

160-5-2-.05 EXPERIENCE FOR SALARY PURPOSES.

(1) **Purpose.** The minimum state salary of certified educators in Georgia is determined by the number of years of creditable experience earned and the highest level and type (provisional or professional) certificate held. Creditable years of experience represent the experience approved by the State Board of Education for advancement on the state salary schedule.

(2) **DEFINITIONS.**

(a) **LUA** – local unit of administration to include a local board of education or a regional educational services agency (RESA) board of control.

(b) **State Salary Schedule** – the document describing the minimum state salary for certified personnel that has been approved by the Georgia Board of Education and funded by the Georgia Legislature.

(c) **Creditable Year of Experience** – to be creditable for salary purposes, a year of experience shall meet the requirements of this rule and shall be earned as described below.

1. Not more than one year of experience shall be credited for any 12-month period.
2. Experience earned during one school year shall be credited at the beginning of the next contract year.
3. Years of experience earned in the public schools of Georgia or in any public school in the nation shall not be credited for salary purposes unless the individual held a valid certificate issued by the appropriate state agency at the time the experience was earned, except in special conditions noted under Section 4(b) and (c).

(d) **Full-time Experience** – a minimum of 120 days working full time in an LUA while under contract for state salary in a regular school term.

1. Full-time experience in a regionally accredited college or university is defined as teaching 15 quarter hours each quarter for three consecutive quarters or nine semester hours each semester for two consecutive semesters and/or holding a full-time contract for a professional position from the institution. Two years of part-time teaching at the college level shall not be combined to make one full year.

(e) **Partial-year Experience** – fractions of school terms representing a minimum of 120 days of consecutive service under contract, e.g., January to June and September to December of consecutive years or January to June and September to

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December of non-consecutive years provided there has been no break in service between the years in which the partial-year experience was earned.

(Example: Service from January to June in 1984; September to June 1984-85; September to June 1985-86; September to December 1986 earns three years of creditable experience. The two half-years have been in continuous, uninterrupted service.)

1. Computation for partial-year experience shall be based upon the contract year of the applicant. All days for which the teacher is eligible for state salary, including pre-/post-planning, sick days, and annual leave days, shall be included in the computation.

2. Half-time Employment – 90 days of full-time employment under contract during one school year or one year of one-half time employment under contract (120 days minimum). One-half time employment is also defined as a minimum of four hours of employment daily. Any time between one-half and full-time (eight hours) experience shall be considered half time for salary purposes.

(f) **Combination of Full-time and Half-time Experience** – At least 120 days of full-time employment in one academic year or in two consecutive academic years may be composed of the sum of the number of full-time days plus the number of half-time days if two half-time days equate to one full-time day. The combination of full-time and half-time employment shall have been earned during a period of continuous, uninterrupted service, either within the same academic year or in consecutive years.

(g) **Active Military Service Experience** – full-time service in any branch of the armed forces. Service in the Reserves shall not be counted as creditable experience for state pay purposes unless the individual is called to active duty during that time.

(h) **Regional Accrediting Agency** – one of the following agencies located throughout the United States and its territories:

1. Middle States Association of Colleges and Schools (MSA)
2. New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
3. New England Association of Schools and Colleges – Commission on Vocational, Technical, Career Institutions (NEASC-CVICI)
4. North Central Association of Colleges and Schools (NCA)

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5. Northwest Association of Schools and Colleges (NASC)
6. Southern Association of Schools and Colleges (SACS)
7. Southern Association of Schools and Colleges – Commission on Occupational Education Institutions (SACS-COEI)
8. Western Association of Schools and Colleges (WASC)

(f) **State Accreditation** – the one accrediting agency, other than the regional accrediting agency, in a state that is recognized as **the** state accrediting agency. In Georgia, this agency is the Georgia Accrediting Commission. Approval/recognition by a state agency shall not be equal to or the same as **accreditation** by a state agency. Accreditation by private school agencies or other independent agencies shall not be acceptable.

(3) RESPONSIBILITY FOR VERIFYING AND AWARDED EXPERIENCE.

(a) LUAs are responsible for verifying and evaluating satisfactory experience for placement of certified employees on the state salary schedule. Should questions regarding verification arise, the educator shall be required to submit additional records to the LUA. Appeals of contested experience shall be through the appeal process under the provisions of O.C.G.A. § 20-2-1160. On issues respecting the administration or construction of school law, the appeal may go to the State Board of Education.

(b) In verifying experience, it is the responsibility of the employing superintendent/RESA director to document all satisfactory prior experience consistent with this rule. The experience of the system superintendent shall be verified by the chairperson of the local board of education; the experience of the RESA director shall be verified by the chairperson of the local board of control.

(4) REQUIREMENTS.

(a) Under any of the following conditions, each LUA shall recognize experience in a professional position for which a state-issued certificate or a state/national license is required. (In all conditions listed, the individual held a valid, in-field state education certificate or state/national professional license related to the field of employment and was under contract during the period in which the experience was earned.)

1. Serving in a professional position in an LUA in the United States.

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2. Serving in a professional position in a regionally/state accredited private elementary, middle, or secondary school. The school shall have been regionally/state accredited at the time the experience was earned.

3. Serving as a teacher or educational administrator in a foreign country, provided the individual held a U.S. Equivalent of a bachelor's degree or higher and held educator credentials or other legal authorization for teaching in the foreign country during the time the experience was earned.

4. Serving in a professional position in kindergarten, prekindergarten, or Head Start programs provided they are under the legal jurisdiction of a public school board, the state department of education or are regionally/state accredited.

5. Teaching elementary and secondary school subjects and trade subjects to children or to adults, including veterans, provided the teaching was on a full-time basis and was under the direction of a local school administration, the state department of education, or any other state agency authorized to provide educational services to children in grades prekindergarten through 12th grade or authorized to teach elementary and secondary subjects to adults; e.g., in Georgia, these agencies include the Department of Children and Youth Services and the Department of Corrections.

6. Serving in a professional full-time position in a clinical situation or in any special education center, including speech, reading, hearing, and psychological education centers.

7. Serving as a professional, full-time librarian in a bookmobile, public library, Department of Defense library, or public school library shall be counted as experience for media specialists.

8. Serving in a professional position in the U.S. Department of Education or in a state department of education.

9. Serving in a professional position such as a teacher, social worker, psychologist, counselor, media specialist, nurse, or administrator, in any government agency authorized to provide services to children in grades prekindergarten through twelfth grade or in a private entity sponsored by the U.S. or a state department of education provided the individual was under contract at the time the experience was earned; e.g., the Job Training Partnership Act (JTPA), Family Connection, prekindergarten.

10. Serving a full-time, year-long (at least nine months) internship sponsored cooperatively by an institution of higher education and a local unit of administration or in conjunction with an approved staff development program.

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11. Serving as a full-time cooperative extension service agent may be used for a maximum of three years' credit provided the experience is earned after July 1, 1995.

(b) Under any of the following conditions, each LUA shall recognize experience in a professional position for which a certificate or state/national license is not required, provided that the individual held a degree from a regionally accredited college/university when the experience was earned.

1. Serving in a professional position in a regionally accredited college/university; e.g., as a teacher, counselor, librarian, dean, president, provided the experience was full-time and the individual held academic/professional rank or the equivalent; e.g., instructor, assistant professor, associate professor, professor. Individuals receiving experience credit shall have held a master's degree, at a minimum, and/or shall have been on a tenured track when the experience was earned.

2. Serving in a teaching, supervisory, or leadership position in schools under the direction of the Georgia Department of Technical and Adult Education (DTAE) or in the DTAE, provided the experience was full-time and the individual held academic/professional rank or the equivalent.

3. Teaching in the Peace Corps.

4. Serving in a professional position in the U.S. Department of Education or in a state department of education.

5. Serving in a professional position in a private elementary or secondary school so long as the school was regionally/state accredited at the time the experience was earned.

6. Serving in any local unit of administration in a professional leadership position that does not require a certificate; e.g., school business manager, school personnel director, school facilities director/planner; school/community coordinator.

7. For creditable experience as a school nutrition director, serving as a food service manager/supervisor in a public or private organization, provided the experience was full time. This includes administrative experience in the Child Nutrition Program in the U.S. Department of Agriculture and the American Dietetic Association approved internship, provided the internship was taken after the degree was earned; i.e., the internship was not a part of the degree program.

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8. Serving in a full-time, professional position in the Professional Standards Commission or Professional Practices Commission in Georgia and in their counterparts in any other state.

9. Serving in a full-time, professional position in private industry that is job-related to the position the individual is entering in the local unit of administration. In this case, a maximum of three years' credit shall be granted for experience earned after July 1, 1995, and the individual shall be placed on Years of Creditable Experience 3, Salary Step 1.

(c) Under any of the following limited conditions, each LUA shall recognize experience for which a degree is not required.

1. Serving on active duty in the Armed Forces of the United States.

(i) A maximum of three years' credit shall be allowed for military service according to the following schedule except for the requirements of the Veterans Reemployment Act.

8 full months = 1 year
20 full months = 2 years
32 full months = 3 years

(ii) Six months of active military service combined with two or more months of teaching experience shall be counted as a full year for salary purposes, provided the military service interrupts continuous teaching or prevents entrance into teaching immediately following college graduation.

(iii) Teaching experience that is a part of military duty shall not be added to the maximum three-year credit limit.

(iv) The three years of military experience shall place an individual on Step 1 of the State Salary Schedule. Other creditable experience beyond this military experience shall be counted from Salary Step 1.

(v) Fewer than three years of creditable military experience shall place the individual on Salary Step E. In this case, after a year of creditable experience in a Georgia LUA, the individual shall move to Salary Step 1.

2. Working in specific vocational fields.

(i) A maximum of three years' work experience in specific vocational fields is acceptable for salary purposes provided that it is beyond the first two years of work

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experience required for certification purposes (content of the teaching field); i.e., to receive three years' experience credit, the individual must have a minimum of five years' work experience.

(ii) Three years of creditable work experience shall place the individual on Step 1 of the State Salary Schedule. All other creditable experience for such an individual shall be counted from Salary Step 1.

(iii) Fewer than three years of creditable work experience shall place the individual on Salary Step E. In the latter case, after a year of creditable experience in a Georgia LUA, the individual shall move to Salary Step 1.

(d) Each LUA shall not recognize the following experience for advancement on the state salary schedule.

1. Experience as a cooperative extension service agent earned prior to July 1, 1995.
2. Supply/substitute teaching.
3. Clerical or nonprofessional experience in an education institution.
4. Service as a member of a board of education.
5. Experience in private elementary, middle or secondary schools not holding regional/state accreditation.
6. Experience in a college/university not holding regional accreditation.
7. Experience in any college/university as an adjunct faculty member, graduate assistant, athletic coach (without teaching responsibilities), or office staff member shall not be counted.
8. Occupational experience required for the issuance of a teaching certificate.
9. Experience as a teacher aide, paraprofessional, or teacher assistant.

(e) Each LUA shall place educators on the State Salary Schedule according to the following requirements.

1. An individual holding a **renewable, professional** teaching certificate and having zero years of experience shall be placed on Salary Step E. After one year of

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teaching in a Georgia LUA, that individual shall be advanced (i.e., skip years one and two to Salary Step 1 as if he/she had three years of creditable experience.

2. An individual holding a **renewable, professional** teaching certificate and having one or two years of experience that was **not** earned in a Georgia LUA; e.g., out-of-state or in a private school, shall be placed on Salary Step E until a year of experience has been earned in a Georgia LUA, at which time the individual shall be advanced to Salary Step 1 (three years creditable experience) on the State Salary Schedule.

3. An individual holding a **renewable, professional** certificate and having three or more years of experience, who has not taught previously in a Georgia LUA, shall be placed on the Salary Step that corresponds to the individual's years of creditable experience; e.g., an individual with three years creditable experience not in a Georgia LUA shall be placed on Salary Step 1; an individual with four years of creditable experience shall be placed on Salary Step 2, etc.

4. An individual holding a **provisional** certificate and having zero, one or two years of creditable experience earns one year of creditable experience for each year taught in a Georgia school system; however, this individual **shall not** advance (move from Salary Step E to Salary Step 1) on the Salary Schedule until either the professional certificate or three years of creditable experience have been earned; e.g., an individual with a provisional certificate and zero, one or two years of experience is listed at Salary Step E; the individual remains on Salary Step E until he/she has at least one year of creditable experience in the Georgia LUA and a professional certificate has been issued **or** three years have been earned on the provisional certificate. An individual with a provisional certificate and three years of creditable experience is placed on Salary Step 1. An individual with a provisional certificate and more than three years of experience is placed on the corresponding salary step; e.g., four years of experience equals Salary Step 2.

5. Individuals holding nonrenewable, professional (NT, NS, or NL) certificates with five-year validity dates and in fields that must be upgraded to a higher degree level within five years (e.g., school media, speech and language pathology, school psychology, administration and supervision) shall be advanced on the salary schedule after a year of creditable experience as if they had three years of creditable experience. Such individuals shall follow the regular rules for placement on the salary schedule.

Special Note: NT and NS certificates with three-year validity dates are no longer issued by the Professional Standards Commission; therefore, numbers 6 and 7 following are necessary only for proper placement prior to the 1993-94 school year.

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6. An individual holding a **nonrenewable, professional (NT)** certificate issued for three years and having zero, one or two years of experience shall remain on the entry step until the professional certificate is issued. An individual shall not advance (skip steps one and/or two) on the salary schedule as long as the individual holds a nonrenewable, professional certificate. When the individual receives a renewable, professional certificate and has one year of creditable experience in a Georgia LUA, the individual shall move to Salary Step 1 as if he/she had three years of creditable experience.

7. An individual holding a **nonrenewable, professional (NT)** certificate issued for three years and having three or more years of experience shall be placed on the step that corresponds to the years of creditable experience; e.g., an individual with an NT certificate and five years of creditable experience shall be placed on step three of the salary schedule.

Authority O.C.G.A. § 20-2-200; 20-2-212.

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