



DeKalb County
S c h o o l D i s t r i c t
Frequently Asked Questions
Division of Human Resources
Compensation and Classification

The following Frequently Asked Questions have been provided to assist employees in clarifying various compensation processes and procedures.

How are salaries for DCSD employees determined?

The District currently maintains a market-based compensation system for all District jobs. The current system includes experience-based annual salary schedules and market-based salary ranges.

When will DCSD employees receive a raise?

The Board of Education hopes to provide a general increase to all District employees within available resources in future years. However, future District budgets are impacted by changes in local, state, and federal revenues, future legislation, and other factors.

How and when am I paid?

All employees are paid on a semi-monthly basis and receive 24 evenly distributed paychecks for the school year. All payroll check dates will be based on the **15th day** of the month and the **last day** of the month. For a comprehensive list of pay schedule information, click on the Work Calendar link to determine the appropriate pay schedule for your position.

What happens when the 15th falls on a Monday, holiday or weekend?

If the pay date falls on a Monday, holiday, or weekend, employees will be paid on the last work day prior to the weekend or holiday.

Example: If the 15th of the month is on a Sunday, then employees would be paid on the preceding Friday.

How are my benefits affected by the semi-monthly payroll?

Your health insurance premium and half of the flexible spending account (***if applicable***) contribution will be deducted during the first semi-monthly check, and the remainder of the benefits (dental, vision, optional insurance, etc. and the other half of the flexible spending account) will be deducted during the check at the end of the month.

Will I receive two (2) checks of equal amounts each pay period?

No. Your monthly gross earnings will be divided by two (2); however, the amount of your check may be different depending on the deductions taken. Going to semi-monthly means that the two check amounts may be different during the month due to the deductions taken during that pay period.

How are my other deductions affected by the semi-monthly pay frequency?

All other paycheck deductions will be 50% of your current monthly deduction amount and be taken out of each semi-monthly check.



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If I am a new teacher to DeKalb, will my pay begin in September?

Teachers new to DeKalb, who begin the first day of preplanning week, will receive their first paycheck on August 31, and the teacher will receive the earned annual salary divided over 25 checks.

How will my salary be affected if I begin employment after the first day of the fiscal / school year?

Should an employee work less than the scheduled days for his or her position, the annual salary will be pro-rated based on the actual days worked. The total annual salary from the salary schedule will be divided by the scheduled days for that position and multiplied by the actual number of days to be worked. The salary is then divided over the remaining months that the employee has to be paid.

Will I receive experience credit for previous teaching and/or administrative experience?

Individuals employed into a Certified, Administrative or Teaching position will receive experience credit for previous Certified, Administrative or Teaching experience, either within the DeKalb County School District or within another school district.

Salary placement guidelines comply with the Georgia Department of Education's Experience for Salary Purposes and the District's Salary Placement Guidelines.

Will I receive experience credit for previous work experience (non-teaching/administrative)?

Experience will be evaluated to assess the similarities of job responsibilities from verified previous experience. If the work experience is determined to be related, the Compensation Unit will consider the length of previous employment and the days and hours worked to determine the amount of experience towards salary placement.

Can I receive experience credit for substitute teaching or paraprofessional experience?

Teaching experience credit is not given for substitute teaching or paraprofessional experience.

Will I receive experience credit for military service?

In order to receive credit for military service, a copy of the employee's DD214 must be submitted. The employee may receive up to three years credit for active military service in the Armed Forces of the United States. Experience credit is not granted for service in the Reserves or National Guard.

How many days must I work in order to receive a year of experience credit?

In accordance with the GADOE Experience for Salary Purposes, you must work 63% of the full work calendar or a minimum of 120 days during a full academic year.



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How long do I have to submit an Experience Verifications form in order to receive a pay increase?

Experience is evaluated by the Compensation Unit in accordance with Rule 160-5-02-.05 adopted by the Georgia Department of Education. A properly completed Verification of Work Experience form must be received within the current fiscal / school year for any salary adjustment to be made during that year. A salary adjustment will not be made to a previous fiscal year. Experience must be submitted within 60 days of hire in order to receive a retroactive pay adjustment. Any experience submitted after the 60th day of employment will be processed on the date of receipt.

I have been teaching for 17 years; however, when I look at the salary schedule I observed that I am on experience level 16. Why am I not receiving full credit for my years of experience?

You must work this full year in order to receive credit. Experience credit is awarded at the end of the school year and is based upon the number of years completed.

I have been teaching for 17 years (11 years in Kansas and 6 years in Georgia). Will Teachers Retirement System recognize my years of experience?

The District has determined your years of experience for salary placement purposes. The calculated years of experience are not reported to the Teachers Retirement System. Service credit is applied to your TRS account once you've obtained an eligible, full-time position with a Georgia public school district, regional libraries, county libraries, or regional educational service agencies. In this instance, DeKalb will record 17 years of experience completed for salary placement, while TRS will record 6 years of service towards membership.

I am a paraprofessional who completed my Master's degree. Will I receive a salary increase?

The salary structure for paraprofessionals does not recognize degree levels. Employees are encouraged to contact the Compensation Unit prior to entering an advance degree program. Please note that advanced degrees do not always equate to a salary increase.

I currently teach 5th grade for the District and I received my Master's degree in Education in December. How can I change my GA Professional Standards Commission certificate to reflect my new degree?

You must submit an official transcript along with a completed Georgia Professional Standards Commission Certification Application to the Certification Unit in the Division of Human Resources. Once submitted, the Certification Unit will process your certification application with the Georgia Professional Standards Commission.

The GAPSC will process the application and electronically send you the certificate reflecting the upgraded certificate level. Once you receive your upgraded certificate, the GAPSC will send the Compensation and Classification Unit a report of all certification changes on the following Monday. The Compensation and Classification Unit processes your certification based on the effective date of the certification level upgrade. You will



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receive an email with a salary breakdown along with an explanation of the salary adjustment.

NOTE: Retroactive pay due to any certification changes depends on the validity of the Georgia teaching certificate. Any retroactive amount due is calculated and evenly divided among the remaining paychecks issued for the school year.

I currently teach 5th grade for the District and I received my Doctoral degree in Education Leadership in December. How can I change my GA Professional Standards Commission certificate to reflect my new degree?

The Georgia Professional Standards Commission will issue one certificate level for the Teaching Certificate and one certificate level for the Leadership Certificate. You will be compensated on the Teaching Certificate until you have obtained a position requiring a leadership certificate.

I received my Master's level certificate on May 12. Why didn't I receive the new, higher rate for the summer months?

The District will only pay you on your new rate for the days you actually work with the Master's level certificate in the contract year. If your contract year ended May 25, we will pay you from May 12 to May 25 on your upgraded certificate. You will not receive compensation for the summer months because you did not work with the Master's level certificate for the entire year. You must submit your official transcript and GAPSC Certification Application prior to July 1 of next fiscal year.

How will I know when the Compensation Unit has received my verification forms and / or my GAPSC Certification level upgrade?

As experience credit is granted for verifications of experience and/or GAPSC Certification level upgrades, employees will receive an email with a salary breakdown along with an explanation of the salary adjustment. Any retroactive amount due is calculated and evenly divided among the remaining paychecks issued for the school year.

An employee may also inquire on the status of their verification forms and/or transcripts in the interim by contacting the Compensation Unit directly for assistance.

Can the District provide information notifying teachers of their salary for next school year when contracts are distributed in the spring?

It is not possible to provide teachers with salary information before they sign a contract for the next school year. The District's budget is impacted by changes in local, state, and federal revenues, future legislation, enrollment growth and other factors, which limits the District's ability to set its budget before teachers must sign contracts.