

Arkansas Department of Education Rules and Regulations
Governing School District Filing Requirements of Personnel Policies
January 2002

1.00 Regulatory Authority

- 1.01 These rules and regulations shall be known as the Arkansas Department of Education Rules and Regulations Governing School District Filing Requirements of Personnel Policies.
- 1.02 The rules and regulations are enacted pursuant to the State Board of Education's authority under Ark. Code Ann. §6-11-105 and §6-20-303.

2.00 Purpose

The purpose of these rules and regulations is to enact School District Filing Requirements of Personnel Policies.

3.00 Definitions

- 3.01 A certified employee is any employee of a local public school district who is compelled by law or regulation to secure a license from the State Board of Education.
- 3.02 A salary schedule is a document which contains the level of training and experience, computations for extended contracts, salary supplements for additional duties or responsibilities, and fringe benefits, exclusive of FICA. The salary schedule is required to reflect the actual pay practices of the district.
- 3.03 A base teacher salary schedule is a teacher salary schedule of pay for no less than the number of days classroom teachers are required to be contracted for in order to comply with the minimum standards for accreditation.
- 3.04 An extended contract is a contract which adds additional days to a certified employee's contract in which the employee's salary is increased proportionally so that the employee receives the same daily pay rate for the additional days they are contracted to work.
- 3.05 A salary index is a method of determining additional salary by establishing a numerical relationship between the base teacher salary schedule and additional days, duties, and responsibilities.
- 3.06 A regular salary supplement is the additional salary paid for each unique additional service provided by certified employees. A

Targeted Educator Compensation Act Supplement is a continuing salary obligation in which districts are prohibited from adding additional days or duties in return for the required salary increase.

- 3.07 A fringe benefit is any service or commodity, exclusive of FICA, provided to certified employees which may or may not be in lieu of salary.
 - 3.08 A purchased service is insurance or utility provided to or on behalf of certified employees.
 - 3.09 A commodity is a supply, good, material, equipment, machinery, facility, or property provided to or on behalf of certified employees.
 - 3.10 Personnel policies are written policies for certified personnel adopted by the school board in accordance with Ark. Code Ann. §6-17-201 et.seq.
- 4.00 Implementation of Ark. Code Ann. §§6-17-201(b)(1), 6-17-201(b)(2), 6-17-201(c), and 6-20-319(4)
- 4.01 School districts must file their current personnel policies and salary schedules with the Department of Education no later than September 15 of each year.
 - 4.02 The Department of Education will withhold all funds from the Public School Fund due any school district until such time as the district has filed with the Department of Education its current personnel policies in accordance with 4.01.
 - 4.03 In order to continue to qualify for state aid, each school district must file with the Department of Education, within 60 days, its current personnel policies throughout the year as changes are made in personnel policies including changes made in the certified employee salary schedule.