

Dr. R. Bradley Brown – Assistant Superintendent for Human Resources

MEMORANDUM

TO: Principals and Central-Level Administrators

FROM: Brad Brown, Ed.D.
 Assistant Superintendent for Human Resources

DATE: July 7, 2021

SUBJECT: Guidelines for Instructional Extension, Summer School, and Extended School Year

This is a reminder of our guidelines that were established June 1, 2012 for compensation paid to personnel working in programs such as Instructional Extension, Summer School (including Migrant and Title I, Special Education), Extended School Year, etc.

- Only those with a current, valid, in-field, Georgia teaching certificate are eligible for employment in these programs.
- Teachers will be paid a pre-determined hourly rate according to their level of their certification. Experience will not be a factor in determining compensation. These amounts are as follows:

Certificate Level (Professional)	Amount
T-4	\$34.72
T-5	\$39.32
T-6	\$43.92
T-7	\$48.31

Classified Employees	Amount
Migrant, Title I, Special Education	\$15.00

Most individuals in these positions are employed by the Hall County Public Schools and are therefore compensated through the payroll department. However, others are contracted employees and reimbursed through accounts payable. For several reasons (TRS, background investigation, Federal verification of employment eligibility, Oath of Allegiance, etc.), all individuals in these positions must be processed as employees rather than vendors. These items will all be addressed at their New Employee Orientation.

Finally, due to the many restrictions that govern the amount and type of work they can perform, please use extreme caution when considering retired teachers for these positions. **We must receive pre-approval from the Teachers Retirement System before employment may begin.** Consult with the personnel department before considering such options.

