - 32 full months = 3 years

If the targeting salary falls below the employee’s current salary, add 6% to the current salary then the Target salary onto the designated current salary schedule

(From Principal to Coordinator III or Director)

Employees wishing to go from a principal to a Coordinator III or from a principal to a director will maintain their salary in select situations. This action is not considered a promotion, but rather a change in duties and responsibilities. The role of a principal far exceeds that of a Coordinator III and some Directors.

From	Former Schedule	Experience Credit	To	Target Schedule
Assistant Principal ES, MS, HS	G1	Related admin experience full credit; non-related admin experience half credit	Principal ES, MS, HS	PRE
	N1			PRM PRH
Assistant Principal ES, MS, HS	G1	Related admin experience full credit; non-related admin experience half credit	Coordinator III	130
	N1			
Principal	PRE	Maintain Salary	Coordinator III or Director	130
	PRM			132
	PRH			
Coordinator III Director Principal	130	Add 6% to the current salary	Executive Administrator or	133
	132			134
	PRE			



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	PRM PRH		Executive Director	
Executive Administrator	133	Add 6% to the current salary	Area Superintendent	RGS
Executive Director	134	Add 6% to the current salary	Area Superintendent	RGS
Executive Administrator	133	Add 6% to the current salary	Deputy Chief	ASP
Executive Director	134	Add 6% to the current salary	Deputy Chief	ASP
Executive Administrator Executive Director Area Superintendent	133 134 RSG	Add 6% to current salary or Deputy Chief above 1 to 1 experience. Experience at the Director level and above ½ credit	Chief Officer	DPC
Deputy Chief	ASP	Add 6% to current salary or Deputy Chief above 1 to 1 experience. Experience at the Director level and above ½ credit	Chief Officer	DPC

DEMOTIONS

A demotion occurs when an employee is transferred to a position with a lower salary grade. For circumstances in which the employee moves to a different salary structure, if step 1 of the new position is lower than step 1 of the previously occupied position, this is considered a demotion.

DETERMINING PAY FOR A DEMOTION

1. In the case of a demotion resulting from poor performance or employee choice, the employee’s current salary shall be reduced to the current step of the grade assigned to the new position.
2. In the case of a demotion resulting from a developmental assignment, all attempts will be made to keep the individual at the current salary.



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From	Former Schedule	Experience Credit	To	Target Schedule
Principal	PRE PRM PRH	Maintain step and plot onto new salary schedule	Coordinator I Coordinator II	128 129
Executive Director	134	Maintain step and plot onto new salary schedule	Manager III	130
Head Custodian	108	Maintain step and plot onto new salary schedule	Custodian	106

CERTIFICATED-INSTRUCTIONAL

1. Determine total years of instructional experience and verify valid, infield, educator’s certificate.
2. Identify placement on the demotion salary schedule using total years of experience.
3. Target salary onto the designated current salary schedule.

NON-CERTIFICATED POSITIONS

Maintain current step on the target salary schedule.

WORK CALENDAR CHANGE

Work Schedule	To A Higher Salary Grade	To A Lower Salary Grade
From 10 to 12	Add 6% or review experience	Maintain Step
From 10 to 11	Add 6% or review experience	Maintain Step
From 10 to 10	Add 6% or review experience	Maintain Step
From 12 to 10	Maintain Salary at the closest step	Maintain Step
From 12 to -11	Maintain Salary at but not below	Maintain Step
From 12 to 12	Add 6% or review experience	Maintain Step

Note: Maintain current rules of Step 1 or 6% whichever is higher

LATERAL TRANSFERS

1. A lateral transfer occurs when an employee transfers to another position in the same salary grade as the position previously occupied. For circumstances in which the employee moves to a different salary structure, if step 1 of the new position is equal to step 1 of the previously occupied position, this is considered a lateral transfer.
2. No salary change will occur for lateral moves. The employee will remain on the same step as currently assigned in the previously occupied position.

REHIRES

1. Any employee rehired within one (1) calendar year, into the same or similar position will be awarded salary at the closest tier of the salary earned (within range of the salary adopted for the position) before their separation.
2. Any employee rehired after one (1) calendar year, into the same or similar position will be awarded salary following the new-hire procedures outlined above.

EXTRA PAY-SUPPLEMENTS

1. Highest Paid Supplement: eligible employees will receive an amount up to \$5000 to place the individual \$1 more than their highest paid subordinate(s).
2. Central Office Supplements: Supplemental pay may only be awarded to exempt employees for performing outside their regular duties according to Board of Education Policy GBRI. Nonexempt employees are not eligible for supplemental pay as they receive overtime for working more than 40 hours in a workweek. Under Board Policy GBA: Professional Personnel Compensation Guides and Contracts-Supplemental pay may be warranted for temporary and significant increases in responsibilities during the employee's normal work hours and must be approved in advance by the Superintendent and CHRO.
3. Extra Activity - Extra Activity pay is an additional salary for which an employee performs extra duties and/or responsibilities before or after the regular workday for programs, special events, and athletic events.
4. Supplement (Athletics) - Supplements are additional salary for which an employee performs extra duties and/or responsibilities before, during or after the regular workday for an athletic program. Athletic supplements are paid at the conclusion of the corresponding season for which the work is performed.
5. Supplement (Instructional) - Supplements are additional salary for which an employee performs extra duties and/or responsibilities before, during or after the regular workday for an instructional program. Instructional supplements are implemented at the beginning of the school year and are paid in 24 pay periods.

6. Stipend – A Stipend is a payment issued to the designated employee to support professional learning, professional development, & professional training.

ANNUAL STEP INCREASE REVIEW

The district will evaluate annually the appropriateness and affordability of step increases to ensure that salaries remain competitive and reward employee contributions.

The factors that the district will consider when approving a step increase budget include, but are not limited to, the following:

1. The budget, including the short- and long-term implications of step increases.
2. Salary increases trends, as measured through third-party surveying firms.
3. Wage inflation, as measured by the federal Bureau of Labor Statistics Employment Cost Index.
4. Overall inflation, as measured by the Consumer Price Index.

Upon approval of a budget, the following factors will be considered when awarding step increases:

1. The budget approved.
2. The employee's current step.
3. The employee's performance.

STEP ADVANCEMENT

1. An employee must satisfy minimum performance expectations to be eligible for step advancement.
2. An employee must also meet the requirement established by the Georgia Department of Education to be credited with a year of experience to be eligible for step advancement. Per Rule 160-5-2-.05, an employee must work a minimum of 63% of the school year to be credited with a year of experience. This applies to all employees of the district.
3. An employee will advance to the next step within the salary grade upon the date on which step increases are approved to be implemented.

SALARY STRUCTURE ADJUSTMENT PROCEDURES

The district's salary structures will be adjusted periodically to ensure they remain competitive with markets from which the district attracts talented employees.

1. On an annual basis, HR will review the pay structures in consideration of changing economic and competitive factors, as determined by published salary surveys and other data sources, such as the Federal Bureau of Labor Statistics Employment Cost Index and Consumer Price Index.
2. HR will recommend an appropriate salary structure adjustment to district leadership.



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3. Salary structures will be adjusted as approved.
4. Any employee whose salary is below the assigned updated step will receive a step increase equal to the difference. Such step increases will be provided only if sufficient financial resources are available.