

**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION**

- A. Pay Schedule: The normal payroll date for all employees will be the 16<sup>th</sup> day of the month. When the 16<sup>th</sup> falls on a weekend or a holiday, the payroll date will be the last working day preceding the 16<sup>th</sup>.
- B. Salary Deductions: All employees shall be subjected to such deductions from salary as are required by law, including federal withholding tax and social security. They shall also be subject to such other deductions as may be agreed upon between the individual or groups of teachers and the Board of Trustees.
- C. Salary Schedule Placement: All teachers hired by the District shall receive credit in accordance with the District's salary schedule for all prior years of service obtained as a teacher in any Wyoming school district or as a teacher in the regional development preschool system. Out of state teachers shall be given up to five years of experience if that experience is in an accredited school as defined by the Wyoming Department of Education. Those with more experience start on the sixth step of experience unless more is recommended by the Superintendent and approved by the Board. Lapses in teaching of longer than three years may result in reduction of years of experience.
- D. Advancement on the Salary Schedule: Staff members will usually be advanced on the salary schedule one step per each year of service. However, it is within the prerogative of the Board, upon recommendation by the building principal through the superintendent, to hold a teacher or teachers at the same salary. Only graduate level courses, or those approved by the Superintendent, that are taken after the coursework required for teacher certification will be allowed for horizontal movement on the salary schedule. Courses must directly relate to teaching responsibility or must be in the area(s) of endorsement for them to be considered for movement. Exceptions to this must be approved by the Superintendent prior to enrolling in the class in order to receive credit towards advancement on the salary schedule. Teachers and certified employees intending to move horizontally on the salary schedule must notify the Superintendent in writing of their intent to move horizontally on or before April 15 of the year prior to the anticipated movement. Documentation for the credits earned (official transcripts) should be presented to the Superintendent's office at the earliest date possible following the completion of the work to accumulate the extra credits but must be provided on or before September 15 of the contract year in which horizontal movement is anticipated. It is the responsibility of the teacher or certified employee to ensure that the above is accomplished and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits which are to be applied toward horizontal movement on the salary schedule.

- E. Tuition Reimbursement: Certified staff members may apply for tuition reimbursement according to the following criteria:
  - 1. Course work must be taken at the request of the building principal or district.
  - 2. Reimbursements shall be made upon transcript verification of the credits earned and a proof of payment receipt for all payments made.
  - 3. All courses subject to reimbursement must be approved in writing by the Superintendent prior to enrollment.
  
- F. Acceptance of Employment: In accepting employment with Laramie County School District No. 2, the teacher agrees to accept these policies, along with such reasonable rules and regulations as may be outlined by the Board of Trustees and the administration, and along with such duties as may be assigned by the building principal. The teacher has the right to appeal to the superintendent, and ultimately to the Board, if such rules, regulations, or assignments are considered to be excessive or unfair.
  
- G. Appointments: Certified employees who have initial contract status shall be issued a yearly contract covering specifications of their employment. Certified employees who have continuing contract status shall be employed on a continuing basis from year to year and shall be issued a yearly contract covering specification of their employment. No contract or agreement shall be binding until it is approved by the Board of Trustees and signed by the Chairman and Clerk of the Board and by the individual employee.
  
- H. Reports: Certified employees shall file with the superintendent or principal such grades and other reports as shall be required by law, by the rules of the Board of Trustees, or requested through authority granted by the superintendent or principal. Final payment of salary due shall not be made until all reports and grades are complete.
  
- I. Coaching Assignments: For each junior high sports activity approved by the governing board, and each high school sports activity approved by the governing board and sanctioned by the Wyoming High School Activities Association, a certified head coach will be designated.
  
- J. Professional Staff Extra Duty: The Board of Trustees shall annually determine the salary allowance to be provided for extra-duty assignments.
  
- K. Stipends: Stipends may be provided, upon approval by the Superintendent, when extra professional duties are needed. These duties must be performed or include preparation beyond the contracted days.
  
- L. Bonuses: Bonuses may be provided upon approval by the Superintendent and the Board of Trustees.

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