

STAFF SALARY AND SALARY SCHEDULES

- A. The Albemarle County School Board (“Board”) approves the salaries of all licensed personnel through the appointment process.
- B. The Board approves salary schedules for employees through the annual budget process.
- C. A teacher or administrator who renders service for one (1) semester or one-half of the school year may not be given credit for a full year’s service. However, partial years may be combined to create whole years for purposes of setting salary. Experience counted for the purposes of setting salaries may be measured differently for other policies and programs, such as for a “Reduction-In-Force”.
- D. Staff who are at the top of pay scales may receive an annual salary increase less than any Board approved percentage increase. However, they may be eligible for longevity bonuses as the Board’s budget permits.
- ~~E.~~ The Board approves funding for athletic coaching and other extracurricular activity sponsorships for which a stipend is provided.

A separate contract in a form permitted by the Virginia Board of Education is executed by the Board with an individual who receives a stipend for any athletic coaching assignment or extracurricular activity sponsorship assignment. When feasible, all such contracts require a party intending to terminate the contract to give reasonable notice to the other party before termination thereof becomes effective.

For purposes of the policy, “extracurricular activity sponsorship” means an assignment requiring responsibility for any student organizations, clubs or groups, except those activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

- F. The Department of Human Resources may establish supplemental pay rates and salary schedules for temporary and substitute assignments to ensure consistency and equity in pay programs across the Division.

Adopted: July 1, 1993
 Amended: December 8, 1997; August 24, 2006; September 27, 2012; August 22, 2013; January 22, 2015; April 27, 2017; December 13, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-78, 22.1-289.1, 22.1-296, -22.1-302, and 22.1-313

~~8 VAC 20-440-110~~ 8 VAC 20-441-10
~~8 VAC 20-440-120~~ 8 VAC 20-441-120

Cross Ref: GCB, Licensed Staff Contracts
GCPA, Reduction in Licensed Staff



ATHLECTIC COACHES

Athletic coaches are strictly volunteers, not salaried employees, who may receive a monetary stipend or honorarium. Such stipends are not tied to the amount of time a coach spends on the activity or a team's performance. Coaching positions are temporary and at will. There is no guarantee of additional seasons or sports. Coaches who are regular employees of the Albemarle County School Board must receive permission from current supervisors prior to assuming coaching duties. Any time off from regular work responsibilities due to coaching activities must be requested and approved in advance by the supervisor. Coaches are held to the same Standards of Conduct as Division employees and may be dismissed from their assignments for policy violations. Employees who are dismissed from their regular positions for misconduct and/or policy violations may also be dismissed from coaching assignments.

Nominal coaching stipends are determined using comparable market data gathered by the Department of Human Resources.

The Athletic Director is responsible for determining the applicable stipend amount in accordance with standards established by Human Resources prior to submitting for payment.

Adopted: December 8, 1997

Amended: August 24, 2006; September 27, 2012; December 13, 2018

Reviewed: January 22, 2015; April 27, 2017

Cross Ref.: GBC, Standards of Conduct
GBCA, Employee Discipline

ACADEMIC LEADERSHIP COMPENSATION PROGRAM

The Academic Leadership Compensation Program (“ALCP”) provides a structure to support instructional leadership needs and professional growth across the Albemarle County School Division (“Division”). Incorporated within the design are a division-wide component and a site-based component, each of which are differentiated based on the size and educational level of the school. Only teachers are eligible to participate in this program and they must sign contracts which include the role descriptions and stipend amounts.

The Academic Leadership Program includes stipends for both Division-level and site-based instructional responsibilities based upon funding approved by the Albemarle County School Board annually. Criteria are defined and are utilized in determining stipend amounts for these responsibilities. Human Resources reviews stipend amounts based on internal equity and market data to determine the amount of the stipend for each role. A rating scale is used to apply each of the criteria to the role descriptions. The Superintendent/designee must approve new or revised roles based on establish criteria.

The Superintendent/designee, in conjunction with the Department of Human Resources, will oversee this program.

Adopted: December 8, 1997
 Amended: September 27, 2012; December 13, 2018
 Reviewed: January 22, 2015

SUPPLEMENTAL PAY SCALE

The Supplemental Pay Scale sets forth rates of pay for temporary positions, substitutes, and certain extra duties outside the scope of an employee's regular position. As such, the Department of Human Resources will create and maintain a list of pay rates for such temporary and substitute roles, extra duties, and assignments. These rates may change as the Division's budget permits. Human Resources may also create programs to provide for additional compensation when funding permits. All such rates must be published and accessible to employees and the public.

Adopted: December 8, 1997
Amended: September 27, 2012; December 13, 2018
Reviewed: January 22, 2015

Cross Ref: GCA, Personnel - Definitions

NATIONAL CERTIFICATION FOR LICENSED PROFESSIONALS

The Board recognizes the achievements of licensed staff earning and maintaining nationally recognized certifications or credentialing in specialized fields. Additional compensation may be provided to these staff in recognition of holding specified certifications as approved in the Division budget.

The Superintendent/designee, in conjunction with the Department of Human Resources, will oversee this program.

Adopted: December 8, 1997
Amended: September 27, 2012; December 13, 2018
Reviewed: January 22, 2015

Cross Ref: GCA, Personnel - Definitions