



## USERS GUIDE

### *SALARY GUIDE DATA PAGES*

Although the structure of salary guides varies among districts, most guides follow a standard pattern. Guides generally consist of a rectangular grid with rows, also known as steps, which may relate to various years of experience, and columns, also referred to as tracks, corresponding to different levels of educational preparation, e.g.: BA, BA+30, MA, MA+30 and Doctorate. The vast majority of districts have between two and seven columns with the BA and MA columns being the ones most commonly observed in teachers' contracts. Unlike salary guide columns, the number of steps varies widely from contract to contract, and sometimes between columns on the same guide.

#### **Explanation of Headings**

The following headings have been shortened due to space constraints in the *data* pages.

**EG** = Enrollment Group

**DFG** = Socioeconomic status (district factor grouping)

**BA** = Bachelor degree

**MA** = Master's degree

**MA+30** = Master's degree plus 30 credits minimum

**ST** = number of steps on guide; helpful in assisting boards in making meaningful comparisons and is adjacent to the maximum salary for each category

**# of columns** = total number of educational columns on the guide

**Delayed Until** = date in which the salary guide rates take effect (if not at beginning of school year)

**Step Freeze** = "Y" indicates staff does not move from the step they were on in previous year

**Avg %** = Average percent increase

**Avg \$** = Average dollar increase

## **“Step 7”**

Great variations exist between districts regarding the number of steps on a guide. Do not be misled by our reference to "Step 7". It refers to the seventh salary listed on the guide, not necessarily the salary step labeled "Step 7". This step may be labeled as "Step G" in some districts; it may be labeled as Step 6 if the guide contains a Step 0; it may be listed as "Step 10" on the guide if the district compressed its first three steps into one and did not renumber the rest of the steps. "Step 7" data is included in this report to provide researchers with a clearer overall picture of the guide.

## **“Maximum” Salaries**

The maximum salary reported is that which appears on the last step of the salary guide columns and is not necessarily the actual maximum salary received by teachers. The maximum salaries reported do not reflect longevity payments, supermaximum or off-guide salaries.

If a district has longevity, supermaximum or off-guide salaries which is contained in their contract, we have provided a brief description of the additional compensation. A plus sign (+) next to the maximum salary at each column serves to remind readers to check the longevity/supermaximum/off-guide column for more information. However, if more specific, detailed information is needed, researchers may need to contact individual districts.

Longevity payments are generally tied to the number of years worked in the district or in the teaching profession. In most cases, longevity is provided after a considerable amount of time in the district (e.g., after 15 years). In some cases, however, these payments may begin after a relatively few number of years in the district. Supermaximums are salaries negotiated above the maximums on the guide. Off-guide salaries occur when a teacher is allowed to "float" beyond the established salary guide maximum. Almost exclusively, it is the more senior teachers who qualify for these additional forms of compensation.

Off-guide and supermaximum payments are not always reported in the contract. The information reported here reflects information that appears in the contract. It should also be noted that the contract is often unclear as to the administration of these stipends and salaries. One common example is whether or not the longevity payments are cumulative. For example, if a longevity clause provides for \$500, "after 15 years" and \$1000 "after 20 years," then does the teacher receive \$1000 or \$1500 in the 20<sup>th</sup> year? Also uncertain is whether the above payments will occur only after the 15<sup>th</sup> and 20<sup>th</sup> years, or if they occur in years 16,17,18,19 as well. Because of contract ambiguities the wording of each contract has been followed as closely as possible. For example, if the contract indicates that a longevity payment is added to any previous payments, then the word additional is used in the data pages.