

Habersham County Schools

How are employee salaries calculated?

Step 1 – Look at your Job Description
(on website under Departments/Human Resources/Job Descriptions)

Step 2 – Note the Pay Scale Information and the Contract Days (# of Days Paid)
Choose appropriate Pay Scale and follow steps below:

Administrative Pay Scales
190,200,209,218,228 or 248

Step 3 – Find your Certificate Level (across top of pay scale)

Step 4 – Find your Creditable Years of Experience (down the side of pay scale)

Step 5 – Find your Total on ADMINISTRATIVE Pay Scale

Step 6 – Review Responsibility Supplement(s) and note pay amount(s) if applicable

Step 7 – Athletic Supplement pay amount(s) are available from Athletic Dept if applicable

Step 8 – Calculate Extended Day if applicable (see calculation sheet on website)

Step 9 – Calculate Extended Year if applicable (see calculation sheet on website)

Step 10 – Add amounts from Step 5 thru Step 9 together; this will be your total Annual Salary

Step 11 – Divide Annual Salary by 12 to get Monthly Gross

Teacher Pay Scale
190

Step 3 – Find your Certificate Level (across top of pay scale)

Step 4 – Find your Creditable Years of Experience (down the side of pay scale)

Step 5 – Find your Total on TEACHER Pay Scale

Step 6 – Review Responsibility Supplement(s) and note pay amount(s) if applicable

Step 7 – Athletic Supplement pay amount(s) are available from Athletic Dept if applicable

Step 8 – Calculate Extended Day if applicable (see calculation sheet on website)

Step 9 – Calculate Extended Year if applicable (see calculation sheet on website)

Step 10 – Add amounts from Step 5 thru Step 9 together; this will be your total Annual Salary

Step 11 – Divide Annual Salary by 12 to get Monthly Gross Salary (First year teachers annual salary is divided by 13 to get Monthly Gross)

Support Staff Pay Scales
Support 1, Support 2

Step 3 – Find your Position (chart at bottom of scale) and note Pay Grade; find your Pay Grade (across top of scale)

Step 4 – Find your Years of Experience (YOE) Step (down the side of pay scale)

Step 5 – Find your Hourly Rate; multiply your hourly rate times the # of days times the # of hours per day (get hours from your supervisor)

Step 6 – Review Responsibility Supplement(s) and note pay amount(s) if applicable

Step 7 – Athletic Supplement pay amount(s) are available from Athletic Dept if applicable

Step 8 – Add amounts from Step 5 thru Step 7 together; this will be your total Annual Salary

Step 11 – Divide Annual Salary by 12 to get Monthly Gross

All new hire employees receive a Salary Sheet at their New Hire Orientation meeting.

Every school system employee receives an updated salary sheet annually either in July, August or September, as applicable.

Employees may be paid for additional work beyond the normal work week. Work could include additional services, field trips, summer school, instructional extension, dual positions, hospital homebound, LIFT program, tutoring, service calls or other.