

**Employee Handbook:
Revised January 2003**

Fulton County Schools

Personnel Services

Employee Handbook

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**Employee Handbook
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Purpose

This guide is designed to answer frequently asked questions concerning policies, procedures, benefits, services, work rules and other areas of concern to employees. While it is intended to be as comprehensive as possible, it cannot cover every situation. For further information, please consult the Fulton County Board of Education Policy and Administrative Procedures. These can be accessed from the Fulton County web site: <http://www.fultonschools.org>.

The information in this guide does not create or amend any contract of employment. The Board has the right to adopt new policies and procedures and to modify, amend or eliminate any of its existing policies or procedures. Any such changes will take priority over the information stated in this guide even if the changes have not been reprinted or substituted into the guidebook.

Equal Opportunity and Non-Discrimination

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service. If you wish to make a complaint of discrimination, harassment, or retaliation, or if you wish to request accommodation or modification regarding any program, activity or service, contact the Compliance Coordinator, Fulton County Schools, 786 Cleveland Avenue, SW, Atlanta, GA 30315, or phone 404-763-4585. TTY 1-800-255-0135.

Reference: Policy/Procedure GAAA, GAB, GAEEA

Fulton County School System – At a Glance

The Fulton County School System is one of Georgia's -- and the nation's -- top-rated school districts. Encompassing all of Fulton County except the City of Atlanta, the district stretches more than 75 miles north to south. In addition to the unincorporated areas of Fulton County, the district includes nine cities – Roswell, Alpharetta, Mountain Park, East Point, College Park, Hapeville, Fairburn, Union City and Palmetto.

The Fulton County School System has experienced tremendous growth in the last few years. We now have more than 67,000 students attending 70 schools, and our employees number more than 8,000. Our students benefit from a broad range of opportunities that stimulate their intellectual, artistic and athletic development. The numerous awards that our students and staff earn each year attest to Fulton's success.

Parents and other supporters in our school communities help make Fulton's achievements possible. Our schools benefit greatly from active parent-teacher associations, local school advisory committees, and business partners. A non-profit foundation raises tax deductible contributions for projects that further enrich our students and challenge our employees.

Outstanding programs, modern facilities, and dedicated staff, together with supportive parents and business partners, make Fulton County a natural choice for those who value excellence in education.

The Board of Education

The Fulton County School System is governed by a seven-member Board of Education. The primary role of the Board is the legislation of school system policies, which are carried out by the Superintendent and staff. Specifically, the Board: enacts policy; adopts courses of study and provides instructional aids; employs staff members and prescribes their duties; approves budget, financial reports and major expenditures; provides funds for operation; provides physical facilities for the educational program; prescribes minimum standards for operation and improvement of the system; evaluates the education programs; establishes and maintains a system of records and accounts; keeps the public informed on school issues; acts as a tribunal at hearings.

Board members are elected from seven educational districts and serve four-year terms. Board members elect a president for a two-year term and a vice president for a one-year term. The Superintendent serves as ex-officio secretary and treasurer of the Board.

Reference: Policy/Procedure ABB, ABD, ABCC, BBAA, BCBH

Superintendent

The Fulton County School System Superintendent is the executive officer of the Board of Education. The Superintendent is appointed by and serves at the pleasure of the Board of Education. It is the Superintendent's duty to enforce all rules and regulations of the Fulton County Board of Education. As executive officer, the Superintendent has general supervision over the day-to-day operation of the school system and all of its schools, personnel and departments. However, specific job duties are delegated to staff members.

Reference: O.C.G.A. § 20-2-109

Employees

The Fulton County Board of Education believes that employees should have a voice in their school system. To solicit input, all proposed policies and procedures that would affect school system employees are posted for 30 days prior to Board action. Employees are encouraged to comment on proposed policies and procedures. Employees are also encouraged to serve on local school advisory committees and curriculum and planning task forces. Meetings are held periodically throughout the year to keep employees informed of the policies, goals and objectives of the system. Major employee groups, including teachers, food service workers, custodians, bus drivers, secretaries, etc., are represented on the Superintendent's Meet and Confer Committee.

Reference: Policy/Procedure BDC

PERSONNEL POLICIES/PROCEDURES

Employment Requirements

Fulton County School System personnel are employed and assigned by the Fulton County Board of Education upon the recommendation of the Superintendent.

Teachers, principals and other certified personnel are eligible for regular employment provided they meet the educational and professional standards set by the State of Georgia and the Fulton County Board of Education. Other employees are eligible for regular employment upon evidence of completion of required training and ability to do the work for which they are applying, satisfactory recommendations and an acceptable criminal background check.

All employees must complete I-9 forms as required under federal law and must provide proof of eligibility for employment.

Reference: Policy/Procedure GBD, GCD

Health Exams

The Board of Education may require an employee to have a health examination and/or to provide a physician's statement when the employee's physical, mental and/or emotional condition appears to be interfering with the employee's ability to perform his/her duties safely or efficiently or when otherwise required by law. The Board may designate a physician of its choosing or use the employee's physician.

If an employee is unable to perform the essential functions of his/her job due to impaired health, disability or a dangerous communicable disease, the school system will consider whether any reasonable accommodation would enable the employee to continue in employment. Accommodation is not reasonable if it imposes an undue financial or administrative burden on the system or requires a change in the nature of the employee's job. If a reasonable accommodation is not available, or if the employee cannot perform the essential functions of his/her job, even with reasonable accommodation, appropriate steps will be taken to terminate his/her employment (see Disability, Benefits Section).

Reference: Policy GBRA, GBRAA/GCRAA

Certification

Professional employees of the Fulton County School System must hold proper in-field certification from the Georgia Professional Standards Commission and must meet all state requirements. It is the responsibility of the individual to keep his/her certification current. Any questions concerning certification status should be directed to the Certification Specialist, Personnel Services, (404) 763-6864.

To help meet state requirements for certification renewal, the Fulton County Board of Education offers an on-going staff development program (see Staff Development section).

Reference: Policy/Procedure GBBD

Grievance Procedure

Any employee who feels that his/her employment has been substantially affected by a violation or misapplication of any statute, policy, rule or regulation with which the Board of Education is required to comply, may file an employee complaint, unless it relates to one of the areas excluded from the employee complaint procedure.

Complaints must be submitted in writing to the immediate supervisor within ten days after the act or incident giving rise to the complaint. Employee complaint forms are available from your principal or supervisor.

Employees are encouraged to discuss a complaint with their immediate supervisor before filing. It may be possible to resolve the problem informally. If a resolution is not reached, employees should then follow the steps outlined in the Employee Complaints Policy and Procedure GAE.

The following areas are excluded from the complaint procedure:

- Personnel evaluations
- Professional Development Plans
- Employee job performance
- Termination, non-renewal, demotion, suspension or reprimand
- Employment contracts

Reference: Policy/Procedure GAE

Evaluation

All employees of the Board of Education must have their performance evaluated annually by an appropriately trained evaluator. Personnel who receive an unsatisfactory annual evaluation will not be awarded a salary step increment for the following year. Performance evaluation records shall be part of the personnel evaluation file and shall be confidential.

Reference: Policy/Procedure GBI/GCI

Transfers

Teacher Transfers – To be eligible for a transfer, a teacher must be completing, at a minimum, their second full consecutive contract year of employment with Fulton County and have a satisfactory current evaluation. The two year requirement may be waived for qualified teachers who are requesting a transfer from a school that is making adequate yearly progress to a school in need of improvement and for teachers who were transferred the previous year due to surplus. An eligible teacher must follow the general transfer procedure before the annual deadline date in order to be considered.

Classified Employee Transfers - To be eligible for a transfer, a non-supervisory classified employee must have served one full year in the current assignment and must have a satisfactory evaluation for the current year. Priority for a transfer may be given to employees who are requesting an assignment change from a non-critical to a critical employment area or location. The employee must follow the general transfer procedure before the annual deadline date in order to be considered. Transfer requests will remain on file for one year. It is the employee's responsibility to keep the transfer request current.

Reference: Policy/Procedure GBM

Resignation

Contracted employees are expected to honor their contracts. Therefore, except in emergency situations, employment contracts may not be terminated without the written consent of the Superintendent or designee.

A certificated employee whose contract has been renewed for the next school year but who plans to resign at the end of the current school year must notify, in writing, the immediate supervisor and the appropriate personnel administrator by June 1.

A classified employee who desires to resign must notify, in writing, the immediate supervisor and the appropriate personnel administrator at least two weeks in advance of the last anticipated workday.

Reference: Policy/Procedure GBO, Policy GCO

Suspension/Termination – Certificated Employees

The employment contract of any teacher, principal or other professional employee having a contract for a definite term may be terminated or suspended for any of the following reasons: incompetence; insubordination; willful neglect of duties; immorality; inciting, encouraging or counseling students to violate any valid state law, municipal ordinance or policy rule of the Board of Education; reduction of staff due to loss of students or cancellation of programs; failure to secure and maintain necessary educational training; any other good and sufficient cause.

Reference: Policy/Procedure GBK/GBN; Georgia Code Section 20-2-940

Suspension/Termination/Work Rules – Classified Employees

Misconduct that may lead to disciplinary action against classified employees includes but is not limited to the following: incompetence; insubordination; willful neglect of duties; immorality; conviction of any crime involving moral turpitude; failure to comply with all reasonable orders, requests or directions of the superintendent or other supervisors; violation of any rule or regulation of the Board of Education; inciting, encouraging or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the Board of Education; violation of any provision of the employment agreement; any other good and sufficient cause.

Detailed work rules are issued to classified employees at the time of employment and are also posted in each building and department in the system.

STAFF DEVELOPMENT

The Fulton County Board of Education, through the Staff Development Department, offers both personal and professional growth opportunities for all employees.

In-service Requirements

Since 1945 the Fulton County Board of Education has had in-service requirements for professional personnel. These in-service policies are designed to foster professional growth and improve instruction. Making sure that your in-service credits are kept current is your responsibility. Credits from college courses should be reported by sending a copy of your grade card or transcript to the SDU office at the Staff Development Center.

There are three general in-service requirements:

1. All certified personnel – A minimum of six semester hours, 10 quarter hours, or 10 SDUs of credit must be earned during each five-year period of employment. Credit can be earned by taking graduate level college courses or approved SDU courses.
2. Technology training – All certified and management personnel are required to complete three semesters or five quarter hours of college level or SDU training designed to improve their effectiveness and efficiency in the use of computers in their areas of responsibility. This requirement must be completed before the end of the third year of employment. Staff Development provides many system-wide courses. In addition, many courses that meet this requirement are offered at the local school level. Employees without formal coursework related to computers, but who have developed a high level of expertise through self-study, may meet this requirement by passing an exemption test. No staff development credit will be given for passing the test and school technology specialists may administer this test.
3. Reading – To address the school system's Focus on Reading initiative, all teachers are required to take a two-SDU course in reading strategies. Veteran teachers must complete this training by 2004. Teachers hired after August 31, 1999, have three years to complete the course.

Additional in-service requirements that apply to middle school teachers are as follows:

Interdisciplinary, science and reading teachers must complete five hours annually toward completion of their middle school certification.

Special area teachers (special education, art, music, physical education, media specialist, industrial arts, family resource management, foreign language, etc.) who are not middle grades certified, must satisfactorily complete a course in "Nature and Curriculum Needs of the Middle Grade Learner" within their first year of employment.

Certification Renewal

The Fulton County Board of Education supports an ongoing program of staff development activities that meet state criteria for certification renewal. In order to earn credit for certification renewal through local staff development, an individual must meet three primary requirements:

- Complete an approved activity in an area of assessed need.
- Demonstrate mastery of predetermined competencies established for the activity.
- Implement the training accomplished during the approved activity.

Technology Requirements

All certified and management personnel are required to complete three semester hours, five quarter hours, or five SDUs of staff development computer courses before the end of their third year of employment. School system staff development courses to meet this requirement are available to all employees.

Classified office personnel are required to complete a technical school, college or staff development course on the use of computers in their area of responsibility. This requirement must be met no later than the semester after the employee is granted access to the computer for use on the job. With proper documentation, prior experience may be used to meet this requirement.

Reference: Policy/Procedure GAD; O.C.G.A. 20-2-250

Professional Development Services

To encourage professional growth and improve instruction, the Professional Development Department offers a full range of services for all personnel. These include: certificate renewal courses; in-service training; classified employee training; Teacher Centers North and South; school assistant training; Leadership Academy; substitute teacher training; technology training; selected college courses.

All staff development activities are coordinated with the Board of Education Professional Development Advisory Committee. This committee is composed of school-based and system level representatives and meets periodically during the year. The Professional Development Advisory Committee has the overall responsibility for approving all plans for certification renewal submitted by educational personnel in the Fulton County School System.

For further staff development information, call (404) 669-8090 or write:

Professional Development Center
3121 Norman Berry Drive
East Point, GA 30344

Paraprofessional Certificates

All instructional paraprofessionals are required to be certified by the state of Georgia. In order to be recertified, a paraprofessional must complete 10 SDUs every 5 years.

BENEFITS

Health Insurance

The System's Health Insurance Program is administered by the State of Georgia, Department of Community Health. You may choose either single or family coverage under either the PPO, Indemnity, or one of several Health Maintenance Organizations (HMO's) approved by the State. Open enrollment takes place each spring.

An employee going on unpaid leave may be able to continue health insurance for a limited time while out. The insurance office can provide details regarding coverage and possible premium increases. Employees who retire (and will be receiving a monthly pension check) may continue their health insurance coverage. Employees whose health insurance is terminated for other reasons, or covered dependents of employees whose health insurance is terminated, may continue their coverage for a limited period under COBRA.

Reference: O.C.G.A. § 20-2-880 et seq.

Short Term Disability Insurance

Short-Term Disability (STD) insurance is available for eligible employees who become disabled. Benefits begin 90 days after disablement occurs (or the expiration of all available leave, which ever is later) and provides 60% of your base salary. Payments will be made weekly, and will be coordinated with pension benefits and other income so that all payments will not exceed 60% of your annual salary. The length of time that an employee is eligible for STD benefits will not exceed 90 calendar days, at which time the employee may be eligible to continue receiving benefits under Long-Term Disability Insurance. The employee pays 100% of the STD Insurance, therefore any benefits received from this Insurance are non-taxable. If you refuse STD Insurance when you are first hired and later decide to take it, you will be required to provide proof of insurability.

Reference: Your Short-Term Disability benefit plan

Long Term Disability Insurance

Long-Term Disability (LTD) insurance is provided for eligible employees who become disabled. Benefits begin 180 days after disablement occurs (or the expiration of all available leave, which ever is later) and provides 60% of your base salary each month (between \$100 and \$10,000). Payments will be made monthly, and will be coordinated with pension benefits and other income so that all payments will not exceed 60% of your annual salary. The length of time that an employee is eligible for LTD benefits is generally Normal Social Security Retirement Age (NSSRA), but may be limited by the age of the employee at the time the disability occurred. The System will pay 100% of your LTD Insurance, in which case any benefits received from this Insurance are taxable. The System also provides the employee with the option of paying for your LTD, in which case any benefits received from this Insurance are non-taxable.

Reference: Your Long-Term Disability benefit plan

Basic Group Term Life (GTL) Insurance

Life insurance is provided free to all active, regular employees in amounts based on annual salaries.

Basic Annual Salary	Life Insurance Amount
Less than \$12,000	\$24,000
\$12,000 but less than \$18,000	\$30,000
\$18,000 but less than \$26,000	\$40,000
\$26,000 and over	\$50,000

At retirement you may continue to carry \$20,000 life insurance by having premiums deducted from your pension check, or otherwise paying the premium on a monthly basis.

Supplemental Group Term Life (GTL) Insurance

Supplemental Life Insurance and Accidental Death & Dismemberment (AD&D) Insurance is available for eligible employees at group rates in increments of \$10,000 up to a maximum of five (5) times your annual salary or \$500,000, which ever is less. Employee premiums are age-banded in 5-year bands, and are based on Tobacco versus Non-Tobacco lifestyle. Coverage is also available for your spouse in increments of \$5,000 to the same limits as the employee (but cannot exceed the employee's coverage). Spouse premiums are age-banded in 5-year bands, and are blended for Tobacco/Non-Tobacco. Dependent children are also eligible for coverage from \$2,000 to \$10,000 (but cannot exceed the employee's coverage). Children premiums are flat rate for any and all eligible dependent children. AD&D coverage will pay only in the event of an accidental death or dismemberment, and should not be considered "life" insurance. Supplemental GTL and AD&D coverages may be portable if you should ever leave the System or if you should retire. In all cases, the Supplemental GTL is convertible to a permanent life product at substantially higher costs. The employee pays 100% of the GTL and AD&D Insurance. If you refuse Supplemental GTL Insurance when you are first hired and later decide to take it,

you will be required to provide proof of insurability. Proof of insurability is not required for AD&D coverage.

Reference: Your Group Life Insurance plan

Permanent Universal Life (UL) Insurance

Permanent Universal Life Insurance is available for eligible employees, spouses and dependent children. Permanent UL is individually written, and the resulting premium will vary based on age, gender, life-style, and optional coverages and riders. As these are individual policies, they are completely portable if you should ever leave the System or if you should retire. The employee pays 100% of the UL Insurance.

Dental Insurance

Dental Insurance is available for eligible employees, spouses and dependent children. The Dental Insurance plan provides benefits for Preventive, Basic, Major and Orthodontic procedures. There are no waiting periods for coverage under the plan. The Board pays 100% for single (employee only) Dental Insurance, and pays a significant amount of the premium for Family Dental Insurance.

Reference: Your Dental Insurance plan

Vision Insurance

Vision Insurance is available for eligible employees, spouses and dependent children. Benefits are available for both in-network and out-of-network providers and procedures. The employee pays 100% of the Vision Insurance.

Reference: Your Vision Insurance plan

Medical Flexible Spending Account

A Medical Flexible Spending Account (MFSA) is available for eligible employees, spouses and dependent children. A MFSA is not insurance, but rather a way to pay for certain qualified, non-reimbursed medical expenses in a pre-tax salary reduction. The amount which can be placed in an MFSA each year may be limited by the Internal Revenue Service, but may not exceed the annual maximum established by FCS. Any monies placed in an MFSA against which qualified expenditures cannot be filed are forfeited to FCS according to Federal Law. The employee contributes 100% to the MFSA.

Reference: Your Medical Flexible Spending Account plan

Dependent Care Flexible Spending Account

A Dependent Care Flexible Spending Account (DCFSA) is available for eligible employees, spouses and dependent children. A DCFSA is not insurance, but rather a way to pay for certain qualified dependent care expenses in a pre-tax salary reduction. The amount which can be placed in a DCFSA each year may be limited by the Internal Revenue Service, but may not exceed the annual maximum established by FCS. Any monies placed in an DCFSA against which qualified expenditures cannot be filed are forfeited to FCS according to Federal Law. A DCFSA cannot be used if claiming a Dependent Child Credit on your Federal Income Tax return for that year (please consult a tax professional for specific details). The employee contributes 100% to the DCFSA.

Reference: Your Dependent Care Flexible Spending Account plan

Long-Term Care Insurance

Long-Term Care Insurance (LTC) is available for eligible employees, spouses, parents, grandparents, parents-in-law and grandparents-in-law. Coverage is available in various levels of daily benefits, and for various duration (length) of payments. All premiums are set a group rates for all eligible applicants. LTC for the employee and spouse may be payroll deducted. All other premiums are direct-billed to the appropriate person(s). The employee pays 100% of the LTC Insurance.

Reference: Your Long-Term Care Insurance plan

Social Security and Medicare Insurance

The System, as a local governmental entity, *does not* operate under an agreement specified by Section 218 of the Social Security Act.

As a result of the absence of the Section 218 agreement, the System *does not* participate in the Social Security portion (OASDI) of FICA, as a qualified retirement plan is in place for all qualifying System employees (see the section relating to Retirement Plans). Therefore, employees of the System generally do not have the 6.2% for Social Security withheld from their earnings, and these dollars are thereby available as discretionary income to the employee. The System encourages its employees to take full advantage of this benefit, and participate in one of the Tax Deferred Annuities described below (see Tax Deferred Annuities section), if eligible.

However, the System *does* participate in the Medicare portion (HI) of FICA for those employees hired *after* March 31, 1986. Therefore, those employees will see the 1.45% for Medicare withheld from their earnings. This amount is then matched by the System when remitted to the Federal Government. Employees hired *prior to* April 1, 1986 will continue to not have the Medicare portion withheld, and may affect eligibility for Medicare benefits after retirement.

Workers' Compensation

Employees are covered for work related accidents and injuries under the Georgia Workers' Compensation Act. All accidents or injuries on the job must be reported in writing as soon as possible to principals or supervisors who have forms for that purpose.

For medical expenses to be covered under Workers' Compensation, employees must first receive treatment from an approved treatment provider. A list of these providers, including addresses and telephone numbers, should be posted in your work location.

Liability Insurance

Employees are covered by a professional liability insurance policy provided by the Board. The Board pays the entire cost of this insurance.

Reference: Policy/Procedure EGA

Tax Deferred Annuities

Current IRS regulations allow employees to participate in tax deferred annuities under Section 403(b) of the Internal Revenue Code (commonly known as 403(b) plans) if they qualify, but each person must determine his/her own eligibility. This benefit is particularly effective when funded by the additional discretionary income available to the employee normally withheld for Social Security (see the section titled Social Security and Medicare Insurance).

LEAVE

Employees are expected to maintain regular attendance. School principals and department heads are expected to monitor their employees' attendance and take action when attendance problems occur.

Sick Leave. Employees may use paid sick leave for absences due to their own illness, injury or exposure to contagious disease, or due to illness or death in their immediate family. Unused sick leave is accumulated from one contract or assignment year to the next, up to a maximum of 120 days. Accumulated sick leave is forfeited when employment is terminated.

Regular full-time employees are entitled to sick leave with full pay computed on the basis of the length of their continuous service since their last date of hire as follows:

Less than 10 full years: 1¼ sick days for each completed contract or employment month, up to a maximum of 15 days per year (3 of which may be personal)

10 or more years: 2 sick days for each completed contract or employment month, up to a maximum of 20 days per year (5 of which may be personal)

Regular part-time employees are entitled to paid sick leave in proportion to the amount of time worked. For example: An employee working three days per week would accrue three-fifths of the sick leave of a full time employee.

Reference: Policy/Procedure GBRI

Approval of Sick Leave - In the case of an anticipated or foreseeable absence (for example, scheduled surgery, childbirth, etc.), requests must be given at least 30 days in advance. In the case of a sudden or unexpected need for sick leave, requests must be given as far in advance as possible but no later than one hour prior to the employee's normal starting time.

Reference: Policy/Procedure GBRI

Personal Leave - Prior approval of the principal or immediate supervisor is required before a personal day may be taken. In cases of anticipated or foreseeable need for personal leave, requests for personal leave must be submitted at least 30 days in advance.

Reference: Policy/Procedure GBRI; O.C.G.A. § 20-2-851

Attendance Incentive Payments - Regular full-time employees who maintain certain attendance standards may qualify for an attendance incentive payment from the State.

Reference: O.C.G.A. § 20-2-853; Policy/Procedure GBRI

Payment at Retirement - Upon retirement, employees may be paid for one-half of their unused accumulated sick leave, up to a maximum of 40 days.

Reference: Policy/Procedure GBRI

Family and Medical Leave. The FMLA is a federal law that provides eligible employees 12 weeks of job-protected leave for family or medical reasons. The FMLA does not require employers to provide paid FMLA leave, but does allow employers to charge FMLA absences simultaneously against any available paid leave as well as the FMLA. The FMLA allows eligible employees to take leave for the following reasons:

To care for the employee's child during the first year following the birth, adoption or foster care placement of the child;

To care for the employee's spouse, child or parent who has a serious health condition; or

Because of the employee's own serious health condition (including pregnancy, childbirth and related medical conditions) that makes the employee unable to perform his/her job.

Advance Notice - When the need for FMLA leave is anticipated or foreseeable, notice is required 30 days in advance. All requests for leave must be made in writing on district form, stating the reason for the leave and the expected duration of the leave. Medical certification (Form WH-380) may be required.

Approval of Leave - Leave taken without approval as required under this policy will be treated as unauthorized leave and may result in disciplinary action up to and including termination. When an employee requests leave for any purpose covered under the FMLA (whether the employee identifies the leave as such or not), the leave will be treated as FMLA leave and be charged against any paid leave available.

Reference: Policy/Procedure GBRI; FMLA, 29 U.S.C. Section 2601 et seq.

Sick Leave Bank. The purpose of the Sick Leave Bank is to provide its members with paid sick leave after their own sick leave has been exhausted. Employees of the District who earn paid sick leave are eligible for membership in the Sick Leave Bank after completing one full year of employment. New members are accepted only during the open enrollment period each year (September 1 through October 1). Employees who elect to become members of the Sick Leave Bank are required to contribute part of their accumulated sick leave, up to a maximum of five days, to the Bank. Members may withdraw sick leave from the Bank only in accordance with the guidelines established by the Sick Leave Bank Committee of Trustees. All requests for Sick Leave Bank withdrawals must be made on the Sick Leave Withdrawal Form and must be accompanied by medical certification on the appropriate form.

Reference: Policy/Procedure GBRI; O.C.G.A. § 20-2-850

Bereavement. Employees are allowed up to three days of paid leave (five days if out-of-town travel in excess of 150 miles is required) in the event of the death of a member of their immediate family. Two days of the allowed bereavement leave may be used for the death of any family member not included in the definition of immediate family. The employee may be required to submit written substantiation of the need to be absent for this reason.

Reference: Policy/Procedure GBRI

Professional and Duty Leave. An employee may be granted paid or unpaid professional leave to engage in activities associated with professional organizations related to the employee's position in the school system (e.g., annual conferences, state meetings, etc.). Professional or duty leave requires approval in advance by the employee's immediate supervisor and must be made on the form prescribed by the School District and must be submitted to the employee's immediate supervisor 30 days prior to the requested leave date.

Reference: Policy/Procedure GBRI

Jury Duty or Witness Leave. An employee may be absent without loss of pay and without charge to any other category of leave when attending court as a juror or when subpoenaed to testify in a case arising out of duties as an employee of the school system.

Reference: Policy/Procedure GBRI; O.C.G.A. § 34-1-3

Military Leave. Employees may take leave while engaged in the performance of "ordered military duty" as defined in Georgia Code Section 38-2-279, and while going to and returning from such duty.

Reference: Policy/Procedure GBRI

Vacation Leave. Only regular full-time and part-time employees in 12-month positions are eligible for vacation. In cases of anticipated or foreseeable need for vacation leave, requests for vacation leave should be submitted at least 30 days in advance. Vacation begins to accrue after one full month of employment in a 12-month position.

Reference: Policy/Procedure GBRI

Unpaid Medical Leave. An employee who does not have sufficient accumulated paid sick leave or vacation leave to cover medical absences may request unpaid medical leave.

Reference: Policy/Procedure GBRI

Childcare Leave. Employees with at least three years of continuous service since their last date of hire, may request unpaid leave in addition to that required by FMLA to care for the employee's child following the child's birth or in connection with the placement of the child with the employee for adoption or foster care. If the employee is requesting childcare leave for the next full school year or the first semester thereof, the request must be submitted no later than April 1 of the preceding school year.

Reference: Policy/Procedure GBRI

Study Leave. An employee with at least three years of continuous employment since the last date of hire may be granted unpaid study leave to seek a higher degree, obtain a different field of certification or enroll in some other study or training program of mutual benefit to the employee and the school system. The employee will be required to complete satisfactorily at least one semester of college or equivalent study during the period of leave. Request for study leave must be submitted by April 1 of the preceding school year.

Reference: Policy/Procedure GBRI

Leave To Campaign for Public Office. An employee employed continuously for at least three years since the last date of hire may be granted an unpaid leave of not less than one semester and no longer than one contract year or assignment period to campaign for public office.

Reference: Policy/Procedure GBRI

Job Protection Upon Returning From Leave. Employees returning from FMLA leave or from non-FMLA leave of 45 consecutive workdays or less, who have been employed for at least 12 months and worked at least 1250 hours during the 12-month period immediately prior to take leave, will be returned to the same or substantially equivalent position. Employees returning from non-FMLA leave or leave of more than 45 consecutive workdays will be returned to the same or substantially equivalent position, provided there is a vacancy for which the employee is qualified. Return to the same location is not guaranteed.

Reference: Policy/Procedure GBRI; FMLA, 29 U.S.C. Section 2601 et seq.

Unapproved Leave. Taking unapproved leave, failing to respond to written communication from the School District regarding leave status, or failing to return at the specified time following an approved leave of absence will be considered job abandonment. The employee will be deemed to have resigned and will be removed from the payroll. Under no circumstances may an employee remain on leave for more than

three years. After three years, the employee will be deemed to have resigned and will be removed from the payroll.

Reference: Policy/Procedure GBRI

Misrepresentation of Facts. An employee on approved leave who misrepresents facts in order to obtain paid or unpaid leave will be denied reinstatement or terminated.

Reference: Policy/Procedure GBRI

Employment During Leave. Fulton County employees on approved sick leave may not accept employment or work for other employers during the period of approved leave. Violation of this requirement is grounds for disciplinary action including termination of employment.

Reference: Policy/Procedure GBRI

Return From Leave. Employees are expected to return to work from leave at the end of the approved time period. Requests for extension of leave must be submitted in writing by April 1 for the next contract or assignment year. Requests for extensions of less than one year duration must be submitted at least 60 days in advance of the approved return date. In cases of extenuating circumstances, requests for exception to the time requirement may be submitted in writing to Personnel and may be resolved based on the needs of the school system.

Reference Policy and Procedure GBRI

ADDITIONAL BENEFITS AND SERVICES

Professional Library

The Fulton County School System maintains a professional library collection for faculty, staff and administrators. The library collection is totally automated with Internet access to a wide variety of databases. As a member of GOLD, Georgia Online Database, the staff has access to collections maintained at most private and state owned colleges and universities. Georgia Online Database membership services also include interlibrary loans for teachers and administrators. Professional journals, books and study materials on the Praxis Series (certification tests for teachers) are available to patrons to borrow or use in the library.

School Assignments for Employees' Children

Children of full-time employees, regardless of where they live, may attend the Fulton County school where their parent works. To attend any other out-of-zone school, the employee must establish to the satisfaction of the Student Hardship Committee that such an assignment is necessary or convenient to the employee. In deciding whether a request is justifiable, the Hardship Committee will consider such factors as the appropriate school nearest the place of employment, the appropriate school nearest a child care center or sitter caring for the child before or after school hours (elementary only) and other reasonable factors. Employee Hardship forms must be submitted annually to Student Services by May 1. A waiver of the deadline will be considered for new hires or when an employee's circumstances change during the year.

Direct Deposit

All regular, full-time employees paid on a monthly basis are eligible for direct deposit of payroll checks with the Fulton County Board of Education. Direct deposit forms are available from the Personnel

Records Department, Administrative Center. Once an employee applies to receive direct deposit, it may take one or two months before the first direct deposit is accomplished.

Fulton Teachers' Credit Union

Fulton Teachers' Credit Union is the eleventh oldest credit union in the state of Georgia. It was chartered in 1930 to serve employees of the Fulton County School System and their families. As time progressed, the credit union welcomed private schools into its field of membership.

The Credit Union retains a full-time staff to serve members at their office in East Point and their branch office in Alpharetta. An elected Board of Directors and other special committees devote their time on a voluntary basis to set policies and oversee the operation of the Credit Union. Members are eligible to participate in a wide range of services and every effort is made to keep both savings and loan rates competitive with the marketplace.

Credit Union services are designed to offer its members the best in quality, service and tradition.

List of Services	
Savings and Investments	Prime Share (savings) Minor Shares Share Draft Account (checking) 10 Month Club Christmas Club Vacation Club Certificate of Deposit IRA
Loan Services	Signature Loans CD and Share Secured New and Used Vehicles Boats, Tractors, Motorcycles and RVs New Personal Computers First and Second Mortgages Home Equity Line of Credit
Other Services	ATM Cards Direct Deposit Auto Buying Services Life Savings on Share Accounts
<i>Note: Deposits are insured up to \$100,000 by NCUA, a federal depository insurance agency.</i>	

PENSION

All full-time employees of the Fulton County School System must belong to one of two retirement systems. Employees who qualify as "teachers" under the provisions of the Teachers Retirement System

(TRS) are members of TRS, except for certain limited exceptions. All other employees are members of the Fulton County Schools Employees Pension System (FCSEPS).

A percentage of the employee's salary is automatically deducted from his/her paycheck each month for retirement. The school system contributes additional amounts to these retirement systems.

Keeping beneficiary information up-to-date is the employee's responsibility. Death, divorce, marriage or birth may mean a change in beneficiary if necessary. Notify the pension office for the appropriate forms to change your pension beneficiary.

The Fulton County Schools Employees Pension System has prepared Pension Information Booklets describing both retirement systems. Employees are given copies of the booklets when hired and whenever updates are made. Copies are also available in all schools. Employees may call the pension office at (404) 763-6860 for specific information or for a copy of the booklet.

Teachers Retirement System also publishes a booklet entitled, *TRS Facts*. Their office is located at Suite 400, Two Northside 75, Atlanta, GA 30381. The phone number is (404) 352-6500.

Fulton County School Employees Pension System

Retirement benefits for employees and beneficiaries under Fulton County Schools Employees Pension System are determined several different ways because the laws which created the FCSEPS have been amended many times.

Generally, employees are covered under the statutes in effect at the time they were hired, unless they elect and qualify for coverage under a later statute. It is the employee's responsibility to know which coverage they have and what benefits will be received.

Pension benefits are determined by three factors – length of service (including certain service outside of Fulton County and military service, if required payments into the pension fund have been made), the formula determined by the law under which the employee is covered and the average of the highest three years' salaries. (For this calculation, the pension board considers the salary for any three periods of 12 consecutive months, not necessarily the last three years of employment.)

New employees of the system pay 5.6% of their gross monthly or bi-weekly salaries as contributions to the system. Employees with beneficiary coverage pay an additional 1%.

Following are some frequently asked questions about retirement benefits under FCSEPS:

When can you retire?

With 30 years of service – regardless of age.

At age 55 with 25 years of service (with penalty of 1/12 of two percent for each month employee lacks being age 60).

At age 65 with at least 10 years of service (under vesting provision).

Can you buy into the retirement system for prior teaching or military service?

A maximum of 10 years may be purchased with any combination of the following:

Georgia teaching service may be paid back at any time during active employment.

Out-of-state teaching and administrative service may be paid back after a waiting period.

Up to four years of military service during an active conflict period may be paid for at any time.

Up to two years with any combination of the following – study leave, extended sick leave and/or infant care leave (infant care is limited to one year per pregnancy).

Do you have pension coverage for your beneficiary (spouse and minor children)?

Employees may choose whether or not to have beneficiary coverage.

Employees who have beneficiary coverage are paying 6.6% of their gross salary (monthly or bi-weekly) into the pension fund.

Employees who no longer have an eligible beneficiary may choose a lower pension rate and may be eligible for a refund for the overpayment at the higher rate.

Teacher Retirement System of Georgia

All persons employed by the Fulton County Board of Education on or after July 1, 1988, and who qualify as “teachers” under TRS shall be members of the Teachers Retirement System. Such “teachers” are not eligible for membership in the Fulton County School Employees Pension Fund.

All members of the Teachers Retirement System currently contribute the equivalent of 5% of gross salary to the system by payroll deduction. Pension contributions made to TRS are sheltered from federal income tax until withdrawn or received in pension benefits.

Pension benefits are determined by using the percentage of salary formula. Simply stated, 2% is multiplied by your years of creditable service established with the retirement system, including partial years (not to exceed 40 years). This product is then multiplied by your average monthly salary for your two highest consecutive years of service. This two-year period must include at least two years of service.

Employees anticipating retirement should begin processing all paperwork three to six months in advance to avoid delay in receipt of retirement benefits.

Following are some frequently asked questions about retirement benefits under TRS:

When can you retire?

With 30 years or more of service – regardless of age.

At 25 years of service (if under age 60 – will be permanently reduced by the lesser of one/twelfth of 7% for each month you are below age 60 or 7% for each year or fraction of a year by which you have less than 30 years of creditable service).

At age 60 with 10 or more years but less than 30 years of service.

Can you buy into the Retirement System for prior teaching or military service?

Employees who have withdrawn TRS contributions no more than three times subsequent to January 1, 1961, may, after returning to active membership service for three year, repay the withdrawn amounts plus accrued interest.

After completing six years as a contributing member of the TRS of Georgia, employees may establish one year of credit for service rendered in a public educational institution of another state. With the completion of each additional year of Georgia service thereafter, employees are eligible to establish an additional year of out-of-state service, up to a maximum of 10 years.

Credit for up to five years of military service may be established for periods of active duty as a member of the armed forces of the United States.

Creditable service may be purchased for full-time graduate study and for maternity leave. Please check your handbook.

Can you use accumulated sick leave toward retirement?

Yes. Refer to TRS rules for more information.

Do you have pension coverage for beneficiaries?

In the event an employee with ten or more years of creditable service dies before retirement, his/her beneficiary or beneficiaries will be contacted and advised as to the available benefits for which they are eligible. Benefits will be either monthly for life or a lump sum refund.

Employees should make sure current beneficiary forms are completed and filed with TRS. For additional information, please consult the TRS handbook.

Beneficiary benefits after retirement will be determined by the member at the time of retirement. A reduction of pension benefits is required if the member elects to continue beneficiary coverage after the date of retirement.

**FULTON COUNTY BOARD OF EDUCATION
TEACHER (190 Day) SALARY SCHEDULE
2005-06 SCHOOL YEAR**

Pay Scale 03
Sep-05

STEP --> 1.028
04-05 BASE --> \$ 2,883 \$ 3,200 \$ 3,488 \$ 3,750
1.028

2005-06 BASE -->		\$ 2,964		\$ 3,290		\$ 3,586		\$ 3,855	
STEP	4 YEAR		5 YEAR		6 YEAR		7 YEAR		
	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	
0	\$3,132	\$37,584	\$3,477	\$41,724	\$3,789	\$45,468	\$4,074	\$48,888	
1	\$3,132	\$37,584	\$3,477	\$41,724	\$3,789	\$45,468	\$4,074	\$48,888	
2	\$3,132	\$37,584	\$3,477	\$41,724	\$3,789	\$45,468	\$4,074	\$48,888	
3	\$3,220	\$38,640	\$3,574	\$42,888	\$3,895	\$46,740	\$4,188	\$50,256	
4	\$3,310	\$39,720	\$3,674	\$44,088	\$4,004	\$48,048	\$4,305	\$51,660	
5	\$3,403	\$40,836	\$3,777	\$45,324	\$4,116	\$49,392	\$4,426	\$53,112	
6	\$3,498	\$41,976	\$3,883	\$46,596	\$4,231	\$50,772	\$4,550	\$54,600	
7	\$3,596	\$43,152	\$3,992	\$47,904	\$4,349	\$52,188	\$4,677	\$56,124	
8	\$3,697	\$44,364	\$4,104	\$49,248	\$4,471	\$53,652	\$4,808	\$57,696	
9	\$3,801	\$45,612	\$4,219	\$50,628	\$4,596	\$55,152	\$4,943	\$59,316	
10	\$3,907	\$46,884	\$4,337	\$52,044	\$4,725	\$56,700	\$5,081	\$60,972	
11	\$4,016	\$48,192	\$4,458	\$53,496	\$4,857	\$58,284	\$5,223	\$62,676	
12	\$4,128	\$49,536	\$4,583	\$54,996	\$4,993	\$59,916	\$5,369	\$64,428	
13	\$4,244	\$50,928	\$4,711	\$56,532	\$5,133	\$61,596	\$5,519	\$66,228	
14	\$4,363	\$52,356	\$4,843	\$58,116	\$5,277	\$63,324	\$5,674	\$68,088	
15	\$4,485	\$53,820	\$4,979	\$59,748	\$5,425	\$65,100	\$5,833	\$69,996	
16	\$4,485	\$53,820	\$4,979	\$59,748	\$5,425	\$65,100	\$5,833	\$69,996	
17	\$4,611	\$55,332	\$5,118	\$61,416	\$5,577	\$66,924	\$5,996	\$71,952	
18	\$4,611	\$55,332	\$5,118	\$61,416	\$5,577	\$66,924	\$5,996	\$71,952	
19	\$4,740	\$56,880	\$5,261	\$63,132	\$5,733	\$68,796	\$6,164	\$73,968	
20	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044	
21	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044	
22	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044	
23	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044	
24	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044	
25	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044	
26	\$5,009	\$60,108	\$5,559	\$66,708	\$6,059	\$72,708	\$6,514	\$78,168	
OVER 26	\$5,009	\$60,108	\$5,559	\$66,708	\$6,059	\$72,708	\$6,514	\$78,168	

**FULTON COUNTY BOARD OF EDUCATION
TEACHER (195 Day) SALARY SCHEDULE
EXTENDED DAY/YEAR
2005-06 SCHOOL YEAR**

Pay Scale 04
Sep-05

STEP --> 1.028
04-05 BASE --> \$ 2,964 \$ 3,290 \$ 3,586 \$ 3,855
1.028

2005-06 BASE -->		\$ 3,413		\$ 3,788		\$ 4,129		\$ 4,439	
STEP	4 YEAR		5 YEAR		6 YEAR		7 YEAR		
	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	
0	\$3,607	\$43,284	\$4,003	\$48,036	\$4,364	\$52,368	\$4,691	\$56,292	
1	\$3,607	\$43,284	\$4,003	\$48,036	\$4,364	\$52,368	\$4,691	\$56,292	
2	\$3,607	\$43,284	\$4,003	\$48,036	\$4,364	\$52,368	\$4,691	\$56,292	
3	\$3,708	\$44,496	\$4,115	\$49,380	\$4,486	\$53,832	\$4,822	\$57,864	
4	\$3,812	\$45,744	\$4,230	\$50,760	\$4,612	\$55,344	\$4,957	\$59,484	
5	\$3,919	\$47,028	\$4,348	\$52,176	\$4,741	\$56,892	\$5,096	\$61,152	
6	\$4,029	\$48,348	\$4,470	\$53,640	\$4,874	\$58,488	\$5,239	\$62,868	
7	\$4,142	\$49,704	\$4,595	\$55,140	\$5,010	\$60,120	\$5,386	\$64,632	
8	\$4,258	\$51,096	\$4,724	\$56,688	\$5,150	\$61,800	\$5,537	\$66,444	
9	\$4,377	\$52,524	\$4,856	\$58,272	\$5,294	\$63,528	\$5,692	\$68,304	
10	\$4,500	\$54,000	\$4,992	\$59,904	\$5,442	\$65,304	\$5,851	\$70,212	
11	\$4,626	\$55,512	\$5,132	\$61,584	\$5,594	\$67,128	\$6,015	\$72,180	
12	\$4,756	\$57,072	\$5,276	\$63,312	\$5,751	\$69,012	\$6,183	\$74,196	
13	\$4,889	\$58,668	\$5,424	\$65,088	\$5,912	\$70,944	\$6,356	\$76,272	
14	\$5,026	\$60,312	\$5,576	\$66,912	\$6,078	\$72,936	\$6,534	\$78,408	
15	\$5,167	\$62,004	\$5,732	\$68,784	\$6,248	\$74,976	\$6,717	\$80,604	
16	\$5,167	\$62,004	\$5,732	\$68,784	\$6,248	\$74,976	\$6,717	\$80,604	
17	\$5,312	\$63,744	\$5,892	\$70,704	\$6,423	\$77,076	\$6,905	\$82,860	
18	\$5,312	\$63,744	\$5,892	\$70,704	\$6,423	\$77,076	\$6,905	\$82,860	
19	\$5,461	\$65,532	\$6,057	\$72,684	\$6,603	\$79,236	\$7,098	\$85,176	
20	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
21	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
22	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
23	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
24	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
25	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
26	\$5,771	\$69,252	\$6,401	\$76,812	\$6,978	\$83,736	\$7,501	\$90,012	
OVER 26	\$5,771	\$69,252	\$6,401	\$76,812	\$6,978	\$83,736	\$7,501	\$90,012	

**FULTON COUNTY BOARD OF EDUCATION
CST (205 Day) SALARY SCHEDULE*
2005-06 SCHOOL YEAR**

Pay Scale 17
Sep-05

STEP --> 1.028
04-05 BASE --> \$ 3,111 \$ 3,453 \$ 3,764 \$ 4,046
1.028

2005-06 BASE --> STEP	\$ 3,198		\$ 3,550		\$ 3,870		\$ 4,160	
	4 YEAR MONTH	ANNUAL	5 YEAR MONTH	ANNUAL	6 YEAR MONTH	ANNUAL	7 YEAR MONTH	ANNUAL
0	\$3,533	\$42,396	\$3,906	\$46,872	\$4,242	\$50,904	\$4,550	\$54,600
1	\$3,533	\$42,396	\$3,906	\$46,872	\$4,242	\$50,904	\$4,550	\$54,600
2	\$3,533	\$42,396	\$3,906	\$46,872	\$4,242	\$50,904	\$4,550	\$54,600
3	\$3,628	\$43,536	\$4,011	\$48,132	\$4,356	\$52,272	\$4,673	\$56,076
4	\$3,725	\$44,700	\$4,119	\$49,428	\$4,474	\$53,688	\$4,800	\$57,600
5	\$3,825	\$45,900	\$4,230	\$50,760	\$4,595	\$55,140	\$4,930	\$59,160
6	\$3,928	\$47,136	\$4,344	\$52,128	\$4,719	\$56,628	\$5,064	\$60,768
7	\$4,034	\$48,408	\$4,461	\$53,532	\$4,847	\$58,164	\$5,201	\$62,412
8	\$4,143	\$49,716	\$4,582	\$54,984	\$4,978	\$59,736	\$5,342	\$64,104
9	\$4,255	\$51,060	\$4,706	\$56,472	\$5,113	\$61,356	\$5,487	\$65,844
10	\$4,370	\$52,440	\$4,833	\$57,996	\$5,252	\$63,024	\$5,636	\$67,632
11	\$4,488	\$53,856	\$4,964	\$59,568	\$5,395	\$64,740	\$5,789	\$69,468
12	\$4,609	\$55,308	\$5,099	\$61,188	\$5,542	\$66,504	\$5,947	\$71,364
13	\$4,734	\$56,808	\$5,237	\$62,844	\$5,693	\$68,316	\$6,109	\$73,308
14	\$4,862	\$58,344	\$5,379	\$64,548	\$5,848	\$70,176	\$6,276	\$75,312
15	\$4,994	\$59,928	\$5,525	\$66,300	\$6,007	\$72,084	\$6,447	\$77,364
16	\$4,994	\$59,928	\$5,525	\$66,300	\$6,007	\$72,084	\$6,447	\$77,364
17	\$5,130	\$61,560	\$5,675	\$68,100	\$6,171	\$74,052	\$6,623	\$79,476
18	\$5,130	\$61,560	\$5,675	\$68,100	\$6,171	\$74,052	\$6,623	\$79,476
19	\$5,269	\$63,228	\$5,830	\$69,960	\$6,339	\$76,068	\$6,804	\$81,648
20	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
21	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
22	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
23	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
24	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
25	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
26	\$5,559	\$66,708	\$6,152	\$73,824	\$6,690	\$80,280	\$7,181	\$86,172
OVER 26	\$5,559	\$66,708	\$6,152	\$73,824	\$6,690	\$80,280	\$7,181	\$86,172

*Note: This schedule incorporates a set supplemental amount of \$1,830/annually.
11/9/2005 1:48 PM

**FULTON COUNTY BOARD OF EDUCATION
IST (190 Day) SALARY SCHEDULE
2005-06 SCHOOL YEAR**

Pay Scale 12
Sep-05

2005-06 BASE -->		\$ 2,964		\$ 3,290		\$ 3,586		\$ 3,855	
STEP	4 YEAR		5 YEAR		6 YEAR		7 YEAR		
	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	
0	\$3,508	\$42,096	\$3,853	\$46,236	\$4,165	\$49,980	\$4,450	\$53,400	
1	\$3,508	\$42,096	\$3,853	\$46,236	\$4,165	\$49,980	\$4,450	\$53,400	
2	\$3,508	\$42,096	\$3,853	\$46,236	\$4,165	\$49,980	\$4,450	\$53,400	
3	\$3,596	\$43,152	\$3,950	\$47,400	\$4,271	\$51,252	\$4,564	\$54,768	
4	\$3,686	\$44,232	\$4,050	\$48,600	\$4,380	\$52,560	\$4,681	\$56,172	
5	\$3,779	\$45,348	\$4,153	\$49,836	\$4,492	\$53,904	\$4,802	\$57,624	
6	\$3,874	\$46,488	\$4,259	\$51,108	\$4,607	\$55,284	\$4,926	\$59,112	
7	\$3,972	\$47,664	\$4,368	\$52,416	\$4,725	\$56,700	\$5,053	\$60,636	
8	\$4,073	\$48,876	\$4,480	\$53,760	\$4,847	\$58,164	\$5,184	\$62,208	
9	\$4,177	\$50,124	\$4,595	\$55,140	\$4,972	\$59,664	\$5,319	\$63,828	
10	\$4,283	\$51,396	\$4,713	\$56,556	\$5,101	\$61,212	\$5,457	\$65,484	
11	\$4,392	\$52,704	\$4,834	\$58,008	\$5,233	\$62,796	\$5,599	\$67,188	
12	\$4,504	\$54,048	\$4,959	\$59,508	\$5,369	\$64,428	\$5,745	\$68,940	
13	\$4,620	\$55,440	\$5,087	\$61,044	\$5,509	\$66,108	\$5,895	\$70,740	
14	\$4,739	\$56,868	\$5,219	\$62,628	\$5,653	\$67,836	\$6,050	\$72,600	
15	\$4,861	\$58,332	\$5,355	\$64,260	\$5,801	\$69,612	\$6,209	\$74,508	
16	\$4,861	\$58,332	\$5,355	\$64,260	\$5,801	\$69,612	\$6,209	\$74,508	
17	\$4,987	\$59,844	\$5,494	\$65,928	\$5,953	\$71,436	\$6,372	\$76,464	
18	\$4,987	\$59,844	\$5,494	\$65,928	\$5,953	\$71,436	\$6,372	\$76,464	
19	\$5,116	\$61,392	\$5,637	\$67,644	\$6,109	\$73,308	\$6,540	\$78,480	
20	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556	
21	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556	
22	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556	
23	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556	
24	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556	
25	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556	
26	\$5,385	\$64,620	\$5,935	\$71,220	\$6,435	\$77,220	\$6,890	\$82,680	
OVER 26	\$5,385	\$64,620	\$5,935	\$71,220	\$6,435	\$77,220	\$6,890	\$82,680	



**2005-06
Teacher
Salary Schedule**

Which include the following Board approved documents:

190 Day Teacher Salary Scale
Extended Day/Extended Year Salary Scale
IST Salary Scale
Elementary CST Scale

**FULTON COUNTY BOARD OF EDUCATION
TEACHER (190 Day) SALARY SCHEDULE
2005-06 SCHOOL YEAR**

Pay Scale 03
Sep-05

STEP --> 1.028
04-05 BASE --> \$ 2,883 \$ 3,200 \$ 3,488 \$ 3,750
1.00

2005-06 BASE -->		\$ 2,964	\$ 3,290	\$ 3,586	\$ 3,855			
STEP	MONTH	4 YEAR	5 YEAR	6 YEAR	7 YEAR			
		ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL		
0	\$3,132	\$37,584	\$3,477	\$41,724	\$3,789	\$45,468	\$4,074	\$48,888
1	\$3,132	\$37,584	\$3,477	\$41,724	\$3,789	\$45,468	\$4,074	\$48,888
2	\$3,132	\$37,584	\$3,477	\$41,724	\$3,789	\$45,468	\$4,074	\$48,888
3	\$3,220	\$38,640	\$3,574	\$42,888	\$3,895	\$46,740	\$4,188	\$50,256
4	\$3,310	\$39,720	\$3,674	\$44,088	\$4,004	\$48,048	\$4,305	\$51,660
5	\$3,403	\$40,836	\$3,777	\$45,324	\$4,116	\$49,392	\$4,426	\$53,112
6	\$3,498	\$41,976	\$3,883	\$46,596	\$4,231	\$50,772	\$4,550	\$54,600
7	\$3,596	\$43,152	\$3,992	\$47,904	\$4,349	\$52,188	\$4,677	\$56,124
8	\$3,697	\$44,364	\$4,104	\$49,248	\$4,471	\$53,652	\$4,808	\$57,696
9	\$3,801	\$45,612	\$4,219	\$50,628	\$4,596	\$55,152	\$4,943	\$59,316
10	\$3,907	\$46,884	\$4,337	\$52,044	\$4,725	\$56,700	\$5,081	\$60,972
11	\$4,016	\$48,192	\$4,458	\$53,496	\$4,857	\$58,284	\$5,223	\$62,676
12	\$4,128	\$49,536	\$4,583	\$54,996	\$4,993	\$59,916	\$5,369	\$64,428
13	\$4,244	\$50,928	\$4,711	\$56,532	\$5,133	\$61,596	\$5,519	\$66,228
14	\$4,363	\$52,356	\$4,843	\$58,116	\$5,277	\$63,324	\$5,674	\$68,088
15	\$4,485	\$53,820	\$4,979	\$59,748	\$5,425	\$65,100	\$5,833	\$69,996
16	\$4,485	\$53,820	\$4,979	\$59,748	\$5,425	\$65,100	\$5,833	\$69,996
17	\$4,611	\$55,332	\$5,118	\$61,416	\$5,577	\$66,924	\$5,996	\$71,952
18	\$4,611	\$55,332	\$5,118	\$61,416	\$5,577	\$66,924	\$5,996	\$71,952
19	\$4,740	\$56,880	\$5,261	\$63,132	\$5,733	\$68,796	\$6,164	\$73,968
20	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044
21	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044
22	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044
23	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044
24	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044
25	\$4,873	\$58,476	\$5,408	\$64,896	\$5,894	\$70,728	\$6,337	\$76,044
26	\$5,009	\$60,108	\$5,559	\$66,708	\$6,059	\$72,708	\$6,514	\$78,168
OVER 26	\$5,009	\$60,108	\$5,559	\$66,708	\$6,059	\$72,708	\$6,514	\$78,168

**FULTON COUNTY BOARD OF EDUCATION
TEACHER (195 Day) SALARY SCHEDULE
EXTENDED DAY/YEAR
2005-06 SCHOOL YEAR**

Pay Scale 04
Sep-05

STEP --> 1.028
04-05 BASE --> \$ 2,964 \$ 3,290 \$ 3,586 \$ 3,855
1.00

2005-06 BASE -->		\$ 3,413		\$ 3,788		\$ 4,129		\$ 4,439	
STEP	4 YEAR		5 YEAR		6 YEAR		7 YEAR		
	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	
0	\$3,607	\$43,284	\$4,003	\$48,036	\$4,364	\$52,368	\$4,691	\$56,292	
1	\$3,607	\$43,284	\$4,003	\$48,036	\$4,364	\$52,368	\$4,691	\$56,292	
2	\$3,607	\$43,284	\$4,003	\$48,036	\$4,364	\$52,368	\$4,691	\$56,292	
3	\$3,708	\$44,496	\$4,115	\$49,380	\$4,486	\$53,832	\$4,822	\$57,864	
4	\$3,812	\$45,744	\$4,230	\$50,760	\$4,612	\$55,344	\$4,957	\$59,484	
5	\$3,919	\$47,028	\$4,348	\$52,176	\$4,741	\$56,892	\$5,096	\$61,152	
6	\$4,029	\$48,348	\$4,470	\$53,640	\$4,874	\$58,488	\$5,239	\$62,868	
7	\$4,142	\$49,704	\$4,595	\$55,140	\$5,010	\$60,120	\$5,386	\$64,632	
8	\$4,258	\$51,096	\$4,724	\$56,688	\$5,150	\$61,800	\$5,537	\$66,444	
9	\$4,377	\$52,524	\$4,856	\$58,272	\$5,294	\$63,528	\$5,692	\$68,304	
10	\$4,500	\$54,000	\$4,992	\$59,904	\$5,442	\$65,304	\$5,851	\$70,212	
11	\$4,626	\$55,512	\$5,132	\$61,584	\$5,594	\$67,128	\$6,015	\$72,180	
12	\$4,756	\$57,072	\$5,276	\$63,312	\$5,751	\$69,012	\$6,183	\$74,196	
13	\$4,889	\$58,668	\$5,424	\$65,088	\$5,912	\$70,944	\$6,356	\$76,272	
14	\$5,026	\$60,312	\$5,576	\$66,912	\$6,078	\$72,936	\$6,534	\$78,408	
15	\$5,167	\$62,004	\$5,732	\$68,784	\$6,248	\$74,976	\$6,717	\$80,604	
16	\$5,167	\$62,004	\$5,732	\$68,784	\$6,248	\$74,976	\$6,717	\$80,604	
17	\$5,312	\$63,744	\$5,892	\$70,704	\$6,423	\$77,076	\$6,905	\$82,860	
18	\$5,312	\$63,744	\$5,892	\$70,704	\$6,423	\$77,076	\$6,905	\$82,860	
19	\$5,461	\$65,532	\$6,057	\$72,684	\$6,603	\$79,236	\$7,098	\$85,176	
20	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
21	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
22	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
23	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
24	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
25	\$5,614	\$67,368	\$6,227	\$74,724	\$6,788	\$81,456	\$7,297	\$87,564	
26	\$5,771	\$69,252	\$6,401	\$76,812	\$6,978	\$83,736	\$7,501	\$90,012	
OVER 26	\$5,771	\$69,252	\$6,401	\$76,812	\$6,978	\$83,736	\$7,501	\$90,012	

**FULTON COUNTY BOARD OF EDUCATION
IST (190 Day) SALARY SCHEDULE
2005-06 SCHOOL YEAR**

Pay Scale 12
Sep-05

2005-06 BASE --> STEP	\$ 2,964		\$ 3,290		\$ 3,586		\$ 3,855	
	4 YEAR		5 YEAR		6 YEAR		7 YEAR	
	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL
0	\$3,508	\$42,096	\$3,853	\$46,236	\$4,165	\$49,980	\$4,450	\$53,400
1	\$3,508	\$42,096	\$3,853	\$46,236	\$4,165	\$49,980	\$4,450	\$53,400
2	\$3,508	\$42,096	\$3,853	\$46,236	\$4,165	\$49,980	\$4,450	\$53,400
3	\$3,596	\$43,152	\$3,950	\$47,400	\$4,271	\$51,252	\$4,564	\$54,768
4	\$3,686	\$44,232	\$4,050	\$48,600	\$4,380	\$52,560	\$4,681	\$56,172
5	\$3,779	\$45,348	\$4,153	\$49,836	\$4,492	\$53,904	\$4,802	\$57,624
6	\$3,874	\$46,488	\$4,259	\$51,108	\$4,607	\$55,284	\$4,926	\$59,112
7	\$3,972	\$47,664	\$4,368	\$52,416	\$4,725	\$56,700	\$5,053	\$60,636
8	\$4,073	\$48,876	\$4,480	\$53,760	\$4,847	\$58,164	\$5,184	\$62,208
9	\$4,177	\$50,124	\$4,595	\$55,140	\$4,972	\$59,664	\$5,319	\$63,828
10	\$4,283	\$51,396	\$4,713	\$56,556	\$5,101	\$61,212	\$5,457	\$65,484
11	\$4,392	\$52,704	\$4,834	\$58,008	\$5,233	\$62,796	\$5,599	\$67,188
12	\$4,504	\$54,048	\$4,959	\$59,508	\$5,369	\$64,428	\$5,745	\$68,940
13	\$4,620	\$55,440	\$5,087	\$61,044	\$5,509	\$66,108	\$5,895	\$70,740
14	\$4,739	\$56,868	\$5,219	\$62,628	\$5,653	\$67,836	\$6,050	\$72,600
15	\$4,861	\$58,332	\$5,355	\$64,260	\$5,801	\$69,612	\$6,209	\$74,508
16	\$4,861	\$58,332	\$5,355	\$64,260	\$5,801	\$69,612	\$6,209	\$74,508
17	\$4,987	\$59,844	\$5,494	\$65,928	\$5,953	\$71,436	\$6,372	\$76,464
18	\$4,987	\$59,844	\$5,494	\$65,928	\$5,953	\$71,436	\$6,372	\$76,464
19	\$5,116	\$61,392	\$5,637	\$67,644	\$6,109	\$73,308	\$6,540	\$78,480
20	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556
21	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556
22	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556
23	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556
24	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556
25	\$5,249	\$62,988	\$5,784	\$69,408	\$6,270	\$75,240	\$6,713	\$80,556
26	\$5,385	\$64,620	\$5,935	\$71,220	\$6,435	\$77,220	\$6,890	\$82,680
OVER 26	\$5,385	\$64,620	\$5,935	\$71,220	\$6,435	\$77,220	\$6,890	\$82,680

**FULTON COUNTY BOARD OF EDUCATION
CST (205 Day) SALARY SCHEDULE*
2005-06 SCHOOL YEAR**

Pay Scale 17
Sep-05

STEP --> 1.028
04-05 BASE --> \$ 3,111 \$ 3,453 \$ 3,764 \$ 4,046
1.00

2005-06 BASE -->	\$ 3,198		\$ 3,550		\$ 3,870		\$ 4,160	
STEP	4 YEAR		5 YEAR		6 YEAR		7 YEAR	
	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL	MONTH	ANNUAL
0	\$3,533	\$42,396	\$3,906	\$46,872	\$4,242	\$50,904	\$4,550	\$54,600
1	\$3,533	\$42,396	\$3,906	\$46,872	\$4,242	\$50,904	\$4,550	\$54,600
2	\$3,533	\$42,396	\$3,906	\$46,872	\$4,242	\$50,904	\$4,550	\$54,600
3	\$3,628	\$43,536	\$4,011	\$48,132	\$4,356	\$52,272	\$4,673	\$56,076
4	\$3,725	\$44,700	\$4,119	\$49,428	\$4,474	\$53,688	\$4,800	\$57,600
5	\$3,825	\$45,900	\$4,230	\$50,760	\$4,595	\$55,140	\$4,930	\$59,160
6	\$3,928	\$47,136	\$4,344	\$52,128	\$4,719	\$56,628	\$5,064	\$60,768
7	\$4,034	\$48,408	\$4,461	\$53,532	\$4,847	\$58,164	\$5,201	\$62,412
8	\$4,143	\$49,716	\$4,582	\$54,984	\$4,978	\$59,736	\$5,342	\$64,104
9	\$4,255	\$51,060	\$4,706	\$56,472	\$5,113	\$61,356	\$5,487	\$65,844
10	\$4,370	\$52,440	\$4,833	\$57,996	\$5,252	\$63,024	\$5,636	\$67,632
11	\$4,488	\$53,856	\$4,964	\$59,568	\$5,395	\$64,740	\$5,789	\$69,468
12	\$4,609	\$55,308	\$5,099	\$61,188	\$5,542	\$66,504	\$5,947	\$71,364
13	\$4,734	\$56,808	\$5,237	\$62,844	\$5,693	\$68,316	\$6,109	\$73,308
14	\$4,862	\$58,344	\$5,379	\$64,548	\$5,848	\$70,176	\$6,276	\$75,312
15	\$4,994	\$59,928	\$5,525	\$66,300	\$6,007	\$72,084	\$6,447	\$77,364
16	\$4,994	\$59,928	\$5,525	\$66,300	\$6,007	\$72,084	\$6,447	\$77,364
17	\$5,130	\$61,560	\$5,675	\$68,100	\$6,171	\$74,052	\$6,623	\$79,476
18	\$5,130	\$61,560	\$5,675	\$68,100	\$6,171	\$74,052	\$6,623	\$79,476
19	\$5,269	\$63,228	\$5,830	\$69,960	\$6,339	\$76,068	\$6,804	\$81,648
20	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
21	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
22	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
23	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
24	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
25	\$5,412	\$64,944	\$5,989	\$71,868	\$6,512	\$78,144	\$6,990	\$83,880
26	\$5,559	\$66,708	\$6,152	\$73,824	\$6,690	\$80,280	\$7,181	\$86,172
OVER 26	\$5,559	\$66,708	\$6,152	\$73,824	\$6,690	\$80,280	\$7,181	\$86,172

*Note: This schedule incorporates a set supplemental amount of \$1,830/annually.
8/9/2005 9:31 AM