Implementation of Compensation Study Recommendations
Frequently Asked Questions (FAQs)

Salary Schedules and Compensation Study Questions

1. **How are salary schedules determined for non-teaching positions?**
   The salary schedules were developed as part of the Classification and Compensation Study. The study gathered data from public school systems, governments and other competing entities. These data were then used to structure salary ranges that would support the many different job classifications that exist in Atlanta Public Schools.

2. **How were jobs assigned to salary schedules?**
   The Classification and Compensation Study gathered data from public school systems, governments and other competing entities on related jobs and positions with similar levels of duties and responsibilities to determine their value in the current job market. This data was compared to Atlanta Public Schools (APS) job descriptions, employee responses to job survey/questionnaires and interviews with supervisors to determine the appropriate alignment of each APS position.

3. **How were salary schedules determined for teachers and instructional support staff?**
   The State of Georgia mandates a minimum salary schedule for teachers that is currently based on certification level and years of experience. It was determined that the existing new hire schedules for these employees placed Atlanta Public Schools at an advantage with competing districts, while also maintaining a step structure and compliance with the state guidelines. Adjustments were made to relieve compression issues (consecutive steps with no change in pay were replaced with incremental increases in pay).

4. **Did the number of steps increase on the teacher salary schedule?**
   No additional steps were added to the teacher salary schedule.

5. **Which employees were included in the study?**
   All active, full time positions were included in the study.

6. **Will every employee receive a Compensation Statement for 2015-2016 school year?**
   All active, full-time employees as of September 28, 2015 will receive a compensation statement on October 9, 2015. New hires, position transfers, promotions and demotions that are effective after September 28, 2015 will not receive a compensation statement.

7. **When I look at the grade or salary schedule I see a minimum, market and maximum. What does this mean?**
   **Minimum** – the value paid to an employee holding a position assigned to a pay grade with no previous relevant experience. **Market** – the reference point or benchmark of competitive salaries for positions within a pay grade based on salary study results comparing jobs with similar skills and responsibilities. **Maximum** – the value paid to an employee holding a position assigned to a pay grade with 30 years or more previous relevant experience.

8. **How many years of experience are between the minimum and the maximum on the salary ranges/schedules for grades 111-150?**
   The salary range from the minimum to the maximum is 30 years.
9. **My non-teaching position is on a salary range that indicates minimum, market and maximum (grades 111 – 150). How do I determine my salary?**
The salary range from the minimum to the maximum is 30 years. Equivalent and relevant years of creditable experience will place your salary within the range. The Atlanta Public Schools Compensation Guidelines provide specific definitions of equivalent and relevant experience.

10. **I am a teacher or an instructional support employee, and I don’t see my salary on the salary schedule. What does that mean?**
For teachers and instructional support employees who are paid based on the step salary schedules, there are some situations where their salary may not exactly match to a salary on the step schedule. Based on the teacher’s years of experience and certification level the salary at that step on the salary schedule may be less than their current salary. (This is a result of the percentage raises provided in FY2014-15.) In these situations, the current salary is not reduced, but will remain the same until the appropriate step placement results in no change or an increase to an employee’s salary.

### Salary and Retroactive Pay Questions

11. **When will I know if I am receiving an increase in pay?**
Every employee will receive a compensation statement via email on October 9, 2015. Some groups of employees with limited access to emails will receive a letter delivered by the US Postal Service.

12. **Will my salary be reduced?**
Employees will **not** see a reduction in their salary as a result of implementing the compensation study recommendations.

13. **What is retro pay and how is it calculated?**
The retroactive payment amount is the difference between your new pay and the old pay that you have been receiving. For example, if you received your first paycheck for 2015-2016 on August 31st, your original gross pay was $200, and your new gross pay is $225, then your retroactive payment for the August 31st check would be $25.

14. **How far back does the retro pay go?**
The effective date of your salary and retro pay (if applicable) is the start date of your 2015-16 school year, or the start date of a new position, whichever is the most recent. For example, an employee may start the school year as a School Clerk and change jobs to a Graduation Coach on September 1, 2015. The retro pay will go back to September 1, 2015.

15. **When will I see a difference in my pay check?**
The paycheck you receive on November 30, 2015 will be calculated on your new salary and will include your one time retroactive payment. The checks you will receive on December 15, 2015 and after will not include any retroactive payment.
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16. Will my payments be the same from this point forward?
The paycheck you receive on November 30, 2015 will be calculated on your new salary and will include your one time retroactive payment. The checks you will receive on December 15, 2015 and after will not include any retroactive payment, but will reflect your new salary.

17. Do my supplemental assignments count towards my raise?
No supplemental assignments were included as part of the compensation study.

18. If I receive a raise, how was my raise determined?
Teachers’ internal and external years of experience were evaluated to determine their placement on the salary schedule. All non-teaching employees were placed on their new salary schedule and their internal experience (within Atlanta Public Schools) was evaluated to determine their salary.

19. What if I am placed on a salary schedule and my current salary exceeds the maximum of the salary range?
If your current salary exceeds the maximum of your new salary schedule placement, you will see no change in your current salary. No employee will receive a decrease as a result of implementing the compensation study recommendations. This situation would indicate that the current salary is beyond the market value for that position. As a result, the possibility of future raises will be dependent on the market value increasing and putting the salary back within the range.

20. If I do not get a raise now, what does that mean for the future?
All raises in the future would be determined by the Board through the budget process. It is the intent to provide cost of living adjustments and/or market raises annually, dependent on adequate resources.

21. How was this pay increase funded?
Employee compensation and pay parity are a priority of the APS Board and Administration. In July, the FY2015-16 budget was reviewed to update revenue and expenditure projections for the year. The cost to implement recommendations from the compensation study was estimated, and resources were allocated in a budget amendment to fund the identified study recommendations providing salary adjustments for some employees.

22. What if I disagree with the information I receive on my Compensation Statement?
The email account, compensation_study@atlanta.k12.ga.us, has been established for submitting your questions or concerns regarding the accuracy of the information on the Statement. Every submission will receive a response and will be processed on a case by case basis.

23. External experience was not included in this process for non-teachers. Will external experience ever be evaluated for non-teachers?
External experience for non-teachers will be considered for salary purposes during Phase II of the implementation of compensation study recommendations.

24. Do the new salary schedules, grade 111 – 150 give me credit or factor in my degree level?
The impact of degree level was factored into the salary range development.
25. Are there going to be future raises or COLA?
The possibility of salary increases (i.e. raises or cost of living increases) will continue to be a consideration in the budget development process each year.

26. Is my level of performance linked to how I will be paid?
No, performance evaluations are not a factor of salary determination.

27. Will I get credit for all my years of experience?
Equivalent and relevant experience will be awarded based on the position. In this phase of the implementation of the compensation study recommendations, teachers and instructional support personnel were evaluated on their internal and external years of experience. Non-teaching personnel were evaluated based on their internal experience with Atlanta Public Schools.

28. What if my retirement date is October 31, 2015, will I receive a retroactive payment?
In order to be eligible for retroactive payment you must be a fulltime, active employee as of November 6, 2015.

29. How is my salary calculated if I am on an open range Grades (111-150)?
This is an example of an employee with a Salary Range – Grade of 130, an Annual Work Schedule, and 5 years of creditable experience.