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January 23, 2001

Payroll Letter 793

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of All Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: New Teachers Contract – Pay Schedule Movement – New Hires

There has been a modification to the OEA contract language regarding placement of new hires within the Teacher's Salary Schedule. All employees hired on or after January 1, 2001 with zero (0) to two (2) years of teaching experience pursuant to Section 21.02 start at step zero (0). All other new hires will be placed in the schedule based on their years of teaching experience. Applicants with more than two (2) years of teaching experience will be placed at the step which is equivalent to their teaching experience as follows:

<u>Years of Service</u>	<u>Step (Range)</u>
0,1,2	0 (S0)
3	1 (S1)
4	2 (S2)
5	3 (S3)
6	4 (S4)
7	5 (S5)
8	6 (S6)
9	7 (S7)
10 or more	8 (S8)

An employee may not be credited with more than 10 years of teaching experience in accordance with the provisions of Section 3317.13 (A)(1)(a),(b), and (c) of the Ohio Revised Code as outlined in the collective bargaining agreement.

The following items were outlined in Payroll Letter 783 – New Teachers Contract – Pay Schedule Movement and are restated here for clarification:

1. The difference between movement through the Teacher's Salary Schedule and the other Union and Exempt Pay Schedules is that the employee's pay range changes rather than the employee's step. This is done because the current system only handles steps 0 through 9. The last digit of our pay range is equal to the step identified in the collective bargaining agreement (i.e. pay range S0 equals step 0, pay range S1 equal step 1). The pay ranges beginning with a 'T' means add ten, so pay range T0 equals step 10. Also remember the employee's degree level is identified as the employee's step in the HR2K system.
2. To correct a Teacher pay range we have developed a new PA code C63 – Teacher Pay Range Corrected. This will work like the C42 – Step Corrected personnel action (PA) code that corrects steps for non-teachers.

If you have any questions concerning this modification, please discuss with your Labor Relation Officer. If you have any questions concerning the processing of a Personnel Action, please contact your Human Resources Analyst. All other questions may be directed to Jerry Miller at (614) 644-9151.

RLC/jam