

**LOGAN COUNTY SCHOOLS
EMPLOYEE HANDBOOK**

This employee handbook has been prepared to provide you with general information concerning your benefits, responsibilities and rights.

As an employee of Logan County Schools, you are part of an outstanding staff that believes in high quality educational programs for the students of this school district. As a member of the Logan County team, you are expected to demonstrate our high standards of commitment and ethical conduct in your work with students, parents, community and fellow employees.

The provisions of selected policies contained in this handbook are for quick reference. Please take the time to familiarize yourself with the policies, as they may impact you at any time. If you have questions regarding a particular policy, please consult your immediate supervisor or the appropriate Central Office staff member for assistance.

You are a valued member of this educational community and I appreciate your dedication to the education and welfare of the students we serve.

I wish you and your students a great school year.

Suzette Cook
Interim Superintendent

**LOGAN COUNTY
BOARD OF EDUCATION**

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Jason Jude	Payroll & Retirement Accountant
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Melissa Teeters	Director, School School Improvement & Technology
Elizabeth Thompson	Director of Personnel

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MISSION STATEMENT: The mission of Logan County Schools is to provide a high-quality, world-class education that ensures success for every student through excellence in teaching and learning.

EQUAL OPPORTUNITY: As required by federal laws and regulations, the Logan County Board of Education does not discriminate in employment or in its educational programs and activities on the basis of gender, age, race, color, religion, socio-economic status, handicapping condition, national origin, marital status, genetic information or membership in any employee organization.

EMPLOYMENT RELATIONSHIP: The Logan County Board of Education encourages employee participation in decision-making for the school district. In addition, staff members are encouraged to attend the Board meetings that typically occur at 6:00 p.m. on the second and fourth Thursdays of each month. Special meetings are called as needed. Employees are also invited to provide comments to new and/or revised policies while they are on public comment. The policies can be found on the website logancs.schoolinsites.com

CODE OF CONDUCT: The Logan County Board of Education has established a Code of Conduct for all professional and service personnel employed by the county. The *Employee Code of Conduct* requires all employees to: exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language and appearance; create an environment in which all individuals are accepted and able to achieve at the highest level in all areas of development; maintain a safe and healthy environment free from harassment, intimidation, bullying, bias, discrimination and substance abuse; create a culture of caring through understanding and support; immediately intervene in any Code of Conduct violation; demonstrate responsible citizenship by maintaining a high standard of conduct, self-control and moral/ethical behavior; and comply with federal and state laws, policies, regulations and procedures. Each employee must sign an affidavit verifying that s/he received a copy of the Code and understands the expectations of her/him as an employee. Violations of this Code may result in disciplinary action, up to and including dismissal.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS: The Logan County Board of Education has a comprehensive plan that ensures that all schools are orderly and safe environments conducive to learning. The plan mandates that we create, encourage and maintain safe, drug-free, and fear-free school environments in the classroom, on the playground and at all school-sponsored activities. All employees are expected to undertake proactive, preventive approaches to ensure a positive school climate/culture that fosters learning and personal-social development.

HARASSMENT: The Logan County Board of Education has a “no tolerance” policy for harassment of any kind. A person is being harassed if the adverse action is related to race, national origin, gender identity or sexual orientation. The Board prohibits any form of harassment on Board of Education property or at any school-sponsored event regardless of where such event might occur. It shall be a violation of Board policy for any employee of Logan County Schools to harass a student, another employee or any other person through conduct or communication stated in the policy. It is the responsibility of all employees to promote and maintain an environment free of harassment.

Any person who believes that he/she has been the victim of harassment by a student or employee of the school district, or any third person with knowledge or belief of conduct which may constitute harassment, shall report the alleged acts immediately to an appropriate school official as designated in the county policy. The complainant or responding party is encouraged to use the report form available at all schools, on the web site and at the Central Office. An investigation of any alleged harassment shall be conducted pursuant to the provisions of the county policy. Elizabeth Thompson, Title IX Coordinator for Logan County Schools, must be notified immediately of any allegations of harassment and must be provided a copy of all related documents when the investigation is completed. Ms. Thompson's telephone number is (304) 792-2058.

MANDATORY REPORTING OF SEXUAL OFFENSES: Any teacher or other school personnel who has reasonable cause to suspect that a child has been the subject of a sexual offense is required by law to report such circumstance to the principal, assistant principal or similar person in charge within 24 hours of suspecting the offense. By law, any person who knowingly fails to report this information shall be guilty of a misdemeanor and may serve jail time and/or be fined. The principal, assistant principal or similar person in charge must report the offense to law enforcement within 24 hours. (WV Code §49-2-803 (c)(e))

CHILD PROTECTIVE SERVICES: Any school employee who has reasonable cause to suspect that a child is being neglected or abused or observes the child being subject to conditions that are likely to result in abuse or neglect is required by law to report such circumstances to Child Protective Services within 48 hours of suspecting the abuse or neglect. By law, any person who knowingly fails to report this information shall be guilty of a misdemeanor and may serve jail time and/or be fined. The Abuse & Neglect Hotline is 1-800-352-6513. The Logan County Department of Health and Human Resources telephone number is (304) 792-7095. The Institutional Investigative Unit (IIU) telephone number is (304) 232-4411.

DRUG AND TOBACCO-FREE WORKPLACE: All employees must sign a Drug and Tobacco-Free Workplace Verification Statement indicating that they have received a copy of the Board's Drug and Tobacco-Free Workplace Policy and Procedures and that they will abide by the provisions of the policy. No illegal drugs, alcohol or tobacco products are allowed on school property or at any school function, regardless of where the function occurs. Violations of this policy may result in disciplinary action, up to and including dismissal.

TECHNOLOGY ACCEPTABLE USE POLICY: The county Board of Education's computers and technology are to be used to support learning and enhance educational instruction. They are not for personal use. It is the Board's policy that all computers and other technological equipment used through Logan County Schools are utilized in a responsible, efficient, ethical and legal manner. Each time the policy is amended, all educators and appropriate service personnel must sign a new Technology Acceptable Use Policy Agreement indicating that they agree to abide by the provisions of the policy.

CONFLICT OF INTEREST: A school employee is prohibited from engaging in activities that are considered a conflict of interest. Actions specifically prohibited are identified in the county policy.

GIFTS AND SOLICITATIONS: As per county policy, a school employee shall not solicit gifts from individuals or organizations.

BACKGROUND CHECK: By law, all new school employees are required to have a background check completed through the state criminal identification bureau. The fingerprinting for this background must be scheduled in advance. No walk-ins are accepted.

EMPLOYMENT TERM: The employment term for all school employees is a minimum of 200 days. The Board may contract with all or part of its personnel for a longer term. The Board may also establish longer employment terms for specific positions within the county system.

EMPLOYMENT DAY FOR HALF-TIME EMPLOYEES: A half-time employee works 3 ½ hours per day and is not entitled to a planning period, break or duty-free lunch.

CONTRACTS: All regular employees shall execute the appropriate contract prior to entering upon their duties. Contracts may be terminated by mutual consent of the employee and the Board. A contract provides employment in Logan County schools but does not guarantee a particular assignment. An employee may be transferred from time to time consistent with the provisions of law. Failure to comply with contract terms may result in suspension or dismissal. Notwithstanding any other provision of law, the Board may suspend or dismiss a person in its employ at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, conviction of a felony or a guilty plea or a plea of nolo

contendre to a felony charge. For professional personnel, failure to obtain the appropriate certificate or revocation of a certificate annuls a contract. An employee's salary payment may be withheld until a valid certificate or license is on file with the Board.

PROBATIONARY STATUS: All regular employees serve a probationary period during their first three (3) years of employment. After three years of acceptable employment, an employee who enters into a new employment contract with the Board shall be granted a continuing contract. A teacher or service employee holding a continuing contract with one West Virginia county shall be granted continuing contract status with any other West Virginia county upon completion of one year of acceptable employment, under a probationary contract, if such employment is during the next succeeding school year or immediately following an approved leave of absence extending no more than one year. By recommendation of the Superintendent, the Board does not have to renew the contract of a probationary employee. However, such employee may request notice of the reason(s) for the non-renewal and a hearing before the Board.

DRESS: All employees are expected to dress in an acceptable manner that allows them to complete their work, meet health requirements and not disrupt the work site. Service employees must wear uniforms, if provided. All employees must comply with the established county Dress Code Policy.

CONFIDENTIALITY: Confidentiality of student information is of utmost importance. Discussion of student information must be limited only to parents/guardians and appropriate school personnel. An employee must **NEVER** discuss a student with anyone who is not directly involved with the student's education. Employees shall respect colleagues in this same manner.

STUDENT DISCIPLINE: The Logan County Board of Education does not allow the use of corporal punishment as a disciplinary measure. However, the physical seizure and removal of unruly students from the classroom or other areas and the exercise of reasonable physical force to restrain students from fighting or engaging in destructive or illegal acts may be used when necessary. All employees are expected to abide by the county Student Discipline policy.

ATTENDANCE: Faithful attendance is an integral part of the educational process. Excessive absenteeism can adversely affect not only the instructional program for students but also their behavior. For these reasons, it is expected that all employees will be on the job unless absent for one of the reasons identified in the county Leave Policy. Unexcused absences will be addressed according to county Policies 3431 and 4431. Contract renewal may not be offered to a probationary employee who has a high rate of absenteeism that is not related to a specific illness or accident.

HOLIDAYS: Legal school holidays include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, primary, general or special election days, and any day so designated by law as a school holiday. When such holiday falls within the employment term, it shall be considered as a day of the employment term; and regular school personnel shall receive pay for such day.

OUT-OF-SCHOOL ENVIRONMENT DAYS: Out-of-School Environment (OSE) days are established as annual leave days within the 200-day school term. The number of OSE days is determined by the West Virginia Legislature and may be reduced in any given year, depending on the number of instructional days lost due to weather or other calamities that close school.

SICK/PERSONAL LEAVE: At the beginning of the employment term, a regular full-time employee shall be entitled annually to 1 ½ units of personal leave for each employment month or a major fraction thereof. While the days are reflected on the first pay stub at the beginning of the school year, they are actually earned on a monthly basis. **An employee who uses personal leave that has not been earned and subsequently leaves employment with the school system must reimburse the Board for the salary or wages paid for such leave.** Personal leave is provided by law to allow employees to be absent for sickness, accident, or death in the immediate family for a limited number of days without losing pay. Absences in excess of two (2) days must be verified by the attending physician. An employee may be disciplined for misusing sick leave. The law also provides that three (3) days of accumulated

leave with pay may be used annually, with approval of the supervisor, for purposes that the employee does not have to specify. The regulations regarding leave are found in the county Leave Policy.

SICK LEAVE BANK: The Board has established a sick leave bank for professional and service personnel. The purpose is to relieve an employee from undue financial burdens due to extended absence from work for personal illness, injury, or incapacitation of a catastrophic life threatening and/or disabling nature. All regular employees are eligible for membership on a voluntary basis as stipulated in the county Personal Leave Bank policy. An employee wishing to join the sick leave bank must submit the enrollment form to the Payroll Department by September 30th. Membership is continuous until the Payroll Department is notified, in writing that you wish to withdraw from the personal leave bank.

LEAVE DONATION: The Board has established a leave donation program whereby an employee can donate accrued personal leave days to another employee who has exhausted all accrued personal leave, is not eligible to receive leave or any more leave from the sick leave bank, and requires additional personal leave because of a medical or physical condition that incapacitates the employee or an immediate family member for whom the employee will provide care. All donations are voluntary, with the donor selecting the recipient. Donated days must be used for the intended purpose and will transfer back to the donor(s) when the medical emergency ends.

UNPAID LEAVE OF ABSENCE: A leave of absence is the suspension of the employment contract by mutual agreement between the Board, upon recommendation of the Superintendent, and the employee. The suspension of the employment contract, with the exception of involuntary military or reserve training, carries with it a suspension of all pay and accumulation of fringe benefits (holidays, etc.) A leave of absence is limited to medical leave, maternity-related leave, child care leave, military conscription leave, employment with another governmental agency and educational leaves. The employee must request a leave of absence, in writing, and it must be approved by the county Board of Education.

An involuntary medical leave of absence may extend no more than 12 months and shall include any time that the employee was off under the Family Medical Leave Act (FMLA). The employee will be responsible for paying only her/his portion of the health insurance premium provided s/he submits monthly physician's statements verifying the need to be off.

A voluntary child care, other governmental employment or educational leave may not extend beyond 12 months. In such case, the employee will be responsible for paying her/his portion of the health care premium, as well as the county share. Approval of an employment or educational leave of absence shall require documentation verifying employment or enrollment in the educational program for which the leave is requested.

UNPAID LEAVE WITHOUT BOARD APPROVAL: The Superintendent has the authority to approve an unpaid absence in special circumstances. However, such leave is a suspension of the employment contract and carries with it a suspension of all pay and fringe benefits. Any employee who goes into "docked status" must secure the Superintendent's approval to be off without pay. **An employee who is absent without pay on the day before or after a holiday is not entitled to holiday pay. Retirement benefits may be adversely affected when an employee is absent without pay.** Questions regarding this matter should be referred to the Retirement/Benefits Secretary in the Financial Department.

FAMILY and MEDICAL LEAVE: Under federal law, an employee is entitled to a maximum of twelve (12) weeks of unpaid family medical leave over the course of one year for complications due to pregnancy or child birth, to care for a newborn or placement for adoption or foster care, a personal health condition that prevents the employee from performing her/his job or to care for an ill spouse, parent or child who has a serious health condition. An employee may use accrued sick leave while on Family Medical Leave but the total time off may not exceed 12 weeks. An employee must have worked for a minimum of one year (1,250 hours) in order to qualify for such leave. Family Medical Leave shall run concurrently with any other approved leave. Such leave can be approved as "intermittent", if justified by the attending physician, but it may not exceed 12 weeks within a 12-month period. The employee will be responsible for paying only her/his portion of the health insurance premium while on approved Family Medical Leave. The FMLA request form can

be secured from the Personnel Department. Additional information is available from the Personnel Director or on the Federal Labor Law Poster that is posted in conspicuous locations at your work site.

VACATION DAYS: All 261-day employees accrue annual leave days in accordance with the county policy. No more than eighteen (18) days of unused annual leave may be carried over from one fiscal year to the next.

MEDICAL INSURANCE: Medical insurance is available. However, premiums vary for both the employer and the employee based upon selection of provider, coverage and annual salary.

LIABILITY INSURANCE: The Board provides liability insurance for all regular employees for incidents that occur on the job. Liability insurance coverage relates only to incidents occurring while on the job.

OPTIONAL LIFE INSURANCE: County Board employees may purchase optional life insurance for themselves and their dependents. Premiums vary based on age and the coverage selected.

DENTAL AND OPTICAL INSURANCE: The Board provides dental and optical insurance for all regular employees and their dependents. The Board pays the premiums.

SUMMER INSURANCE PREMIUMS: Insurance premiums for July and August are deducted from May and June paychecks.

EARLY RETIREMENT NOTIFICATION BENEFIT: An employee who submits notification by March 1st that s/he is retiring at the end of the school year shall receive \$500.00 from either the state or local appropriation established for this purpose.

SALARY: In accordance with the current salary schedules adopted by the Board, salary is determined by training and experience. Additional compensation is available to both professional and service personnel who complete advanced training. It is the employee's responsibility to have previous experience in other counties and/or states, as well as any advanced educational training, verified for salary purposes.

PAY PERIODS: The Board has established a uniform pay day schedule for all employees. Employees have the option of receiving their pay over a ten or twelve month term. Pay dates shall be on or about the 15th and 30th of each month.

ADVANCED SALARY: A **professional educator** who completes college credit beyond the bachelor's degree may qualify for the BA+15, MA, MA+15, MA+30, MA+45 or doctorate salary classification. The requirements for each classification are described in another section of the handbook. The employee must apply for the advanced salary classification within three (3) months of eligibility in order for the classification to be effective as of the date of eligibility.

A **service employee** who has 12, 24, 36, 48, 60, 72, 84, 96, 108, or 120 semester hours of college credit or equivalent post-secondary training may receive additional compensation. Associate, bachelor's, master's and doctorate degrees, BA+15, MA+15, MA+30, MA+45 and MA+60 are also recognized. The compensation is effective as of the date that all supporting documentation is submitted to the Personnel Department for approval.

PAYROLL DEDUCTIONS: The use of payroll deductions for employee benefits is a service provided by the Board and is limited to services that will benefit a majority of Board employees. Automatic payroll deductions will be provided for: United States savings bonds, garnishees or bankruptcy, United Way, Logan County Employees' Federal Credit Union, teachers' retirement loans, and professional dues (5 employee minimum).

TAX SHELTERED ANNUITIES: All employees are eligible to participate in a 403(b) Tax Sheltered Annuity Plan. Information is available through the Payroll Department.

EMPLOYEE CREDIT UNION: County Board employees may join the Logan County Employees Federal Credit Union that provides a number of services to its membership. Automatic payroll deductions will be provided for the credit union.

FUND RAISING: Monies earned or received by a school, authorized organization or department within a school are school funds that must be receipted and deposited to the school's bank account. School support organizations such as booster clubs that collect funds must be approved by the Board of Education prior to any fund-raising activities and must comply with the procedures stipulated in the county policy.

JOB SHARING: Job sharing is an alternative employment option that permits high quality service to students while meeting the unique needs of certain staff members. Job sharing is available only to professional personnel, with the approval of the appropriate supervisor, the Superintendent and the Board of Education. The regulations governing job sharing are found in *West Virginia Code §18-5-13(t)*.

JURY DUTY: Any employee serving jury duty or required to appear under summons before any court or grand jury shall be relieved of assigned regular duties for the period of service. Verification of required appearances and a report of compensation received shall be submitted upon return to work. The employee shall receive the difference between his/her regular salary and the jury fee for each day of service that falls on a day of the employment calendar. An employee absent to appear in court for personal reasons shall be absent without pay unless the absence is allowed as unquestioned personal leave.

TRAVEL: Prior approval must be secured for out-of-county travel. The authorization request must be submitted at least ten (10) days prior to proposed in-state travel and thirty (30) days prior to proposed out-of-state travel. Reimbursement for travel expenses shall comply with county policy.

DUTY-FREE LUNCH: Each teacher who is employed for more than ½ of the class periods of the regular school day and each service employee who is employed more than 3 ½ hours per day shall be provided a daily lunch period of not less than 30 consecutive minutes. No responsibilities or duties shall be assigned during this recess. A teacher may exchange this time for compensation or benefit mutually agreed upon by the teacher and the building principal. Such agreement must be in writing. Duty-free lunch is provided under the provisions of *West Virginia Code §18A-4-14*.

PLANNING PERIOD: Each teacher shall be provided a daily planning period. This planning period shall be the length of the usual class period in the school to which the teacher is assigned and shall not be less than 40 minutes in length. The teacher may exchange this right for compensation or benefit mutually agreed upon by the teacher and the building principal. Such agreement must be in writing.

PERSONNEL RECORDS: Personnel records for all school employees are maintained at the Central Office and include documents relevant to each employee's employment and evaluation. An employee has the right to inspect her/his own personnel records within the provisions of the county policy.

EMPLOYEE EVALUATION: All employees have the right to know how well they are performing their jobs through open and honest evaluations of their performance. Any decision concerning promotion, demotion, transfer or termination of employment shall be based upon such evaluation and not upon extraneous factors. All employees are entitled to the opportunity to improve their job performance prior to termination. Staff shall be evaluated according to the provisions of WVBOE Policies 5310 and 5314. A corrective action plan (for teachers or administrators) or an improvement plan (for all other

employees) is required for any employee whose job performance is rated unsatisfactory. If an employee transfers while on an improvement plan, the plan shall follow the employee.

TUITION REIMBURSEMENT: Tuition reimbursement from the West Virginia Department of Education is available to a professional educator who is seeking an endorsement in an identified shortage area or is on a continuing contract and has a license to renew. Consult the county Director of Personnel to determine your eligibility and the time lines for tuition reimbursement. By statute, priority will be given to teachers seeking an endorsement in an identified shortage area.

PROFESSIONAL CERTIFICATION: All professional educators are responsible for maintaining their license(s). As a courtesy, the Personnel Department shall notify employees one year prior to and again during the year in which the certificate expires. It is advisable to complete the required renewal credit at least one year prior to the year the certificate expires to avoid circumstances that could result in termination of employment. It is advisable for the employee to discuss the selected courses with the county Director of Personnel before enrolling for the course work. This procedure is a safeguard for the employee to ensure that the West Virginia Department of Education will accept the credit. The educator must have a 3.0 overall grade point average in the course work used for renewal purposes. The steps needed to secure a permanent certificate are reflected in the back of this handbook.

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS CERTIFICATION: The West Virginia Legislature is committed to recognizing teachers who acquire certification through the National Board for Professional Teaching Standards (NBPTS). Consequently, a NBPTS certified classroom teacher receives an annual bonus of \$3,500 and reimbursement of the licensure fee and limited expenses under conditions established by the West Virginia Department of Education. The Logan County Board of Education provides \$1,500.00 from local funds.

NATIONAL CERTIFICATION IN SPEECH-LANGUAGE PATHOLOGY, AUDIOLOGY, COUNSELING, SCHOOL PSYCHOLOGY OR SCHOOL NURSE: The West Virginia Legislature is committed to recognizing employees who acquire national or, if appropriate, state recognized professional certification in speech-language pathology, audiology, counseling, school psychology or nursing by providing an annual state bonus of \$2,500 and reimbursement of expenses for fees incurred in the certification process. The bonus program is limited to 115 individuals annually.

PARAPROFESSIONAL CERTIFICATION: An aide may be paid as a paraprofessional if s/he completes a program of study specified by the West Virginia Department of Education to secure the Paraprofessional Certificate. Specific requirements may be obtained from the Personnel Department.

EARLY CHILDHOOD CLASSROOM TEACHER ASSISTANT: Effective July 1, 2014, all preschool and kindergarten aides are required to secure the Early Childhood Classroom Teacher Assistant Authorization through the West Virginia Department of Education. Information regarding this authorization is available through the county Personnel Office.

CONTINUING EDUCATION: All regular full-time employees are required by law to complete 18 clock hours of continuing education annually. All regular half-time employees are required to complete 9 clock hours of continuing education annually. The Professional Staff Development Council is responsible for proposing programs and approving credit for professional employees as per *County Policy P.8.1*.

BEGINNING EDUCATOR INTERNSHIP: A new teacher must complete the beginning educator internship program as part of the licensure requirements unless s/he meets the exemption noted in WVBOE Policy 5202. This program is coordinated by the Central Office staff and implemented at the school level.

BEGINNING PRINCIPAL INTERNSHIP: A new principal, assistant principal or vocational administrator is required by law to complete the beginning principal internship program.

PRINCIPAL’S ACADEMY: All principals and assistant principals are required by law to complete training through the Principal’s Academy once every four years.

PROFESSIONAL TRANSFERS: A professional employee may not transfer from one professional position to another professional position **until the following school year** if the transfer occurs after the **20th day prior to the beginning of the instructional year unless the vacancy resulted from a resignation or retirement that took effect on or before the twentieth day prior to the beginning of the instructional year** but was not posted until after that time. State law allows only three exceptions to this provision and states that such exceptions are to be kept at a minimum.

SERVICE PERSONNEL TRANSFERS: After the twentieth (20th) day prior to the beginning of the instructional term, no autism mentor or aide who works with autistic children or paraprofessional, interpreter, early childhood classroom assistant teacher who works with a student with exceptionalities whose IEP requires one-on-one services may transfer to another position in the county during the instructional term unless the service person holding the other position does not have valid certification. Such employee may apply for any posted, vacant position with the successful applicant assuming the position at the beginning of the next instructional term. The county Board of Education, with the recommendation of the Superintendent, may fill a position before the beginning of the next instructional term when it is determined to be in the best interest of the student(s). These provisions of law are to avoid disruption of the educational program for students served in classrooms requiring an aide.

Except as indicated above, after the twentieth day prior to the beginning of the instructional term, a service person may transfer to another position one time only during any one-half of the instructional term, unless mutually agreed upon by the employee and the Superintendent or her/his designee, with approval by the Board. During the first year of employment as a service person, a service employee may not transfer to another position during the first one-half of the instructional term unless mutually agreed upon by the employee and the Superintendent or her/his designee, with approval by the Board. A service employee returning from an approved leave of absence and school bus operators applying for extracurricular assignments are not held to this restriction. A service employee may apply for a posted, vacant position at any time with the successful applicant assuming the position at the beginning of the next one-half of the instructional term.

REASSIGNMENT OF PERSONNEL: When actual student enrollment in a grade level or program, unforeseen before May 1 of the preceding school year, warrants the assignment of fewer teachers or service personnel, the superintendent, with Board approval, may reassign the least senior employee affected by the change in enrollment to another grade level or school providing the employee has proper notice and an opportunity to appear before the Board prior to the vote on the reassignment (WV Code §18A-2-7).

Upon recommendation of the principal and approval by the classroom teacher and county board, a classroom teacher assigned to the school may, at any time during the school year, be assigned to a new or existing classroom teacher position at the school without the position being posted (WV Code §18A-4-7a)

JOB VACANCIES: County Board of Education job vacancies are posted in conspicuous places as per county policy. In addition, all vacancies can be accessed through <http://wvde.state.wv.us> or logancs.schoolinsites.com, or the hotline (304) 752-7409.

SELECTION CRITERIA FOR SERVICE POSITIONS: The successful candidate for a service position shall be selected based on qualifications, seniority and evaluations.

SELECTION CRITERIA FOR PROFESSIONAL POSITIONS: By law, there are nine common criteria that must be considered when determining the most qualified candidate for a professional position. For classroom teaching positions, the recommendations of the principal and at least one faculty senate representative are included. Each candidate’s rating for each vacancy will vary when the applicant pool for each position is different. When one or more

regular employees who meet the qualifications stipulated in the job posting apply for a classroom teaching position, the following criteria are to be given equal weight: 1) appropriate certification; 2) total experience in the required certification area; 3) amount of coursework, degree level or both in the relevant field and degree level generally; 4) academic achievement; 5) certification by the National Board for Professional Teaching Standards; 6) specialized training directly related to the performance of the job; 7) past evaluations of the applicant's performance in the teaching profession; 8) seniority; and 9) other measures or indicators upon which the relative qualifications of the applicant may be fairly judged. The recommendations of the principal and faculty senate representative shall be double weighted when a qualified, regularly employed teacher is part of the applicant pool.

SUBSTITUTE SENIORITY FOR PURPOSES OF APPLYING FOR A JOB: A substitute teacher may accrue county seniority exclusively for the purpose of competing for a full-time position if s/he completes at least 133 days of teaching within the county and within any one school year. Such experience is prorated and vests as a fraction of the school year worked by the regular employee.

OVERTIME PROVISIONS: Any service employee who works more than 40 hours within a work week is entitled to overtime pay at the rate of 1 ½ times the employee's hourly rate for each hour over 40 hours worked. All service employees must maintain and submit to their supervisor a weekly work sheet reflecting their actual hours worked. All overtime must be approved by the appropriate designee.

EMPLOYEE GRIEVANCE PROCEDURE: West Virginia Code §6C-2-4 provides a procedure for an employee of a county Board of Education and their employer to reach solutions to problems that arise between them within the scope of their respective employment relationships. The procedural levels and the procedure to be followed at each level are stipulated in *West Virginia Code §6C-2-4* and *County Policy P.10*.

RESIGNATION: An employee who is considering resigning from her/his position should discuss it with the principal or immediate supervisor, the Personnel Director **and** the Central Office payroll and insurance secretary/accountants as soon as possible. By law, a **classroom teacher** may have her/his public employee insurance coverage automatically extended until August 31st if s/he resigns after completion of the employment term and effective on or before July 15th of the same calendar year. Such resignation must be in writing and may be submitted at any time during the school year. (*WV Code 18A-2-2*)

INCLEMENT WEATHER PROCEDURES: In the event that schools are closed, the Superintendent will notify the radio and television news media for public announcement. All regular employees will be notified through the telephone messaging system. Information on the closings is also found on the Logan County Schools web site logancs.schoolinsites.com. On days when school is cancelled due to weather conditions, any and all employees may be required to report to work at the discretion of the Superintendent.

ASBESTOS MANAGEMENT PLAN: The federal government requires that all employees be aware that there is an asbestos plan on file at each work site as required by OSHA. Anyone wishing to review this plan should see the principal.

ASSISTANCE: The Superintendent and other Central Office staff are committed to providing you with a positive experience in Logan County. If you have any questions or need assistance fulfilling your responsibilities as an employee, please do not hesitate to contact the appropriate official.

OPTIONS FOR USE OF ACCRUED SICK AND ANNUAL LEAVE UPON RETIREMENT

TO PURCHASE HEALTH INSURANCE			
IF YOU HAVE HAD CONTINUOUS PEIA HEALTH AND/OR LIFE INSURANCE COVERAGE SINCE BEFORE JULY 1, 1988	IF YOU BEGAN A PEIA HEALTH AND/OR LIFE INSURANCE PLAN ON OR AFTER JULY 1, 1988 OR YOU HAVE HAD A LAPSE OF COVERAGE SINCE JULY 1, 1988	IF YOU WERE HIRED BETWEEN JULY 1, 2001 AND JULY 1, 2015	IF YOU WERE HIRED ON OR AFTER JULY 1, 2015
<p>If you have had PEIA health and/or life insurance coverage continuously since before July 1, 1988, 100% of the monthly insurance premium will be paid for you. Your days convert as follows: 2 days of accrued leave = 100% of one month's single coverage 3 days of accrued leave = 100% of one month's family coverage</p> <p>When the policy holder dies, coverage terminates unless the surviving dependent decides to pay the monthly premium.</p>	<p>If you came into a PEIA health and/or life insurance plan on or after July 1, 1988, or if you had a lapse of coverage since then, only 50% of each month's premium will be paid for you. Your days convert as follows: 2 days of accrued leave = 50% of one month's single coverage 3 days of accrued leave = 50% of one month's family coverage</p> <p>The policy holder is responsible for paying the balance of each month's premium from her/his annuity.</p>	<p>There is no option to buy health insurance coverage for anyone hired as of July 1, 2001.</p>	<p>There is no option to buy health insurance coverage for anyone hired as of July 1, 2015.</p>
TO PURCHASE YEARS OF SERVICE			
RETIREMENT 1 DEFINED BENEFITS HIRED BEFORE JULY 1, 1991	RETIREMENT 2 DEFINED CONTRIBUTIONS HIRED JULY 1,1991-JUNE 30, 2005 AND DID NOT TRANSFER TO RETIREMENT 3	RETIREMENT 3 DEFINED BENEFITS HIRED BETWEEN JULY 1, 2005 OR TRANSFERRED FROM RETIREMENT 2	RETIREMENT 4 DEFINED BENEFITS HIRED ON OR AFTER JULY 1, 2015
<p>Ninety (90) days will buy one year of service credit for 200-day employees One hundred-ten (110) days will buy one year of service credit for 240 or more day employees. Employees whose average contract falls between 200 and 240 days will need to have their days calculated to determine what equals one year of service. The number will be between 90 and 110 days.</p>	<p>There is no option for employees in the defined benefits plan to buy years of service. Accrued leave may only be used to buy health insurance as determined above.</p>	<p>Ninety (90) days will buy one year of service credit for 200-day employees. One hundred-ten (110) days will buy one year of service credit for 240 or more day employees. Employees whose average contract falls between 200 and 240 days will need to have their days calculated to determine what equals one year of service.</p>	<p>There is no option to buy service credit.</p>

RETIREMENT ELIGIBILITY

RETIREMENTS 1 and 3 (DEFINED BENEFITS)

TO QUALIFY FOR FULL BENEFITS:

- Be employed at age 60 with at least 5 years of service. If not working, must wait until age 62; **OR**
- Be employed at age 55 with at least 30 years of service; **OR**
- Any age with at least 35 years of service

You will receive reduced benefits (58%) if you retire **before age 55** with at least 30 years of service.

MONTHLY RETIREMENT CALCULATION:

Average five (5) highest years' salary **within the last fifteen (15)** years of service X years of service X 2% ÷ 12

RETIREMENT 2 (DEFINED CONTRIBUTIONS)

TO QUALIFY FOR FULL BENEFITS:

- Be employed at age 55 with at least 12 years of service; **OR**
- Be employed at age 60 with at least 5 years of service.

To be fully vested, you must have been in paid status for 200 days in each of the 12 years.

If you terminate employment prior to retirement:

After 6 years of service, you may withdraw your funds plus 33 1/3% of the employer's contributions.

After 9 years of service, you may withdraw your funds plus 66 2/3% of the employer's contributions.

After 12 years of service, you may withdraw your funds plus 100% of the employer's contributions.

You must be fully vested in order to purchase insurance benefits after retirement as indicated on the table on the opposite page. If not fully vested, you may not purchase insurance benefits.

FREQUENTLY CALLED NUMBERS

Logan County Board Office	(304) 792-2060
Athletics	(304) 792-2054
Attendance	(304) 792-2043
Building Projects/Facilities	(304) 792-2054
Certification	(304) 792-2059
Child Nutrition	(304) 792-2064
Curriculum	(304) 792-2058
Exceptional Education	(304) 792-2076
Finance	(304) 792-2090
Guidance and Testing	(304) 792-2080
Insurance	(304) 792-2047
Maintenance (General)	(304) 792-2095
Maintenance (Electrical)	(304) 792-2097
Nutrition	(304) 792-2032
Payroll	(304) 792-2051
Personnel	(304) 792-2058
School Closings	1-800-305-7568
Superintendent's Office	(304) 792-2041
Technology	(304) 687-3003
Transportation	(304) 792-2045
Vacancy Hotline	(304) 752-7409

Center for Professional Development 1-800-982-7348

Public Employees Insurance	1-800-688-6568
Chapmanville Public Library	(304) 855-3405
RESA II	(304) 529-6205
Retirement Board	1-800-654-4406
WV Department of Education	(304)558-2681
Certification	1-800-982-2378
Special Education	1-800-642-8641
WV Federation of Teachers	1-800-222-9838
WV Education Association	1-800-642-8261
WV Professional Educators	(304)586-3451
WV School Service Personnel Assoc.	(304) 346-3544

WEB SITES

Logan County Schools logancs.schoolinsites.com
WV Dept. of Education wvde.state.wv.us

LOGAN COUNTY SCHOOLS

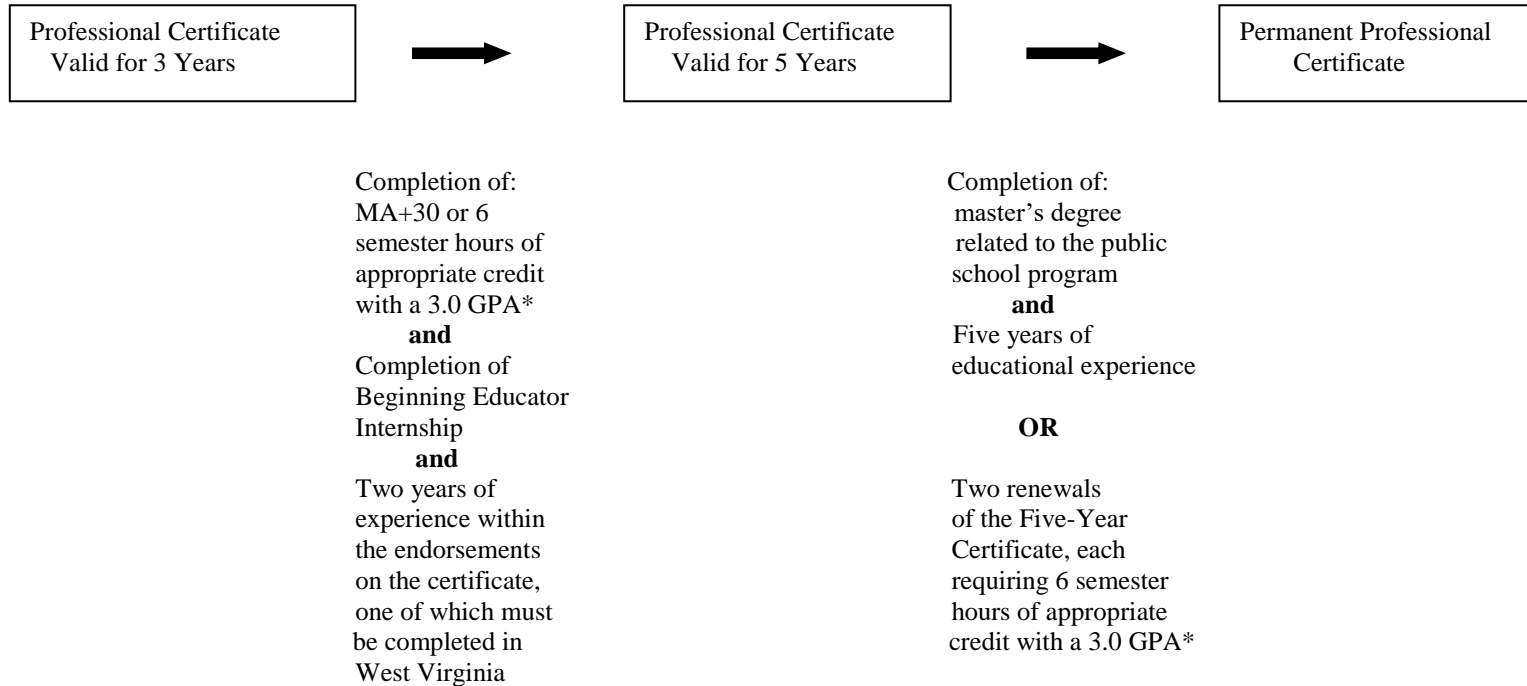
SCHOOL	PHONE NUMBER
Buffalo Elementary	(304) 583-9132
Chapmanville East Elem.	(304) 855-3302
Holden Central Elem.	(304) 239-2771
Hugh Dingess Elem.	(304) 855-3585
Justice Elementary	(304) 752-3250
Logan Elementary	(304) 752-4180
Man Elementary	(304) 583-8316
Omar Elementary	(304) 946-2660
South Man Elem.	(304) 583-7522
Verdunville Elem.	(304) 752-1656
West Chapmanville Elem.	(304) 855-3209
Chapmanville Middle	(304) 855-8378
Logan Middle	(304) 752-1804
Man Middle	(304) 583-8037
Chapmanville Regional High	(304) 855-4522
Logan High	(304) 752-6606
Man High	(304) 583-6521

RR Willis Career & Tech. (304) 792-2094

COUNTY BOARD FAX NUMBER

Central Office (304) 752-3711
Personnel Office (304) 792-6299

PROFESSIONAL CERTIFICATE CONTINUUM



* Renewal credit must be completed subsequent to the effective date of the certificate being renewed and within the five-year period immediately preceding the date of application. Consultation with the county certification officer should occur prior to enrollment to ensure the acceptance of the renewal credit by the State Department of Education.

A teacher who is completing an additional endorsement in an identified shortage area or holds a continuing contract and is required to complete six semester hours of renewal credit may qualify for tuition reimbursement through the West Virginia Department of Education. However, by law, priority will be given to teachers who are completing an additional endorsement in an identified shortage area. The number of credit hours for which one can receive reimbursement is limited to fifteen (15) hours total. Consult the county certification coordinator for details.

2016-17 PROFESSIONAL EMPLOYEES' ANNUAL SALARY SCHEDULE BASED ON A 200-DAY CONTRACT

YRS EXPER.	BACHELOR'S DEGREE	BACHELOR'S PLUS 15	MASTER'S DEGREE	MASTER'S PLUS 15	MASTER'S PLUS 30	MASTER'S PLUS 45	DOCTORATE DEGREE	YRS EXPER.
0	\$34,675.00	\$35,528.00	\$37,487.00	\$38,344.00	\$39,201.00	\$39,962.00	\$41,088.00	0
1	35,262.00	36,115.00	38,075.00	38,932.00	39,788.00	40,549.00	41,675.00	1
2	35,850.00	36,703.00	38,662.00	39,519.00	40,376.00	41,137.00	42,263.00	2
3	36,438.00	37,290.00	39,250.00	40,107.00	40,963.00	41,724.00	42,850.00	3
4	37,269.00	38,122.00	40,082.00	40,939.00	41,795.00	42,556.00	43,682.00	4
5	37,857.00	38,710.00	40,669.00	41,526.00	42,383.00	43,144.00	44,270.00	5
6	38,444.00	39,297.00	41,257.00	42,114.00	42,970.00	43,731.00	44,857.00	6
7	39,032.00	39,885.00	41,844.00	42,701.00	43,558.00	44,319.00	45,445.00	7
8	39,619.00	40,472.00	42,432.00	43,289.00	44,145.00	44,906.00	46,032.00	8
9	40,207.00	41,060.00	43,019.00	43,876.00	44,733.00	45,494.00	46,620.00	9
10	40,796.00	41,648.00	43,608.00	44,465.00	45,322.00	46,082.00	47,208.00	10
11	41,383.00	42,236.00	44,196.00	45,052.00	45,909.00	46,670.00	47,796.00	11
12	41,971.00	42,823.00	44,783.00	45,640.00	46,497.00	47,257.00	48,383.00	12
13	42,558.00	43,411.00	45,371.00	46,227.00	47,084.00	47,845.00	48,971.00	13
14	43,146.00	43,998.00	45,958.00	46,815.00	47,672.00	48,432.00	49,558.00	14
15	43,733.00	44,586.00	46,546.00	47,402.00	48,259.00	49,020.00	50,146.00	15
16	44,321.00	45,173.00	47,133.00	47,990.00	48,847.00	49,607.00	50,733.00	16
17	44,908.00	45,761.00	47,721.00	48,578.00	49,434.00	50,195.00	51,321.00	17
18	45,496.00	46,349.00	48,308.00	49,165.00	50,022.00	50,783.00	51,909.00	18
19	46,083.00	46,936.00	48,896.00	49,753.00	50,609.00	51,370.00	52,496.00	19
20	47,271.00	48,124.00	50,083.00	50,940.00	51,797.00	52,558.00	53,684.00	20
21	47,858.00	48,711.00	50,671.00	51,528.00	52,384.00	53,145.00	54,271.00	21
22	48,446.00	49,299.00	51,258.00	52,115.00	52,972.00	53,733.00	54,859.00	22
23	49,034.00	49,886.00	51,846.00	52,703.00	53,559.00	54,320.00	55,446.00	23
24	49,621.00	50,474.00	52,434.00	53,290.00	54,147.00	54,908.00	56,034.00	24
25	50,209.00	51,061.00	53,021.00	53,878.00	54,735.00	55,495.00	56,621.00	25
26	50,796.00	51,649.00	53,609.00	54,465.00	55,322.00	56,083.00	57,209.00	26
27	51,384.00	52,236.00	54,196.00	55,053.00	55,910.00	56,670.00	57,796.00	27
28	51,971.00	52,824.00	54,784.00	55,640.00	56,497.00	57,258.00	58,384.00	28
29	52,559.00	53,411.00	55,371.00	56,228.00	57,085.00	57,845.00	58,971.00	29
30	53,146.00	53,999.00	55,959.00	56,815.00	57,672.00	58,433.00	59,559.00	30
31	53,734.00	54,587.00	56,546.00	57,403.00	58,260.00	59,020.00	60,146.00	31
32	54,321.00	55,174.00	57,134.00	57,991.00	58,847.00	59,608.00	60,734.00	32
33	54,909.00	55,762.00	57,721.00	58,578.00	59,435.00	60,196.00	61,322.00	33
34	55,496.00	56,349.00	58,309.00	59,166.00	60,022.00	60,783.00	61,909.00	34
35+	56,084.00	56,937.00	58,896.00	59,753.00	60,610.00	61,371.00	62,497.00	35+

ADVANCED SALARY CLASSIFICATIONS FOR PROFESSIONAL EDUCATORS

The West Virginia Department of Education recognizes six (6) salary classifications above the bachelor's degree for professional educators. The qualifications for these salary classifications are different for the holder of a Professional Certificate and the holder of a Vocational Certificate. Course work completed for recognition of the advanced salary classification on the Professional Certificate must be completed through an accredited institution of higher education recognized by the State Board of Education. Course work completed for recognition of the advanced salary classification on the Vocational Certificate must be completed through a **regionally** accredited institution of higher education.

SALARY CLASSIFICATIONS RECOGNIZED ON THE PROFESSIONAL CERTIFICATE

Bachelor's Plus 15 – Fifteen semester hours of graduate credit related to the public school program. The graduate credit must be: 1) course work within a master's degree program; 2) course work in a program planned by the superintendent, institution and applicant; 3) course work used for renewal or a new specialization; **or** 4) course work completed prior to 1966.

Master's Degree – A master's degree related to the public school program. If the master's degree requires more than thirty (30) semester hours, the additional hours may be used toward a higher classification.

Master's Plus 15 – Forty-five (45) semester hours of graduate credit including a master's degree, all of which must be related to the public school program.

Master's Plus 30 – Sixty (60) semester hours of graduate credit including a master's degree, all of which must be related to the public school program.

Master's Plus 45 – Seventy-five (75) semester hours of graduate credit including a master's degree, all of which must be related to the public school program.

Doctorate – A doctorate degree related to the public school program.

** Under certain conditions, fifteen (15) semester hours of undergraduate credit completed after July 1, 1984 may be used for the BA+15, MA+15, MA+30 **or** MA+45 salary classifications. The course work must be in accordance with: a) the teacher's current classification of certification and of training; b) a designated instructional shortage area documented by the employing superintendent, **or** 3) an identified teaching deficiency documented through the state-approved county personnel evaluation system.

SALARY CLASSIFICATIONS RECOGNIZED ON THE VOCATIONAL CERTIFICATE

Vocational Bachelor's Degree – The basic salary for the holder of the Vocational Permit or Certificate. The advanced salary classifications above the bachelor's degree are recognized only on the Vocational Certificate and **must be selected from the areas approved by the State Board of Education.**

Vocational Bachelor's Plus 15 – Fifteen (15) semester hours of course work beyond those required for the Vocational Certificate.

Vocational Master's Degree – Thirty (30) semester hours of course work beyond those required for the Vocational Certificate.

Vocational Master's Plus 15 – Forty-five (45) semester hours of course work beyond those required for the Vocational Certificate.

Vocational Master's Plus 30 – Sixty (60) semester hours of course work beyond those required for the Vocational Certificate.

Vocational Master's Plus 45 – Seventy-five (75) semester hours of course work beyond those required for the Vocational Certificate.

NOTE: The advanced salary classification must be applied for within three months of eligibility in order to be recognized as of the date of eligibility.

2016-17 SERVICE PERSONNEL ANNUAL SALARY SCHEDULE BY CLASSIFICATION BASED ON A 200-DAY CONTRACT

High School Diploma or GED not included in these figures.

Salary could vary, depending on education, employment term and shift.

Years Experience	A	B	C	D	E	F	G	H	Years Experience
0	\$19,735.00	\$19,945.00	\$20,365.00	\$20,895.00	\$21,425.00	\$22,055.00	\$22,375.00	\$23,105.00	0
1	20,055.00	20,275.00	20,685.00	21,215.00	21,755.00	22,385.00	22,695.00	23,435.00	1
2	20,385.00	20,595.00	21,015.00	21,545.00	22,075.00	22,705.00	23,025.00	23,755.00	2
3	20,705.00	20,925.00	21,345.00	21,875.00	22,405.00	23,035.00	23,355.00	24,085.00	3
4	21,035.00	21,255.00	21,665.00	22,195.00	22,725.00	23,365.00	23,675.00	24,425.00	4
5	21,365.00	21,575.00	21,995.00	22,525.00	23,055.00	23,685.00	24,005.00	24,745.00	5
6	21,685.00	21,905.00	22,335.00	22,855.00	23,385.00	24,015.00	24,335.00	25,075.00	6
7	22,025.00	22,225.00	22,655.00	23,175.00	23,705.00	24,345.00	24,655.00	25,405.00	7
8	22,355.00	22,555.00	22,985.00	23,505.00	24,035.00	24,665.00	24,985.00	25,725.00	8
9	22,675.00	22,885.00	23,315.00	23,845.00	24,365.00	24,995.00	25,305.00	26,055.00	9
10	23,005.00	23,215.00	23,635.00	24,165.00	24,685.00	25,335.00	25,645.00	26,385.00	10
11	23,335.00	23,545.00	23,965.00	24,495.00	25,015.00	25,655.00	25,975.00	26,705.00	11
12	23,655.00	23,875.00	24,285.00	24,825.00	25,355.00	25,985.00	26,295.00	27,035.00	12
13	23,985.00	24,195.00	24,615.00	25,145.00	25,675.00	26,305.00	26,625.00	27,365.00	13
14	24,315.00	24,525.00	24,945.00	25,475.00	26,005.00	26,635.00	26,955.00	27,685.00	14
15	24,635.00	24,855.00	25,265.00	25,795.00	26,325.00	26,965.00	27,275.00	28,015.00	15
16	24,965.00	25,175.00	25,595.00	26,125.00	26,655.00	27,285.00	27,605.00	28,345.00	16
17	25,285.00	25,505.00	25,935.00	26,455.00	26,985.00	27,615.00	27,935.00	28,675.00	17
18	25,615.00	25,835.00	26,255.00	26,775.00	27,305.00	27,945.00	28,255.00	29,005.00	18
19	25,955.00	26,155.00	26,585.00	27,105.00	27,635.00	28,265.00	28,585.00	29,325.00	19
20	26,275.00	26,485.00	26,915.00	27,445.00	27,965.00	28,595.00	28,915.00	29,665.00	20
21	26,605.00	26,805.00	27,235.00	27,765.00	28,285.00	28,925.00	29,235.00	30,005.00	21
22	26,935.00	27,145.00	27,565.00	28,095.00	28,615.00	29,255.00	29,575.00	30,325.00	22
23	27,255.00	27,475.00	27,895.00	28,425.00	28,955.00	29,595.00	29,915.00	30,665.00	23
24	27,585.00	27,795.00	28,215.00	28,745.00	29,275.00	29,935.00	30,245.00	31,005.00	24
25	27,915.00	28,125.00	28,545.00	29,075.00	29,615.00	30,255.00	30,585.00	31,325.00	25
26	28,235.00	28,455.00	28,865.00	29,415.00	29,955.00	30,595.00	30,905.00	31,665.00	26
27	28,565.00	28,775.00	29,195.00	29,735.00	30,275.00	30,915.00	31,245.00	31,995.00	27
28	28,895.00	29,105.00	29,535.00	30,075.00	30,615.00	31,255.00	31,585.00	32,335.00	28
29	29,215.00	29,445.00	29,865.00	30,395.00	30,945.00	31,595.00	31,905.00	32,675.00	29
30	29,555.00	29,765.00	30,205.00	30,735.00	31,275.00	31,915.00	32,245.00	33,005.00	30
31	29,885.00	30,105.00	30,545.00	31,075.00	31,615.00	32,255.00	32,585.00	33,335.00	31
32	30,225.00	30,435.00	30,865.00	31,405.00	31,935.00	32,595.00	32,905.00	33,675.00	32
33	30,565.00	30,765.00	31,205.00	31,745.00	32,275.00	32,915.00	33,245.00	34,005.00	33
34	30,885.00	31,105.00	31,545.00	32,085.00	32,615.00	33,255.00	33,585.00	34,335.00	34
35	31,225.00	31,445.00	31,865.00	32,405.00	32,935.00	33,595.00	33,915.00	34,675.00	35
36	31,565.00	31,775.00	32,205.00	32,745.00	33,285.00	33,925.00	34,255.00	34,995.00	36
37	31,885.00	32,115.00	32,545.00	33,085.00	33,625.00	34,265.00	34,585.00	35,335.00	37
38	32,225.00	32,435.00	32,865.00	33,405.00	33,945.00	34,595.00	34,915.00	35,675.00	38
39	32,565.00	32,775.00	33,205.00	33,745.00	34,285.00	34,925.00	35,255.00	35,995.00	39
40	32,885.00	33,115.00	33,535.00	34,075.00	34,625.00	35,265.00	35,585.00	36,335.00	40

2016-17 SERVICE PERSONNEL SALARY ADDENDA FOR COMPLETION OF COLLEGE CREDIT OR ITS EQUIVALENT

Monthly	Daily	Level
\$ 12.00	\$.60	High School Diploma or GED
23.00	1.15	High School Diploma or GED Plus 12 semester hours of college credit or equivalent
34.00	1.70	High School Diploma or GED Plus 24 semester hours of college credit or equivalent
45.00	2.25	High School Diploma or GED Plus 36 semester hours of college credit or equivalent
56.00	2.80	High School Diploma or GED Plus 48 semester hours of college credit or equivalent
67.00	3.35	High School Diploma or GED Plus 60 semester hours of college credit or equivalent
107.00	5.35	Associate Degree with a minimum of 60 semester hours of college credit or equivalent
78.00	3.90	High School Diploma Plus 72 semester hours of college credit or equivalent
118.00	5.90	Associate Degree with a minimum of 72 semester hours of college credit or equivalent
89.00	4.45	High School Diploma Plus 84 semester hours of college credit or equivalent
129.00	6.45	Associate Degree with a minimum of 84 semester hours of college credit or equivalent
100.00	5.00	High School Diploma Plus 96 semester hours of college credit or equivalent
140.00	7.00	Associate Degree with a minimum of 96 semester hours of college credit or equivalent
111.00	5.55	High School Diploma Plus 108 semester hours of college credit or equivalent
151.00	7.55	Associate Degree with a minimum of 108 semester hours of college credit or equivalent
122.00	6.10	High School Diploma Plus 120 semester hours of college credit or equivalent
162.00	8.10	Associate Degree with a minimum of 120 semester hours of college credit or equivalent
162.00	8.10	Bachelor's Degree
202.00	10.10	Bachelor's Degree with an earned Associate Degree
173.00	8.65	Bachelor's Plus 15
213.00	10.65	Bachelor's Plus 15 with earned Bachelor's and Associate Degrees
213.00	10.65	Master's Degree with an earned Bachelor's Degree or Doctorate with an earned Bachelor's Degree
253.00	12.65	Master's Degree with earned Bachelor's and Associate Degrees or Doctorate with earned Bachelor's and Associate Degrees
224.00	11.20	Master's Plus 15 with earned Master's and Bachelor's Degree
264.00	13.20	Master's Plus 15 with earned Master's, Bachelor's and Associate Degrees
235.00	11.75	Master's Plus 30 with earned Master's and Bachelor's Degrees
275.00	13.75	Master's Plus 30 with earned Master's, Bachelor's and Associate Degrees
246.00	12.30	Master's Plus 45 with earned Master's and Bachelor's Degrees
286.00	14.30	Master's Plus 45 with earned Master's, Bachelor's and Associate Degrees
257.00	12.85	Master's Plus 60 with earned Master's and Bachelor's Degrees
297.00	14.85	Master's Plus 60 with earned Master's, Bachelor's and Associate Degrees
297.00	14.85	Doctorate with earned Master's and Bachelor's Degrees
337.00	16.85	Doctorate with earned Master's, Bachelor's and Associate Degrees

STATE SERVICE PERSONNEL CLASS TITLES AND PAY GRADES

CLASS TITLE	PAY GRADE	CLASS TITLE	PAY GRADE	CLASS TITLE	PAY GRADE
Accounts Payable Supervisor	G	Director/Coordinator of Services	H	Mechanic	F
Aide I *	A	Draftsman	D	Mechanic Assistant	E
Aide II *	B	Early Childhood Classroom Teacher Assistant	E	Office Equipment Repairman I	F
Aide III *	C	Electrician I	F	Office Equipment Repairman II	G
Aide IV *	D	Electrician II	G	Painter	E
Audiovisual Technician	C	Electronic Technician I	F	Paraprofessional	F
Auditor	G	Electronic Technician II	G	Payroll Supervisor	G
Autism Mentor	F	Executive Secretary	G	Plumber I	E
Braille/Sign Language Specialist	E	Food Services Supervisor	G	Plumber II	G
Bus Operator	D	Foreman	G	Printing Operator	B
Buyer	F	General Maintenance	C	Printing Supervisor	D
Cabinetmaker	G	Glazier	D	Programmer	H
Cafeteria Manager	D	Graphic Artist	D	Roofing/Sheet Metal Mechanic	F
Carpenter I	E	Groundsman	B	Sanitation Plant Operator	F
Carpenter II	F	Handyman	B	School Bus Supervisor	E
Chief Mechanic	G	Heating/Air Conditioning Mechanic I	E	Secretary/Accountant I	D
Clerk I	B	Heating/Air Conditioning Mechanic II	G	Secretary/Accountant II	E
Clerk II	C	Heavy Equipment Operator	E	Secretary/Accountant III*	F
Computer Operator	E	Inventory Supervisor	D	Supervisor of Maintenance	H
Cook I	A	Key Punch Operator	B	Supervisor of Transportation	H
Cook II	F	Licensed Practical Nurse	F	Switchboard Operator/ Receptionist	D
Cook III	C	Locksmith	G	Truck Driver	D
Crew Leader	F	Lubrication Man	C	Warehouse Clerk	C
Custodian I	A	Machinist	F	Watchman	B
Custodian II	B	Mail Clerk	D	Welder	F
Custodian III	C	Maintenance Clerk	C		
Custodian IV	D	Mason	G		

*See salary classification page.

2016-17 COUNTY CALENDAR

<ul style="list-style-type: none"> ➤ August 15-16, 2016 ➤ August 17, 2016 ➤ August 18, 2016 ➤ September 5, 2016 ➤ October 18, 2016 ➤ November 8, 2016 ➤ November 11, 2016 ➤ November 21-25, 2016 ➤ December 22, 2016 ➤ December 23, 2016-January 2, 2017 ➤ January 10, 2017 ➤ January 16, 2017 ➤ March 14, 2017 ➤ March 21, 2017 ➤ April 10-14, 2017 ➤ May 9, 2017 ➤ May 29, 2017 ➤ May 31, 2017 ➤ June 1-8, 2017 	<ul style="list-style-type: none"> Continuing Education Days Preparation Day/Faculty Senate Meeting First Day for Students Labor Day Faculty Senate Meeting (2 hour early out) General Election Veterans' Day Thanksgiving Break (Includes 4 Out-of-Calendar Days) Continuing Education Day Christmas/New Year's Break (Includes 5 Out-of-Calendar Days) Faculty Senate Meeting (2 hour early out) Martin Luther King Day Faculty Senate Meeting (2 hour early out) Continuing Education Day Spring Break (Includes 5 Out-of-Calendar Days) Faculty Senate Day (2 hour early out) Memorial Day Closing Preparation Outside School Environment Days
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Report Card

<ul style="list-style-type: none"> • October 20, 2016 • October 27, 2016 • January 12, 2017 • January 19, 2017 • March 17, 2017 • March 23, 2017 • May 30, 2017 • May 30, 2017 	<ul style="list-style-type: none"> End of First Nine Weeks Report Cards Distributed End of Second Nine Weeks Report Cards Distributed End of Third Nine Weeks Report Cards Distributed End of Fourth Nine Weeks Report Cards Distributed
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Progress Reports

September 20, 2016
 December 1, 2016
 February 15, 2017
 April 27, 2017

