

**Policy**

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| Book         | Salem City Public Schools School Board Policy Manual |
| Section      | G: Personnel   |
| Title        | PROFESSIONAL STAFF SALARY SCHEDULES                  |
| Number       | GCBA-BR  |
| Status       | Active   |
| Legal        |  |
| Adopted      | July 1, 1999   |
| Last Revised | November 14, 2000                                    |

**Policy Detail**

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- A. Salary of Division Superintendent. "The Board of Education shall prescribe the minimum salaries of Division Superintendents. Of such minimum salaries the state shall pay sixty percentum."
- B. Salary of Administrators. The School Board shall annually approve salaries for administrators.
- C. Teacher Salary Schedules. The School Board shall annually approve a salary schedule for licensed employees.
- D. The Salem City School Board will grant experience credit to professional staff as follows:
  - 1. one year credit for each full year (160 days or more) of experience in public or accredited private schools in Virginia, other states, and military installations;
  - 2. one year credit for each full year of military service up to a maximum of two years,
  - 3. credit for non-teaching experience related to the initial teaching assignments. If the experience has been included by a previous employing school division for the purposes of salary schedule placement, the Superintendent shall determine the amount of credit to be granted in individual cases.
  - 4. one year of credit for each full year worked of at least 160 contractual teaching days, inclusive of family and medical leave, for Salem City Public Schools.

The Board will require written verification of prior experience from all divisions and institutions claimed by employees, and the absence of that verification will disallow the experience claimed. The administration will request verifications from all appropriate sources. All verifications must be received directly from the institution involved and all must bear original seals, stamps, and/or signatures as proof of validity.

The Board will grant no credit for experience other than the areas noted above. Any discrepancies between the employee's record and the Superintendent's record must be resolved before the contract is signed and returned.

- E. Salary Adjustments for Graduate Credit

Professional personnel submitting transcripts reflecting additional graduate credit will receive a salary adjustment at the beginning of the next contract year in keeping with this additional preparation, providing documentation is on file in the administrative offices prior to September 1.

SALEM CITY PUBLIC SCHOOLS