

**GEORGIA DEPARTMENT OF CORRECTIONS**

Standard Operating Procedures

<b>Functional Area:</b> Support Services/Human Resources	<b>Reference Number:</b> IVO07-0002	<b>Revises Previous Effective Date:</b>
<b>Subject:</b> Teacher (Full-time) Compensation Requirements		12/15/06
<b>Authority:</b> Owens/Head	<b>Effective Date:</b> 4/01/11	Page <b>1 of</b> <b>3</b>

**I. POLICY:**

All full-time teachers employed by the Georgia Department of Corrections (GDC) will be paid at a rate appropriate to their certification level and years of teaching experience as determined by the GDC teacher pay scale. These individuals must maintain certification in accordance with rules set forth by the Georgia Professional Standards Commission.

**II. APPLICABILITY:**

All full-time teachers employed by the Georgia Department of Corrections.

**III. RELATED DIRECTIVES:**

State Personnel Administration, Addenda to the Compensation Plan, Sections 2.4, 2.5, and 2.9. Pay Schedules

**IV. DEFINITIONS:**

Teacher: An individual who holds a current Georgia teaching certificate and is employed full-time in any teacher job.

**V. ATTACHMENTS:**

None

**VI. PROCEDURE:**

A. New Hires

New GDC teachers will be paid according to their highest level of teaching certification and years of teaching experience in the field of employment. Fields are:

1. Adult Education
2. Elementary Education

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3. Middle Grades
4. Special Education
5. Secondary Education in one or more of the following fields:
  - a. Reading
  - b. Mathematics
  - c. English
  - d. Social Studies
  - e. Science Fields

B. Maintaining Certification

1. Teachers must maintain a valid Georgia Professional Standards Commission teaching certificate in order to remain employed with this agency. Individuals are responsible for completing any necessary course work or Staff Development Unit (SDU) training.
2. Teachers are expected to take the necessary course work, certification tests, or SDU training during non-working hours. If an individual is unable to complete requirements during non-work time, that individual may request special arrangements to complete this coursework during work hours.
3. Request must be sent to the Appointing Authority (AA) at least 60 days in advance of the registration date, with copies to the Manager of Education Services, as well as the Director, Human Resources. These three managers will make the final determination of the necessity of the training during work hours. The Director, Human Resources will make the final determination of pay status for the training.

C. Upgrading Certification

An upgraded Georgia Professional Standards Commission certificate will be accepted for a pay increase only when the new certificate is in the field of employment. When

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a certificate has been upgraded, a copy must be sent to the Director, Human Resources along with a completed Personnel Action Request (PA) for a Teacher Salary Increase (PAY/TCH). The effective date of the increased pay will be the 1st of the month following receipt of the new certificate and completed PA in Corrections Human Resources Management (CHRM). Increases will not be paid retroactively.

D. Salary Increases

1. Increases that are awarded in addition to any increase in salary as a result of an upgraded teaching certificate or years of teaching experience shall result in an increase in salary once the appropriate paperwork is received and reviewed in CHRM. This increase is awarded as a result of satisfactorily meeting the terms and conditions of employment as set forth on the performance management form. This increase is also awarded on September 1st only. A teacher must be employed a minimum of 188 school days to obtain an additional year of service during a given school year.
  
2. AA must ensure that the teaching certificate is valid and that the employee is eligible to receive the increase based on the salary guidelines set forth under performance management. A performance rating of 2 or higher must be achieved in order to be considered for this increase. This increase requires a PA with the action reason code PAY/PBI and must be submitted no later than August 16<sup>th</sup> of the year in which the Performance Based Increase will be awarded in September.