



DIVISION OF HUMAN RESOURCES

BOARD OF SCHOOL COMMISSIONERS OF MOBILE COUNTY
Mobile, Alabama

2010-2011
SALARY
SCHEDULES

FIRST READING: September 28, 2010

PUBLIC HEARINGS HELD: October 18, 2011 and October 26, 2011

BOARD APPROVED: June 30, 2011

EFFECTIVE DATE: October 1, 2010

2010 – 2011 Salary Schedules

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

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COMPENSATION AND PAY PLAN

The Superintendent shall prepare or cause to be prepared salary schedules for school system personnel each fiscal year. The salary schedules shall be presented annually to the Board for review and approval.

Base pay for classroom teachers and those other selected, certificated individuals whose work day is spent working directly with students or whose work product solely benefits the instruction of children, shall be determined by the State of Alabama Teacher's Salary Matrix.

For all other employees, including principals, assistant principals, and central office certified administrators, the Superintendent shall develop and recommend a compensation or pay plan to the Board for adoption. Changes in the plan, after initial adoption, shall be approved annually by the Board.

The compensation or pay plan is designed to provide appropriate pay for the assessed worth of system jobs. The current plan shall consist of step salary schedules for the following employee groups or pay families:

1. Teachers
2. Administrative/Professional
3. Clerical/Technical
4. Manual Trades
5. High School Principals
6. Middle School Principals
7. Elementary School Principals
8. High School Assistant Principals
9. Middle School Assistant Principals
10. Elementary School Assistant Principals
11. Occupational Therapy/Physical Therapy
12. Child Nutrition Program Managers and CNP Assistants
13. Bus Drivers
14. Bus Aides
15. Nurses

The compensation or pay plan is designed and administered to accomplish the following:

1. Stay competitive with appropriate labor markets for the various categories of jobs performed by personnel,
2. Recognize the levels of skill, effort, and responsibility required for different jobs,
3. Protect continued length of service to the Board with regard to the hiring of new employees, and
4. Fiscally control and provide cost effective guidelines.

A copy of the System's compensation or pay plan for the current year is available in the administrative offices.

Step Advancement: Each eligible classified employee and certified personnel not paid on the teacher's salary matrix shall advance one step on the salary schedule each budget year (currently October 1 of each year). In years in which proration is declared in the state's Educational Trust Fund, causing a reduction in funding to the System, or in years in which local education tax revenues fall below the level received in the preceding fiscal year, the Board shall by unanimous vote cause step movement not to occur. **Employees whose annual, summative evaluation is less than satisfactory shall not advance to the next step.**

Employees paid on the teacher's salary schedule (the State Teachers Salary Matrix) shall progress automatically to the next appropriate step.

Assignment to Pay Grade: Consistent with economic and job market indicators, the Assistant Superintendent or Executive Manager of Human Resources (the pay plan administrator) shall recommend to the Superintendent the initial assignment or re-assignment of a job title to a specific pay grade and step schedule. The annual publication of the compensation or pay plan (i.e., salary schedules) shall reflect any adjustments made.

Assignment to Step within Pay Grade: The steps within each of the pay grades are compensation steps and are not based on experience credit. They are NOT experience steps. Personnel can be assigned to a compensation step based on factors other than experience. Market competitiveness for the particular position can be considered.

Salary Retention: A contract principal who is transferred voluntarily or otherwise to a school that is smaller in enrollment shall retain the same salary and compensation step as held previously until the end of the contract period. A tenured principal or assistant principal who is transferred voluntarily or otherwise in the same position to a school with a smaller enrollment shall retain the same compensation step for a period of one employment year (July 1 through June 30) or portion thereof. At the end of that period of time, the salary appropriate for the work assignment in the subsequent year shall be given.

If a principal or assistant principal is transferred, either voluntarily or otherwise to a position other than principal or assistant principal, or if he or she applies for and is recommended and approved for a central office position, the salary shall be paid on the appropriate step for the new position. Experience in the System will be a major factor in determining appropriate step placement. If the principal or assistant principal has at least ten year's administrative experience (including time spent as a supervisor in central administration, he or she may be placed on the same step as any current central office employee performing the same job functions and carrying the same job title. If he or she has between five and ten years administrative experience in the System, he or she shall be placed at least one compensation step below current central office employees performing the same job functions and carrying the same job title. Those with five years of less will be placed at least two steps below current central office employees performing the same job functions. He/She cannot be placed on a higher step than any other employee performing the same job function or carrying the same job title.

A principal who is re-assigned or voluntarily accepts a position of assistant principal, he or she will be placed on the Assistant Principal Step Salary Schedule at the same step he or she occupied as a principal. Under no circumstance, however, can he/she be placed on a step equal to or greater than any other assistant principal who has more years of experience in the System as an assistant principal or principal. If the principal had earlier been placed on a higher step as in incentive, his/her step will be reduced by the amount of the incentive to determine the appropriate step placement.

If a contract principal's contract is not renewed, and if he/she is hired in another position other than principal, he/she shall be placed on the salary schedule appropriate for the work assignment (i.e., he/she shall not retain the salary of a principal for one year.)

If necessary, a principal shall be given a salary adjustment on the step schedule to pay at least \$1.00 more than the base of the highest paid assistant principal or teacher assigned to the same school. Base pay does not include supplements that are paid for employees with AA certificates and doctorates or any other supplemental pay.

New Jobs: Newly established positions or jobs approved by the Superintendent shall be analyzed and classified by the pay plan administrator and assigned to an existing job family and corresponding pay grade.

Assignment of Salaries for New Hires: The Superintendent or designee shall approve pay assignment to a step within the appropriate salary schedule for new employees in accord with state law and regulations and the following general guidelines:

- New employees with limited work experience in the job title to which they are being hired shall be placed generally at the zero (Step 0) step of the assigned step salary schedule.
- With the Superintendent's approval, new employees shall be placed at any other step above Step Zero for documented programmatic reasons. In no case, however, will a new hire be placed at the highest step of the pay grade.
- An employee new to the system will be placed on the appropriate step salary schedule at least one step below any other employee performing the same basic functions.

ALPHABETICAL LISTING OF JOB TITLES/PAY GRADES

Job Title	Pay Grade	Contract Days	Step 0 Salary
21 st Century Grant Supervisor	AP-02	260	45,214
504 Program Coordinator	AP-03	260	51,393
Accountability Analyst	CT-07	260	59,731
Accountant I	CT-04	260	41,036
Accounting Clerk	CT-03	260	33,324
Accounting Supervisor	CT-06	260	55,057
Accounts Analyst	CT-04	260	41,036
Accounts Payable/Risk Management Supervisor	CT-06	260	55,057
Aide (9-months, 7 hours daily)	CT-20	187	13,205
Agriscience, Technical Ed & Career Technologies	AP-02	260	45,214
Area School Improvement Coordinator	AP-03	260	51,393
Assistant Certification Clerk	CT-03	260	33,324
Assistant Programmer	CT-05	260	47,205
Assistant Superintendent	1003	260	Open
Assistant to the Comptroller	CT-04	260	41,036
Athletics/Drivers Ed/PE Supervisor	AP-02	260	45,214
Attendance/Records Supervisor	AP-02	260	45,214
Audiologist (9-Months)	AP-20	187	28,641
Audio-Visual Repairperson	MT-04	260	35,871
Behavior Intervention Specialist	AP-22	202	35,127
Bilingual Clerk	CT-25	260	26,313
Biologist	AP-02	260	45,214
Boiler Repairperson	MT-04	260	35,871
Bookkeeper Itinerant	CT-25	260	26,313
Budget Director	AP-05	260	62,628
Building Maintenance Engineer	MT-03	260	26,360
Building Maintenance Engineer Foreman	MT-04	260	35,871
Building Technology Foreman	MT-04	260	35,871
Buildings and Groundskeeper	MT-23	260	24,537
Bus Driver – Dual Service	BD-02	186	14,440
Bus Driver – Dual Service Plus	BD-03	186	18,207
Bus Driver – Single Service	BD-01	186	11,522
Business Marketing & Cooperative Ed Supervisor	AP-02	260	45,214
Cable/Elect Network Install Foreman	MT-05	260	40,779
Cable/Electronics Network Installers	MT-04	260	35,871
Career Technical Executive Director	AP-07	260	73,863
Career Technical Supervisor	AP-02	260	45,214
Carpenter	MT-03	260	26,360
Carpenter Foreman	MT-04	260	35,871
Carpenter/Multicraft	MT-03	260	26,360
CDL Trainer	MT-03	260	26,360
Carpenter/Roofer	MT-03	260	26,360
Central Office Clerk	CT-25	260	26,313
Central Office Receptionist	CT-22	260	20,121
Certified Personnel Executive Director	AP-07	260	73,863
Clerk	CT-22	260	20,121
Clerk – One Clerk School	CT-24	202	20,540
CNP Accountant	CT-04	260	41,036
CNP Assistant (6 Hours Daily)	CN-01	187	11,369
CNP Assistant (6.5 Hours Daily)	CN-02	187	12,149
CNP Assistant (7 Hours Daily)	CN-03	187	12,930
CNP Computer Analyst	CT-03	260	33,324
CNP Equipment Repairperson	MT-04	260	35,871

Job Title	Pay Grade	Contract Days	Step 0 Salary
CNP Manager (ADM 0-699)	CN-06	191	18,237
CNP Manager (ADM 700-999)	CN-05	191	21,237
CNP Manager (ADM 1000+)	CN-04	191	24,237
CNP Operations Supervisor	CT-05	260	47,205
CNP Specialist (12 Months)	CT-04	260	41,036
Communications Assistant	CT-04	260	41,036
Compliance Officer Federal Programs	AP-01	260	39,821
Comptroller	AP-06	260	67,684
Computer Hardware Supervisor	CT-06	260	55,057
Computer Hardware Technician	CT-04	260	41,036
Computer Network Supervisor	CT-06	260	55,057
Computer Network Technician	CT-04	260	41,036
Computer Operations Clerk	CT-25	260	26,313
Computer Operator	CT-04	260	41,036
Computer Software Specialist	CT-06	260	55,057
Construction Inspection Foreman	MT-04	260	35,871
Curriculum and Instruction Director	AP-04	260	56,449
Custodian – 12 Months	MT-21	260	19,654
Custodian – 9.5 months	MT-20	197	15,160
Data Management Specialist	CT-06	260	55,057
Data Specialist – Information Technology	CT-03	260	33,324
Data Specialist – Special Education	CT-24	202	20,540
Day Care Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Deputy Superintendent	1002	260	Open
Diesel Mechanic	MT-03	260	26,360
Director of Food Services	CT-07	260	59,731
Discipline/Student Placement Specialist	CT-04	260	41,036
Draftsperson	MT-04	260	35,871
Drop-Out Specialist	AP-20	187	28,641
Drug Education Coordinator	AP-02	260	45,214
Electrician	MT-04	260	35,871
Electrician Foreman	MT-05	260	40,779
Electrician – Multi-craft	MT-04	260	35,871
Elementary Curriculum Coordinator	AP-03	260	51,393
Elementary Supervisor	AP-02	260	45,214
Energy Management Foreman	MT-04	260	35,871
Energy Management Monitor	MT-23	260	24,537
Energy Management Repairperson	MT-03	260	26,360
English/Foreign Language Supervisor	AP-02	260	45,214
Environmental Education Director	AP-03	260	51,393
Environmental Services Foreman	MT-04	260	35,871
Equipment Operator	MT-03	260	26,360
Executive Secretary – Board	CT-04	260	41,036
Executive Secretary – Deputy/ CFO	CT-04	260	41,036
Executive Secretary – Superintendent	CT-04	260	41,036
Extended Day Aide (< 20 Hours) Council		187	Fed.Min.Wage
Facilities Coordinator	MT-07	260	63,213
File Clerk	CT-22	260	20,121
Financial Administrator for Title I	AP-05	260	62,628
Fine Arts Dance Specialist	AP-20	187	28,641
Fine Arts Supervisor	AP-02	260	45,214
Fixed Assets Clerk	CT-03	260	33,324
Fixed Assets Supervisor	CT-04	260	41,036
Fleet Manager	MT-06	260	55,034
Glazier	MT-03	260	26,360

Job Title	Pay Grade	Contract Days	Step 0 Salary
Guidance/Counseling Supervisor	AP-02	260	45,214
Gymnastics/Tumbling Specialist	AP-20	187	28,641
Head Custodian	MT-22	197	18,776
Head Mechanic	MT-05	260	40,779
Head Textbook Coordinator	AP-04	260	56,449
Health Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Health Science/Family & Consumer Science Supervisor	AP-02	260	45,214
Health Services Supervisor	AP-02	260	45,214
High School Bookkeeper	CT-25	260	26,313
High School Receptionist	CT-22	260	20,121
High School Registrar	CT-25	260	26,313
Human Resources Clerk	CT-03	260	33,324
HVAC Controls Foreman	MT-05	260	40,779
HVAC Foreman	MT-05	260	40,779
HVAC Repairperson	MT-04	260	35,871
Indian Education Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Information Systems Coordinator	AP-03	260	51,393
Information Technology Service Executive Manager	1003	260	Open
Inspector Bus Shop	MT-06	260	55,034
Instructional Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Instructional Technology/Microcomputer Services Coordinator	AP-03	260	51,393
Insurance Clerk	CT-04	260	41,036
Intercom/Clock Repair	MT-03	260	26,360
Internal Auditor	AP-04	260	56,449
JROTC Director	AP-02	260	45,214
Junior Budget Analyst	CT-04	260	41,036
Junior Buyer	CT-04	260	41,036
Kitchen Equipment Repairperson	MT-04	260	35,871
Language Arts/Reading Supervisor	AP-02	260	45,214
Language Arts/Writing Supervisor	AP-02	260	45,214
Lead Logistics Worker	MT-03	260	26,360
Library/Media Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Library/Media Supervisor	AP-02	260	45,214
Locksmith	MT-03	260	26,360
Logistics Manager	MT-06	260	55,034
Logistics Warehouse Worker	MT-23	260	24,537
LPN/Program Aide (9-Months, 7 hours daily)	CT-23	187	16,841
Magnet School Supervisor	AP-02	260	45,214
Maintenance Coordinator	MT-07	260	63,213
Maintenance Supervisor	MT-06	260	55,034
Maintenance Warehouse Worker	MT-23	260	24,537
Maintenance Worker	MT-03	260	26,360
Mason	MT-04	260	35,871
Masonry Foreman	MT-05	260	40,779
Mathematics Supervisor – Elementary	AP-02	260	45,214
Mathematics Supervisor – Secondary	AP-02	260	45,214
Mechanic: Auto, Bus, Truck	MT-04	260	35,871
Microcomputer Training Specialist	CT-06	260	55,057
Middle School Curriculum Coordinator	AP-03	260	51,393
Migrant Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Military Property Custodian	MT-03	260	26,360
Music/Fine Arts Supervisor	AP-02	260	45,214

Job Title	Pay Grade	Contract Days	Step 0 Salary
Native American Interpreter (9 Months)	AP-21	187	25,060
Network Manager – Information Technology	CT-07	260	59,731
New Construction Supervisor	MT-06	260	55,034
Occupational Therapist/Physical Therapist Manager – 8 Hours	OTPT – III	222	59,860
OTPT – 8 Hours	OTPT – II	202	52,652
OTPT – 7 Hours	OTPT – I	187	42,649
OTPT Assistant – 7 Hours	OTPT - Asst	187	27,943
Office/General Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Operations Manager – Facilities and Maintenance	1004	260	Open
Orientation and Mobility Specialist (9 Months)	AP-21	187	25,060
Painter	MT-03	260	26,360
Painter Foreman	MT-04	260	35,871
Paraprofessional (Minimum of 60 semester hours in pre-teaching curriculum) - Computer Laboratory - Health Clinic - Classroom Instructional - Library/Media Center - RETRACT Center - Physical Education - Special Education Instructional	CT-23	187	16,841
Parent Program Manager	CT-26	182	25,824
Parent Specialist – Title I	AP-02	260	45,214
Parts Clerk	MT-23	260	24,537
Parts Manager – Auto, Bus, Truck Shop	MT-04	260	35,871
Payroll Department Clerk	CT-03	260	33,324
Payroll Supervisor	CT-06	260	55,057
Personnel Administrator	AP-03	260	51,393
Physical Education Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Plant Engineer	MT-03	260	26,360
Plumber	MT-04	260	35,871
Plumbing Foreman	MT-05	260	40,779
Property/Land Supervisor	CT-06	260	55,057
Print Shop Foreman	MT-05	260	40,779
Printer	MT-03	260	26,360
Programmer	CT-07	260	59,731
Programmer Assistant I	CT-03	260	33,234
Programmer/Software Analyst	CT-07	260	59,731
Properties Foreman	MT-04	260	35,871
Psychological Services Director	AP-03	260	51,393
Public Relations Supervisor	AP-03	260	51,393
Purchasing Clerk	CT-03	260	33,324
Purchasing Coordinator	AP-03	260	51,393
Refinisher	MT-03	260	26,360
Registrar, Elementary/Middle School	CT-21	202	15,871
Registrar, Itinerant	CT-03	260	33,324
Renovations Coordinator	MT-07	260	63,213
Resource Officer	AP-02	260	45,214
RETRACT Aide	CT-20	187	13,205
Roofer	MT-03	260	26,360
Routing Specialist	MT-06	260	55,034
School Bookkeeper (10 Months)	CT-24	202	20,540
School Bus Trainer	MT-03	260	26,360
School Clerk	CT-21	202	15,871
School Improvement Specialist	AP-02	260	45,214
School to Work Supervisor	AP-02	260	45,214
Science Supervisor	AP-02	260	45,214
Secondary Curriculum Coordinator	AP-03	260	51,393
Secretary for Assistant Superintendent	CT-03	260	33,324

Job Title	Pay Grade	Contract Days	Step 0 Salary
Secretary for Comptroller	CT-25	260	26,313
Secretary for High School Principal	CT-25	260	26,313
Secretary for Legal/Retirement	CT04	260	41,036
Security Director	AP-04	260	56,449
Security Officer	MT-23	260	24,537
Security Secretary	CT-25	260	26,313
Security Officer Alternative School	MT-21	260	24,537
Security Supervisor	MT-05	260	40,779
Senior Budget Analyst	CT-04	260	41,036
Senior Buyer	AP-02	260	45,214
Shades and Blinds Repairperson	MT-03	260	26,360
Signers for Deaf/Hearing Impaired	CT-26	187	25,824
Distribution Site Foreman	MT-04	260	35,871
Distribution Site Manager	MT-03	260	26,360
Social Studies Supervisor	AP-02	260	45,214
Social Worker for Schools (10-Months)	AP-22	202	35,127
Special Crew Foreman	MT-04	260	35,871
Special Education Bus Aide (4 Hours)	BA-01	182	8,232
Special Education Bus Aide (5 Hours)	BA-02	182	9,790
Special Education Bus Aide (6 Hours)	BA-03	182	11,348
Special Education Bus Aide (7 Hours)	BA-04	182	12,905
Special Education Executive Director	AP-07	260	73,863
Special Education Program Aide (9-Months, 7 hours daily)	CT-20	187	13,205
Staff Development Coordinator	AP-03	260	51,393
Staff Development Director	AP-04	260	56,449
Statistician	CT-03	260	33,324
Student Data Specialist	CT-04	260	41,036
Student Discipline/Placement Director	AP-05	260	62,628
Student Locker Repair	MT-03	260	26,360
Superintendent	1001	260	Open
Talents Unlimited Supervisor	AP-02	260	45,214
Technology Support Director	AP-05	260	62,628
Technology Coordinator	AP-04	260	56,449
Telecommunication Support Specialist	CT-04	260	41,036
Television Producer	CT-05	260	47,205
Television Studio Engineer	CT-05	260	47,205
Testing, Textbooks Coordinator	AP-04	260	56,449
Textbook Warehousepersons	MT-23	260	24,537
Textbooks Truck Driver	MT-23	260	24,537
Transportation Clerk	CT-03	260	33,324
Transportation Clerk – Auto, Bus, Truck Parts	MT-23	260	24,537
Transportation Coordinator	MT-07	260	63,213
Transportation Foreman	MT-06	260	55,034
Truck/Bus Shop Foreman	MT-05	260	40,779
Upholstery Repair	MT-03	260	26,360
Utility Worker	MT-21	260	19,654
Videographer – TV Studio	CT-04	260	41,036
Visiting Health Nurse BS Degree (12 Months)	Nurses 66/67	260	61,642
Visiting Health Nurse BS Degree (10 Months)	Nurses 62/63	202	41,646
Visiting Health Nurse BS Degree (9 Months)	Nurses 54/55	187	38,554
Warehouseperson	MT-23	260	24,537
Warehouse Foreman	MT-03	260	26,360

Job Title	Pay Grade	Contract Days	Step 0 Salary
Web Support Specialist	CT-04	260	41,036
Website Developer	CT-05	260	47,205
Welder	MT-03	260	26,360

If an existing or current full-time twelve-month employee who is paid on the Administrative/Professional (AP) pay grade receives AA certification or a doctoral degree from an accredited institution, \$3,867 will be added to the current salary for AA and \$4,282 for a doctorate. Employees who work less than 12 months per year who receive a higher degree in accordance with policy will receive a prorated increase.

Guidelines for Determining Placement on the Step Schedule for New Employees Or Current Employees Receiving Promotions or Changing Positions

Definitions:

“New Employee” – *A current employee who is assigned to a new or different position. New to the position.*

“Employee New to the System” – *An employee who is beginning employment in the System*

“Promotion” – *A salary increase resulting from an employee moving from one pay grade to at least the next highest pay grade.*

“Upgrade” – *A job, job title or position that moves from its current assignment to a pay grade to the next highest pay grade*

“Step Raise” – *Moving up one step on the appropriate salary schedule.*

“Across-the-Board Raise” – *An increase in salary as a result of Alabama legislative action*

- For employees other than teachers, the step increase shall not occur until October 1. New employees who were hired on July 1 or later will not receive a step increase on October 1 in the same year they were hired.
- A new employee, a current employee receiving a promotion, or an employee new to the System shall not be paid a salary greater than the salary of his or her immediate supervisor.
- The salary of a teacher who becomes a 260-day administrator will be paid on the Administrative/Professional (AP) salary schedule for 260 days. The new 260-day salary of an employee whose previous salary has been paid according to the teacher salary matrix but is moving to a new position listed on the AP salary schedule will be placed on a step that is commensurate with other employees performing the same work. The new 260-day administrator will be placed at least one step below current 260-day administrators performing the same basic functions. If there are current 260-day administrators with more than five years' experience in the position, the new 260-day administrator will be placed at least two steps below the current 260-day administrators performing the same basic functions.
- Effective October 1, 2006, the salary of an employee who receives a promotion (moving from at least one pay grade in the same job family to a position paid at a different pay grade) will be determined by increasing the employee's original step salary by four (4) per cent and then moving to the step in the new pay grade that is immediately higher in salary after the four percent is calculated.
- If an employee accepts a job that is paid in a different job family (Example: moving from a job paid at CT pay grade to one paid in either the AP or the MT job family and subsequent pay grades), an additional 4% will be added to the employee's current salary. The salary to be earned in the new pay grade of the new job family will be paid at the step that is immediately higher than the current salary after the additional 4% has been added to the current salary.
- Salary placement for principals and assistant principals will be reviewed annually based on the assigned school's enrollment as reflected on the annual Average Daily Membership (ADM) annual report. If there is an increase in ADM which results in a change on the appropriate salary schedule placement, the principal and assistant principal will be placed on the appropriate salary schedule which is based on ADM. The increase in salary will be retroactive to July 1 of the

employment year. If there is a decrease in enrollment which would result in a change on the appropriate salary schedule placement, the principal and assistant principal will retain the higher salary through the end of the employment year (June 30). At the beginning of the new employment year (July 1), the principal and assistant principal will be placed on the appropriate salary schedule which will reflect the decrease in enrollment (i.e., salaries will be reduced).

If there is a decrease in enrollment which would result in a change on the salary schedule placement, the contract principal will retain the higher salary until the end of his contract period. At the beginning of the new contract period, the contract principal will be placed on the appropriate salary schedule which will reflect the decrease in enrollment (i.e., salary will be reduced).

- The amount of salary to be paid an administrator whose pay grade has been designated as “open” shall not exceed the base amount paid the Superintendent and shall not be less than the highest base salary of an executive director already employed in the system.
- Computing Salaries for CNP Managers – Each school year the salary of a school-based CNP manager is determined by the average daily meals served (ADM) in the school cafeteria in the immediate, preceding year (not related to the average daily membership or school-wide student attendance). Three specific salary schedules by which CNP managers are paid are included in the annual Board-approved Salary Schedule for the fiscal year which begins on October 1. Initial placement of a CNP manager on any one of these schedules is correlated to the ADM (meals) served for the school. In subsequent fiscal years, the salary of a CNP manager whose cafeteria experienced a decrease or an increase in the ADM which is outside of the current ADM ranges of the individual salary schedule will be determined by adjusting the salary to the next lowest or next highest salary schedule. This movement will occur prior to any Board-approved step increase and/or any State or local cross-the-board raises. The amount of salary decrease will be determined by this formula: $\text{Decrease in ADM} - \text{Existing salary} \times 4\% = \text{calculated new salary}$ and assignment to step; then add step increase and any state or local raise. $\text{Increase in ADM} - \text{Existing salary} \times 4\% = \text{calculated new salary}$ and assignment to step; then add step increase and any state or local raise contingent on the Board granting a step increase.

SUBSTITUTE TEACHERS

Determination of amount of substitute pay is made by Human Resources only.

SCHEDULE 1 – Certified Positions

TYPE SUBSTITUTE	DAILY RATE	CERTIFICATION STATUS
Non-Certified Substitute	\$58.00	CURRENT AL SUBSTITUTE TEACHER LICENSE
Certified Substitute	\$90.00	CURRENT AL TEACHER CERTIFICATE
*CATEGORY II	\$120.00	CURRENT AL TEACHER CERTIFICATE In-Field & HQ
*CATEGORY III	\$90.00	CURRENT AL TEACHER CERTIFICATE & HQ
*CATEGORY IV	\$150.00	CURRENT AL TEACHER CERTIFICATE In-Field
*CATEGORY V	\$90.00	NON-CURRENT AL TEACHER CERTIFICATE

*-See definitions below.

NO BENEFITS

SUBSTITUTE TEACHER – Non-Certified

A person who only has the required substitute teacher license issued by the State Department of Education. If serving for the same teacher for more than twenty (20) consecutive work days, beginning on the twenty-first (21st) day an additional ten dollars (\$10.00) per day will be paid. This additional \$10.00 is not retroactive to the first day. **The school bookkeeper must notify payroll of the date of increase.**

SUBSTITUTE TEACHER – with a current Alabama Teaching Certificate

A person who has a current teacher certification but is not under contract. A current teaching certificate must be on file in Human Resources. This person may or may not be teaching in-field or on a long-term basis.

CATEGORY II – with a current Alabama Teaching Certificate and Highly Qualified

A person who has a current teacher certification **in-field** but is not under a regular teaching contract who works for the same absent teacher for more than twenty (20) consecutive days. A Category II Substitute request **must be submitted by the principal and approved by Human Resources prior to a commitment** to pay \$120.00 retroactive to the first day. A current teaching certificate must be on file in Human Resources.

CATEGORY III – with a current Alabama Teaching Certificate and Highly Qualified - Retired

A person who has maintained his/her teacher certification (current certification) but is **retired with 25 years or more teaching experience** from regular full-time teaching who is substitute teaching. A current teaching certificate must be on file.

CATEGORY IV – Substitute Retired In-Field Teacher with a current Alabama Teaching Certificate or an Administrator with a current Alabama Teaching Certificate serving as a Consultant

A person who has maintained a current teacher certification **in-field and is Highly Qualified** but is **retired** from regular full-time teaching/administration who is substitute teaching in-field for the same teacher for 21 or more consecutive days, or a person who is a retired certified administrator who is serving as a consultant. A Category IV Substitute request **must be submitted to and approved by Human Resources prior to a commitment** to pay \$150.00. A current teacher certificate must be on file.

CATEGORY V - Retired Certified Teacher – No Current Certificate

A person who is a retired Alabama certified teacher with 25 years or more teaching experience who had a valid certificate at the time of retirement but who has not maintained a current teaching certificate. However, a substitute teacher license is required.

NOTE: A substitute teacher is a person paid on a day-to-day basis either in the place of an absent classroom teacher or in a vacant or unfilled classroom position. **A substitute teacher does not receive benefits.** A substitute may not be used for an itinerant art or music teacher, speech therapist, counselor, media specialist, instructional specialist, administrative intern, assistant principal, principal, or any central office administrator. No substitute should teach in the same teacher's position longer than one semester.

HIGH SCHOOL AND MIDDLE SCHOOL TEACHERS WHO TEACH DURING THEIR PLANNING PERIODS

In some emergency situations where there are allocated teaching vacancies that have not been filled, a teacher may be authorized to teach an extra class during his or her planning period. For this extra work, high school teachers will be paid \$50.00 per 98-minute block and middle school teachers will be paid \$40.00. These teachers must still set aside time before or after school or both for planning and for parent conferencing. Teachers on a four-period block must teach four (4) classes to be eligible. Teachers on a six-block schedule must teach six (6) periods, etc., to be eligible.

SCHEDULE 2
SUBSTITUTE PAY FOR NON-TEACHING, NON-CERTIFIED POSITIONS

A substitute is a person paid on a day-to-day basis in the place of an absent employee or in a vacant position. A substitute does not receive benefits.

ALL SUBSTITUTES FOR CLASSIFIED POSITIONS MUST HAVE COMPLETED THE APPLICATION PROCESS (INCLUDING A BACKGROUND CHECK) IN THE CLASSIFIED DEPARTMENT OF HUMAN RESOURCES TO BE GIVEN A SUBSTITUTE CLEARANCE CARD. CLEARANCE CARDS FOR AUTHORIZED CLASSIFIED SUBSTITUTES ARE ISSUED AND RENEWED EACH YEAR DURING AN AUTHORIZED POSITION ADVERTISEMENT PERIOD, GENERALLY DURING THE SUMMER. IT IS THE SUBSTITUTE'S RESPONSIBILITY TO REGISTER ON THE ELECTRONIC SUBSTITUTE-CALLING SYSTEM, SUBFINDER.

Substitutes for classified employees will be paid at the appropriate Federal Minimum Wage in effect at the time Substitutes for school-site bookkeepers who serve in the same substitute position for more than thirty (30) consecutive work days will be paid an hourly rate of \$2.75 over the appropriate Federal Minimum Wage in effect at the time beginning on the thirty-first (31st) working day. Substitute custodians will possess a substitute clearance card. For a "long term" substitute (three (3) consecutive days or longer), prior approval must be given by Human Resources.

SUBSTITUTES FOR CLASSROOM AIDES MUST POSSESS A VALID "SUBSTITUTE TEACHER'S CERTIFICATE".

Substitutes for classroom aides can be used as follows:

Special Education One-on-One Paraprofessionals/Aides:

Only critical positions allow for substitutes (i.e.: IEP aide, EC aide, Pre-School aide, MD aide). Since most special education aides are assigned as "program aides" the principal should distinguish the critical need for a substitute. Substitutes for other Special Ed aides/paraprofessionals in critical positions will be allowed after the 3rd consecutive day with Human Resources approval

Interpreters at Southwest Regional:

Substitute can be used.

Title I Aides & other federally funded aides:

Substitutes may be used if an aide is going to be off from work for an extended period of time and all accumulated sick leave has been used. If a school elects to use a substitute for a Title I or other federally funded aide, the school shall be required to pay for the substitute from its federal funds, the school's Title I budget or local school funds.

Physical Education Aides:

Substitute can be used.

Media/Library Aides:

No substitute.

Retract Aides:

No substitute.

General Aides (Foundation Fund):

No substitute

Extended Day Aides (Council E/S):

Substitute can be used.

Substitute Bus Drivers:

\$32.00 per day for single runs

\$42.00 per day for dual runs

\$54.00 per day for dual plus runs

Bus Aides:

Substitute can be used

Speech Teachers: Individuals with a master's degree in speech pathology may substitute for speech teachers who are on extended leave to provide speech services to students – \$120.00 per day. A Category II substitute request must be submitted and approved by Human Resources prior to a commitment to pay \$120 retroactive to the first day.

SCHEDULE 3

PAY FOR OTHER CIRCUMSTANCES (Bus Drivers/Bus Aides)

SPECIAL RUN: A “special run” necessitates extra bus driving which is regularly scheduled at other than the normal before school and after school hours, such as: Special Education assignments, excursions, field trips, athletic trips, or other special assignments, etc.

Special Runs – Bus Drivers	\$0.25 per hour over Federal Minimum Wage
Special Runs – Bus Aides	Federal Minimum Wage
Vocational/Technical	\$ 10.11 per hour

EMERGENCY SITUATION: When an emergency situation is declared by the Superintendent or his designee, the following compensation plan will be used:

1 Extra Run	\$20.00 per day	2 Extra Runs	\$40.00 per day
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NOTES: 1. All routes will be evaluated as needed. If it is determined that a route driven by a non-probationary bus driver, is no longer needed, this driver will be assigned to another route with no loss of status. 2. Total daily work time of a substitute cannot exceed the number of regular working hours of the absence employee.

INDEX A-S1 - TWENTY-ONE YEAR INCREMENT

An employee, upon completion of at least 20.5 years or more of creditable service on or before June 30, will receive an annual supplement of:

- \$201.00 for 9-month employees**
- \$224.00 for 10-month employees**
- \$246.00 for 11-month employees**
- \$268.00 for 12-month employees**

This increment is not paid to personnel who are compensated using the state salary matrix.

ACADEMIC DEPARTMENT HEAD SUPPLEMENTS (CERTIFIED)

Department heads at all schools will be selected by the principal. No supplements are paid to counselors and media specialists who are designated department heads. Department head supplements have been allocated to all schools.

Supplements for Department Chairs/Lead Teachers Selected by the Principal

Size of School (Number of Students)	Number of Department Heads Allocated	Supplemental Amount
1 to 200	All Schools – 1	\$1,000
201 to 450	High Schools and Middle Schools – 3 Elementary Schools – 1	\$1,000
451 to 600	High Schools and Middle Schools – 4 Elementary Schools – 1	\$1,000
601 to 749 Students	High Schools and Middle Schools – 5 Elementary Schools – 1	\$1,000
750 to 1,249 Students	High Schools and Middle Schools – 6 Elementary Schools – 1	\$1,200
1,250 and Above	High Schools and Middle Schools – 6 Elementary Schools – 1	\$1,500

Schools with:	Must have at least:	Based on:
4 periods per day	15 classes	(5 teachers X 3 periods)
5 periods per day	20 classes	(5 teachers X 4 periods)
6 periods per day	25 classes	(5 teachers X 5 periods)
7 periods per day	30 classes	(5 teachers X 6 periods)

SUPPLEMENT FOR “ACTING” SUPERVISORY/ADMINISTRATIVE PERSONNEL

In situations where a current employee is **designated by the Superintendent** to “act” for more than 30 work days in the place of an administrator, the employee will be paid a supplement equal to the difference between the employee’s current salary and minimum amount of the salary assigned to the supervisor’s position beginning the 31st day. Board approval is not required at this point. In some cases, a supplement cannot be paid because the designee is already at or above the minimum for the pay grade. The supplement will cease when the supervisor/administrator returns to work or when the position vacancy is officially filled. An interim or acting supervisor may serve no longer than a total of 90 work days. If the Superintendent determines that the acting person needs to be retained in the acting position longer than 90 work days, he or she can request that the Board approve extending the service after the initial 90 days. Assignment as acting to the position and the possibility of supplemental pay being paid does not in any way entitle the employee to be permanently assigned to the position. **This supplemental provision does not apply to administrative interns.**

INDEX A-S4 - NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS SUPPLEMENT

Act #98-510 provides that each teacher who successfully passes a test in a specific teaching discipline and meets other evaluation criteria required by the National Board for Professional Teaching Standards (NBPTS) shall be entitled to a \$5,000.00 per year supplement. Payment shall be made in one installment. Teachers who become administrators are still entitled to this supplement.

INDEX A-S5 - MASTER’S DEGREE FOR NON-CERTIFICATED EMPLOYEES

Any existing, non-teaching or non-certified employee who receives a master’s degree from a regionally accredited college or university in a field of study that is directly related to the work that he or she is currently performing for the System will receive a supplement of \$3,373 per year.

SUPPLEMENTAL PAY FOR PRINCIPALS AND ASSISTANT PRINCIPALS WHO WORK IN EMERGENCY SHELTERS

Any principal and/or assistant principal who are assigned to work in emergency shelters during times of emergency, such as inclement weather, hurricanes, or other declared natural disasters will be paid an hourly rate of \$40.00 in addition to their regular contractual pay.

SUPPLEMENTAL PAY FOR CURRENTLY-CERTIFIED OR LICENSED MANUAL TRADES EMPLOYEES

Any employee working in the area of manual trades who has a certificate, special trades diploma, license or two-year degree showing proficiency will be eligible for annual supplemental pay. The certificate or license must have been issued by a national or state board in which proficiency is determined by rigorous training in the area of responsibility and subsequent examination. Awarding of the supplement for the contract year will be effective on October 1 regardless of the date of issuance of the certificate or license. In order to receive the supplemental pay each year, the supervisor of the employee must present to Human Resources before the end of the payroll period preceding July 1 evidence and documentation that the employee has renewed the certificate or license for that year. If not submitted in a timely fashion by the supervisor the pay will be retroactive to the day submitted to Human Resources.

The supplement will be paid to the employee whose license/certification is current over a twelve-month period beginning in July of each year. Should an employee receiving a supplement terminate his/her employment, no additional money will be paid to the employee past the termination date.

Facilities and Maintenance Supplements

Certificate/License/Diploma	Supplemental Pay	Job/Trade
2 year Trade School Certificate or Associate Degree in Trades from a regionally accredited program related to the field the employee is working in	500	Any trade
Satisfactory Scores on NOCTI Test *	500	Any trade not covered under other trades that have a Journeyman or Master Certification
Freon Certification (state card)	500	HVAC
Non-Current Journeyman	500	Any trade
Current Journeyman (renewable annually)	750	Any trade
Non-Current Master	750	Any trade
Master (renewable annually)	1000	Any trade

Transportation Supplements

Job Titles	Number of Certifications	Supplemental Pay
School Bus Technician (Mechanic)	ASE** (1)	100
School Bus Technician (Mechanic)	ASE (2)	200
School Bus Technician (Mechanic)	ASE (3)	300
School Bus Technician (Mechanic)	ASE (4)	400
School Bus Technician (Mechanic)	ASE (5)	500
School Bus Technician (Mechanic)	ASE (6)	600
Master Bus Technician (Mechanic)	ASE (7)	1000
Collision/Repair Technician ***	ASE (1)	100
Collision/Repair Technician	ASE (2)	200
Collision/Repair Technician	ASE (3)	300
Collision/Repair Technician	ASE (4)	400
Collision/Repair Technician	ASE (5)	500

A combination of two supplements will be allowed if related to the area of work of the employee. No more than two supplements will be allowed.

Employees who have certifications must present proof of recertification yearly, for those that are granted yearly, in order to continue getting the supplement. For those certifications which are good for five years, the employee must present proof of recertification at the end of the fifth year showing that the recertification has been renewed for the next five years.

* = NOCTI – National Occupational Competency Testing Institute - www.nocti.org

** = ASE – Automotive Service Excellence (certified) - www.asc.com

There are seven different ASE Certifications needed to become an ASE Certified Master Bus Mechanic. Each certification obtained is worth \$100.00 in supplemental pay. However, the 7th certification increases total supplement by \$400.00.

*** = After obtaining the Master Bus Mechanic Certification the employee may pursue Collision/Repair Certifications for a combination of supplements with a maximum of \$1500.

INDEX A-S6 - BAND DIRECTOR SUPPLEMENTS SUPPLEMENT FOR HIGH SCHOOL BAND DIRECTOR

Supplement for serving as high school band director is an additional \$4,763 above base 187-day salary if standards of work performance as specified in the following are met.

SUMMER SUPPLEMENT PAID TO HIGH SCHOOL BAND DIRECTOR

The band director is also eligible for supplemental pay for summer work to be paid only in the paychecks for June, July, and August. The total amount of supplemental pay for summer work will be the difference in the amount of the individual's 187-day salary schedule and the salary schedule amount if he or she were paid as a 12-month teacher. This amount will be reduced for days not worked regardless of reason using a per diem rate of pay that is equivalent to the 12-month teacher per diem rate. Days worked during weekends or holidays can be substituted for regular weekly workdays.

Assistant High School Band Directors are paid a supplement of \$2,800.00 for work during the regular 187-day school year only.

Job Description of Band Directors

- Band directors are responsible for preparing the high school band for marching band responsibilities.
- Band directors are responsible for preparing students for concert band.
- Band directors will provide, prepare, and present to the principal and fine arts supervisor a band handbook by July 30th.
- Band directors will attend all parades with the HS band.
- Band directors will attend all marching band related functions.

High School Band Director Supplement Guidelines

First Semester Requirements

1. Marching Band Competition- or Festival Minimum of (1)
2. Veterans Day Parade/Labor Day Parade for scheduled year
3. Band Showcase when applicable
4. Winter Concert
5. 10% of band enrollment must tryout and complete tryout requirements for Mobile County High School Honor Band. Students must be enrolled in band second semester to participate in the concert.
6. Christmas Parade or civic event

Band directors will submit a schedule and timeline to the Fine Arts Supervisor by July 30th for the requested list above. With approval of the principal and fine arts supervisor, band directors will receive a portion every month.

Second Semester Requirements

1. ABA District Band Contest
2. 5% of band enrollment complete the audition for Alabama All-State Band
3. Mobile City or County Mardi Gras Parades- Minimum of (2)
4. ABA Solo and Ensemble Festival (Furnish fine arts supervisor with copies of student performance rating forms)
5. Spring Concert and Recruitment Concert
6. Academics First- Eligibility Requirements
7. Graduation Activities
8. Judge for middle school honor band tryouts
- 9.

Band directors will submit a schedule and timeline to the Fine Arts Supervisor by October 31st for the requested list above. With approval of the principal and Fine Arts Supervisor, band directors will receive a portion every month.

Summer Guidelines

High School Band Directors General Responsibilities

- Summer supplemental will begin the day after the school year ends.
- Directors will be required to work an eight-hour day. In the case of a four –day workweek a 10-hour day will be required. Hours may be split between mornings and evenings.
- **A weekly schedule for the summer will be submitted to the Principal and Fine Arts Supervisor.**
- **Directors will sign a time card daily**

May

- Finalize fall calendars and schedules
- Assign times for student private or group instruction
- Submit budget for year
- Plan fundraising activities
- Meet with boosters to inform them of the calendar, budget, and other needs
- Water practice field, cut grass if needed
- Check out school owned instruments to students
- Academics First

June/July

- Take equipment inventory
- Repair equipment
- Prepare for All-State tryouts
- Select contest music
- Meet with band leaders to go over procedures and calendar
- Begin individual and group lessons
- Monitor color guard activities
- Finalize bus schedule for football games, parades, or concerts
- Begin evening rehearsals
- Line practice field
- Rookie Camp
- Full Band Camp

August

- Re-check eligibility
- Bus roster
- County Band Directors Meeting

Middle School Band Director - \$1,187.00

Middle school band director will be paid a supplement upon meeting minimum program standards by the board and when validated by the principal and Fine Arts supervisor. Directors should conduct weekly after school band rehearsals or sectionals to ensure preparation for concerts, assessment, individual student achievement and program success. Middle school band directors should conduct extensive recruitment at each feeder school for the purpose of maintaining satisfactory enrollment. They will serve as adjudicators for the Mobile County Honor Band Festival. They will prepare and present a minimum of two concerts yearly consisting of a winter and spring program. Students at each playing level should be given the opportunity to perform.

A bonus of \$527.00 will be paid middle school band directors who lead their bands to compete in both district competition and student participation in the Mobile County Honor Band Festival concert. This bonus will be paid at the end of the school year upon **request** of the band director and only when validated by the principal and fine arts supervisor. This supplement is to be paid on the June payroll.

High School Choral Director Supplements

High School Choral Directors will receive a supplement of \$1,800 paid in two installments if standards of work performance are met. All requests for supplemental pay must be processed through the Fine Arts Supervisor and Human Resources.

First Semester Requirements

1. Choral Director shall be member in good standing of Alabama Vocal Association (because students are not eligible to participate in state-approved activities without the director being a member of the AVA)
2. Fall AVA workshop (where new All-State Music is previewed)
3. Fall District Choral Director’s meeting (calendar of events for the year is approved at this meeting)
4. Provide technical assistance for Elementary and Middle School Honor Chorus (coordinate through the Fine Arts Supervisor)
5. Winter Concert
6. 5% of choral enrollment audition for All-State Chorus
7. AVA District Contest/Solo and Ensemble participation (furnish fine arts supervisor with copies of student performance ratings forms)
8. Civic Event or Contest

Choral Directors will submit a schedule and timeline to the Fine Arts Supervisor by the third week of school for the requested list above. With approval of the principal and Fine Arts Supervisor, Choral Directors will receive half of the supplement upon completion.

Second Semester Requirements

1. AVA District Contest/Solo and Ensemble (furnish Fine Arts Supervisor with copies of student performance ratings forms)
2. 10% of chorus enrollment audition and/or participate in County Honor Chorus
3. AMEA Convention
4. All-State Chorus
5. Spring Concert and recruitment programs
6. Academics First-Eligibility Requirements
7. Graduation/Honors Activities

Choral Directors will submit a schedule and timeline to the Fine Arts Supervisor by the third week of November for the requested list above. With approval of the principal and Fine Arts Supervisor, Choral Directors will receive half of the supplement upon completion.

ATHLETIC COACHING SUPPLEMENTS – HIGH SCHOOLS

Effective August 15, 2006

Position	Number of Supplements per School	Amount of Supplement
Athletic Director	1	5,000
Athletic Academic Advisor	1	2,100
Head Football	1	7,345**
Football Assistant	6	3491**
Basketball Boys	1	3491
Basketball Boys Junior Varsity	1	2094
Basketball Girls	1	3491
Basketball Girls Junior Varsity	1	2094
Track Boys	1	3491
Track Girls	1	3491
Track Asst. Boys/Girls	1	2094
Baseball Boys	1	3491
Baseball Boys Junior Varsity	1	2094

Softball Girls	1	3491
Softball Girls Junior Varsity	1	2094
Volleyball Girls	1	3491
Volleyball Girls Junior Varsity	1	2094
Tennis Boys/Girls*	1	2130
Golf Boys/Girls*	1	2130
Cross/Country Boys/Girls	1	1744
Swimming Boys/Girls	1	1744
Soccer Boys	1	3491
Soccer Girls	1	3491
Football – 9 th Grade	1	2094
Football Assistant – 9 th Grade	1	1744
Basketball – 9 th Grade	1	2094
Cheerleader – Varsity, Junior Varsity, 9th		1744 per squad
Trainer – Grandfathered		3280

*If only one team is fielded, supplements will be reduced to \$1,744.00.

** If coach does not complete spring training for whatever reason, two weeks of supplement will have to be repaid. Full supplement is paid if all 17 weeks are completed.

Note: Supplemental pay for “trainer” has been eliminated. The one individual who received the supplement in 2002/2003 will be grandfathered and will continue receiving the supplement. No other trainers can be assigned.

ATHLETIC COACHING SUPPLEMENTS – MIDDLE SCHOOLS
Effective August 15, 2006

Position	Number of Supplements per School	Amount of Supplement
Football	2	1787
Basketball – Boys and Girls	2	1665
Volleyball	1	1665
Track – Boys and Girls	2	1665
Cheerleader	1	1530

Supplements for Qualifying for Playoffs

Qualifying for the playoffs require individuals to work beyond the regular season schedule. Compensation for extra work will follow the schedule listed below. This does not include area or sectional tournaments where every team participates.

Football Playoffs	Head Coach	Per Round	\$200.00
	Assistants		\$100.00
Basketball, Baseball, Softball, Soccer, Volleyball Playoffs	Head Coach	Per Round	\$100.00
Golf, Tennis, Cross/Country	Head Coach	If coach has state qualifiers, either team or individual	\$150.00
Track	Head Coach	If coach has state qualifiers, either team or individual	\$150.00
	Assistant		\$75.00
Football Playoffs – Band	Band Director	Per Round	\$150.00
	Assistant		\$75.00
Cheerleader Sponsor Varsity	Football/Basketball Playoffs	Per Round	\$75.00

The principal of the school will submit a letter detailing each step of the entitlement to the Athletic Director requesting these payments at the conclusion of each season’s playoffs.

SUMMER SUPPLEMENT PAID TO HIGH SCHOOL HEAD FOOTBALL COACH

The high school head football coach is also eligible for supplemental pay for summer work to be paid only in the paychecks for June, July, and August. The total amount of supplemental pay for summer work will be the difference in the amount of the individual's 187-day salary schedule and the salary schedule amount if he or she were paid as a 12-month teacher. This amount will be reduced for days not worked regardless of reason using a per diem rate of pay that is equivalent to the 12-month teacher per diem rate. Days worked during weekends or holidays can be substituted for regular weekly workdays.

SUMMER GUIDELINES FOR HIGH SCHOOL HEAD FOOTBALL COACHES

GENERAL RESPONSIBILITIES

- Supplement will begin the day after the school year ends.
- Coaches will be required to work an eight-hour day. In the case of a four-day workweek a 10-hour day will be required. Hours may be split between mornings and evening.
- A weekly schedule for the summer will be turned in to the Principal and County Athletic Director.
- Coaches will sign a time card daily.
- Any assignments as requested by the administration.

MAY

- Finalize fall schedules.
- Set up times for fall physicals.
- Finalize contracts for all games.
- Submit budget for fall.
- Plan fundraising activity.
- End of year conference with coaches.
- Eligibility (players needing summer school)
- GRASS CUTTING

JUNE/JULY

- Football field (check and repair)
 - A. Bleachers
 - B. Restroom and concession stands
 - C. Press box and PA system
 - D. Scoreboard (replace bulbs)
 - E. Irrigation system
 - F. Field liner operational
 - G. Fences
 - H. Stadium lights
 - I. Assignment of locker rooms
 - J. Check practice fields
 - K. GRASS CUTTING
- Get schedules printed.
- Directory information for AHSAA
- Order equipment and supplies
- Develop transportation schedule
- Develop football programs for the fall
 - A. Ads
 - B. Pictures (set dates)
- Open weight room. This allows for weight room to be open for morning and afternoon sessions.

AUGUST

- Re-check eligibility
- Team roster and schedule to opponents

- Contact workers for games.
- Arrange buses for away games. (Freshman, J.V., Varsity)
- Schedule pre-season scrimmages
- Fall sport rules, parent, conference meetings
- County Head Football meeting
- Coaches Staff meetings
- Practice schedules for all football teams at school.
- Equipment issuing
- GRASS CUTTING
- Lining off football fields
- Open weight room

PROCEDURES FOR ADMINISTRATION OF ATHLETIC COACHING SUPPLEMENTS

1. In order to receive a supplement, a coaching agreement (Form Ath. 02) must be signed and submitted by the principal with the school supplements list (Form Ath. 01).
2. Principals will assign coaching supplements during the first month of each school year. All supplements are for one (1) year only. All coaching personnel are expected to perform athletic duties throughout the school year. In the event a coaching supplement is assigned after the beginning of the school year, the amount will be determined by the percent of time worked in the supplemented sport. Effective date of supplement will be the date of approval by County Athletic Director. Approval must be obtained by submitting a letter of request by the principal and signed coaching agreement.
3. Supplements are restricted to certified school system employees who hold teaching positions within the system.
4. The following categories of professional personnel are **prohibited** from receiving supplements: principals, assistant principals, administrative interns, and twelve month employees and employees contracted to perform a job on an eight-hour per day minimum basis. Since the salaries of ROTC employees are jointly paid with the Department of Defense and since receiving a coaching supplement would interfere with the amount of the shared salary, ROTC employees are generally not eligible for supplement. In extraordinary circumstances, an exception and approval under Number 13 below is required.
5. The number of supplements assigned per employee will be determined by the principal, except as limited in other policy statements, and all supplements in excess of two (2) per person must have the approval of the superintendent or his designee (County Athletic Director).
6. Board policy GBCA states relatives shall not supervise other family members. Therefore, no coach can supervise a family member.
7. A coach will not be allowed two (2) supplements during the same season. A coach will not be allowed two (2) supplements during the same sport unless those sports are track and cross/country.
8. Supplements will be paid in monthly installments to all coaches submitted on (Form Ath. 01) at the beginning of school. Requests submitted and approved after the initial list is submitted will be paid at the end of the school year.
9. Where supplements are utilized, local schools are required to provide students a program that meets minimum standards as approved by the Mobile County Board of School Commissioners and as listed below:

Sport	<i>Regular season games, meets/matches</i>
Football: Varsity	8
Freshman	6
Basketball: Varsity	18
Junior Varsity	14
Freshman	14
Baseball: Varsity	18
Junior Varsity	14
Track: Varsity (minimum of 8 runners)	5
Cross/Country (minimum of 5 runners)	4
Softball: Varsity	12
Junior Varsity	10
Soccer: Varsity	16
Tennis	8
Golf	8
Swimming	4
Volleyball Varsity	12
Volleyball Junior Varsity	10

10. All coaches who receive a supplement must have their team competing in district competition/county championship. The principal must verify participation.
11. Any coach who does not fulfill the requirements of the minimum standards or does not compete in district competition/county championship will forfeit his/her entire supplement in that sport. It will be the responsibility of the local school athletic/director to monitor and report this failure to the principal. The principal will notify the County Athletic Director and Human Resources will stop payment of existing supplements and deduct the previously paid supplement amount from the next payroll check.
12. Athletic directors will be required to attend a workshop prior to the opening of school in order to receive the supplement.
13. Exceptions of these rules must be approved in advance from the Assistant Superintendent or Executive Manager of Human Resources and the Superintendent.

GENERAL DUTIES OF ALL COACHES

1. All coaches have year-round (“year round” pertains to “school year”) coaching responsibilities. Coaches will be expected to supervise contests, serve as ticket taker/seller, and any other duty as delegated by the principal or athletic director. Coaching responsibilities are to be performed after the school day has ended.
2. Coaches of each respective sport will be responsible for the general coordination of his/her athletic program during the season as delegated by the principal and athletic director.
3. All freshman/junior varsity coaches will be responsible for duties related to all athletic events assigned by the head coach of their respective sport with approval of the principal and athletic director.
4. All coaches will be responsible for preparation prior to practice and athletics events and any tasks following practice and athletic events with approval of the principal and athletic director.
5. All coaches are responsible for teaching the art of the game through exploration, demonstration, observation, and evaluation both during practices and the game itself. Coaches should serve as role models at all times for their athletes. All coaches are responsible for the conduct of the players at practice and athletic events under his/her direct supervision. A high level of sportsmanship should be taught and displayed by both coach and athlete.
6. Any coach receiving a supplement must be present at all practices and games.
7. The athletic director and all coaches must fulfill all parts of their job description as it is written in the Athletic Handbook.

INDEX A-S7 - ACADEMIC COACHING SUPPLEMENTS

ACADEMIC TEAM	SCHOOL	# SUPPLEMENTS PER SCH	AMOUNT
Scholars Bowl/Scholastic Challenge	Middle	2	\$256.00
Math Team/Math Counts	Middle	2	\$256.00
SECME (Southeastern Consortium for Minority Engineering)	Middle	2	\$256.00
Science Olympiad	Middle	2	\$128.00
Academic Competition Coordinator	High	1	\$128.00
Scholars Bowl Coach	High	2	\$512.00
Kimberly-Clark Hi Q	High	2	\$640.00
Math Team	High	2	\$256.00
Science Related Bowls	High	2	\$256.00
SECME (Southeastern Consortium for Minority Engineering)	High	2	\$256.00
Model U.N./Debate Team	High	1	\$128.00

Procedures for Administering Academic Coaching Supplements

1. Principal will identify academic coaches during the first month of each school year and submit the names of the coaches to the Academic Affairs Assistant Superintendent or their designee no later than October 1. All supplements will be assigned to these coaches for one (1) year only.
2. Coaching supplements will be **paid in a lump sum at the end of each school year (June 30th paycheck)**. Principals will submit to Human Resources by May 1 verification that each academic coach completed the assigned duties.
3. Supplements are to be utilized only for the sanctioned academic competitions listed above.
4. The principal will determine the number of supplements assigned per employee.

5. The Academic Competition Coordinator's major responsibilities will be as follows:
 - a) Coordinate the scheduling of events.
 - b) Disseminate information relative to academic competitions.
 - c) Validate participation in said events.

6. Any coach who does not fulfill the requirements of the minimum standards and who is identified as not having done so will **forfeit his/her supplement** in that academic event. A specific financial settlement will be determined by the Superintendent's designee, the Assistant Superintendent of Curriculum and Instruction, and the principal. The identified coach may appeal all or part of the settlement to an appeal committee.

7. **All supplemented coaches are expected to practice or otherwise work with their teams/competitors at frequently scheduled times outside of the regular class environment (i.e., after school or Saturday).**

INDEX A-S8 - RATES OF PAY FOR EXTRA WORK FOR EMPLOYEES

All grant proposals, special projects, Saturday schools, summer schools, Fifth Quarter, etc., shall use these rates for the compensation of personnel. If there are questions consult with Human Resources before making a final decision.

CERTIFIED EMPLOYEES: TYPE OF WORK	RATE
Attending workshop stipends (for selected workshops – not presenting)	\$16.00 per hour
Curriculum development writers, grant proposal writers, etc.	\$18.50 per hour
Workshop presenters (not on contract Presentation plus Preparation Time*	\$25.00 per hour
Psychometrists (Outside of regular annual contract, i.e., summer)	\$25.00 per hour
Resource teachers (Outside of regular annual contract, i.e., summer)	\$25.00 per hour
Summer School and Night School Coordinators (non-traditional principal) and other type coordinators approved by Human Resources	\$35.00 per hour
Teachers in summer school (paid for actual days worked)	\$25.00 per hour
Teachers supervising students in detention	\$25.00 per hour
Teacher supervising other non-teacher tutors in after school tutoring	\$25.00 per hour
Teachers tutoring students for testing after school or on Saturday	\$25.00 per hour
Teacher Taking Tickets at Athletic Events (Exempt Employee Only)**	\$10.00 per game
Teacher Operating Time/Score Clocks at Athletic Events (Exempt Employee Only)**	\$25.00 per game
Retired Teacher with valid certificate & HQ tutoring students for testing	\$25.00 per hour
Retired Teacher with expired certificate tutoring students for testing	\$20.00 per hour

*- For each hour of presentation time, an additional hour can be paid for preparation.

**-Does not apply to teacher already receiving athletic coaching supplements.

Employees working under this section will only be paid for actual time worked.

CLASSIFIED EMPLOYEES: TYPE OF WORK	RATE
Workshop attendee stipends (for selected workshops)	\$ 8.00 per hour
Workshop presenters (MCPSS Employees ONLY)	\$16.00 per hour
Summer School Employment:	
Clerk	\$ 9.25 per hour
Custodian	\$ 8.00 per hour
*Aide (<i>less than 60 semester hours of college</i>)	\$ 8.00 per hour
*Paraprofessional (<i>with a minimum of 60 hours of college</i>)	\$ 9.00 per hour
Bus Driver/CDL Truck Driver (must be MCPSS insurable)	\$ 8.95 per hour
Cafeteria	\$ 8.00 per hour
Summer Feeding Program:	
CNP Managers	\$13.00 per hour
CNP Assistant Managers	\$11.00 per hour
CNP Food Preparation Workers	\$ 8.00 per hour
Truck Drivers/CDL (must be MCPSS insurable)	\$ 8.95 per hour
Van Drivers	\$ 8.00 per hour
Retired CNP Employees Processing Free and Reduced Lunch Applications	As per last hourly rate
Parent Organizer	\$9.00 per hour
Seasonal Maintenance/Grounds Worker	\$ 8.00 per hour
RN Nurse	\$25.00 per hour
OTs & PTs for Summer Schools	\$25.00 per hour
OT and PT Assistants	\$12.50 per hour
LPN Nurse	\$ 9.25 per hour
College Student Tutors	\$9.00 per hour
Tutors with College Degrees	\$12.00 per hour
BE Students -	Federal Minimum Wage

Any other classified employees not listed will be paid at the flat rate of **\$8.00** per hour.

* Check with Human Resources as to whether the employee is an Aide or a Paraprofessional.

GENERAL PROCEDURES FOR ADMINISTRATION OF SALARY SCHEDULES

1. Earning of Experience Credit in MCPSS is calculated as follows:

paid work days divided by the # days in contract year

2. PROMOTION AND TRANSFER:

The Division of Human Resources routinely advertises all personnel vacancies and new positions for at least 7 or 14 days as per state law. Each advertisement includes a job description and the salary range assigned to the position. **It is the responsibility of an applicant to check with Human Resources, prior to applying or accepting a position, to determine the actual salary he/she would earn if hired into the position. Once an applicant accepts a position, he/she has also accepted the salary appropriate for the position.**

Employees who are assigned to a position with a salary schedule different from their current schedule shall be placed according to the new salary schedule.

3. All personnel have the annual holidays approved by the Board.
4. Current twelve month employees (240 days) are those assigned or hired prior to July 1, 1999 and grandfathered. These employees will receive:
 - a) Optional vacation days 7-9 depending on what day of work week July 1 falls and if it is a leap year
 - b) All holidays as approved by the Board for 12-month employees
 - c) Annual leave as follows:
 - 10 days per year for first 12 months of service
 - 15 days per year after 120 months of service(Service is defined as service in the Mobile County School System.)
5. Twelve-month employees (260 days) hired or transferred after June 30, 1999 will receive the following:
 - a) All holidays as approved by the Board for twelve-month employees (currently 14)
 - b) Annual leave as follows:
 - 5 days per year for first 12 months of service
 - 10 days per year 13-120 months of service
 - 15 days per year 121-240 months of service
 - 20 days per year after 240 months of service(Service is defined as service in the Mobile County School System.)

At the time of termination all twelve-month employees shall be paid for unused accumulated annual leave days (maximum 45 days).

6. All employees are given up to two (2) personal leave days per contract year and one (1) sick leave day per month. Classified employees starting work after December 31st are entitled to only one day of personal leave. Classified employees starting work after March 31st shall be entitled to zero days of personal leave in that work year. Sick leave days can be accumulated and kept from year to year. Effective August 1, 1997, all personnel will have their unused personal leave days converted to accumulated sick leave days at the end of the school or contract year. Certified personnel may choose to have these days paid instead of converting them to accumulated sick leave days. Effective July 1, 1999, unused optional vacation days as of June 30th of each year can be converted to accumulated annual leave (vacation) days or accumulated sick leave days to the maximum allowed by the school system and state statutes.

**GENERAL PROCEDURES FOR ADMINISTRATION OF CERTIFIED SALARY SCHEDULES
AT THE BEGINNING OF THE CONTRACT PERIOD**

PROCEDURES FOR HIGHER DEGREE

Higher Degree completed on an Employee who holds an Alabama Professional Certificate which leads to A or AA Certificate:

The employee himself/herself shall be responsible for providing the original certificate with **new rank** and one (1) official transcript with the **higher degree posted** to the MCPSS Division of Human Resources.

Placement on appropriate Salary Schedule:

Higher degrees approved by the Alabama State Department of Education (ASDE) or original certificate with new rank must be received in Human Resources prior to employee receiving higher pay. Higher pay will be retroactive to the date higher degree was conferred if the original transcript with degree posted or official certificate with higher rank is received within 45 days of the date the degree was conferred. Transcripts received after 45 days will receive retroactive pay from the date the transcript was logged in Human Resources; certificates with higher rank received after 45 days will receive retroactive pay from the date the ASDE approved the higher rank.

A teacher is entitled to be paid at the higher degree level with the monthly pay period that begins immediately after the State Superintendent of Education recognizes and acknowledges that the advanced degree has been earned. However, if the school year has ended when this recognition is received, the increase in pay will become effective at the beginning of the next school year unless a teacher's contract exceeds nine months.

Higher Degree completed on an Employee which DOES NOT lead to A or AA Certificate:

The employee himself/herself shall be responsible for providing two (2) official transcripts with the **higher degree posted** to the MCPSS Division of Human Resources. One (1) official transcript will be forwarded by Human Resources to the ASDE for review and approval for higher pay. Higher degree must be approved by ASDE prior to employee receiving higher pay.

Placement on appropriate Salary Schedule:

Higher pay will be retroactive to the date higher degree was conferred if the original transcript with degree posted is received within 45 days of the date the degree was conferred. Transcripts received after 45 days will receive retroactive pay from the date the transcript was logged in Human Resources.

A teacher is entitled to be paid at the higher degree level with the monthly pay period that begins immediately after the State Superintendent of Education recognizes and acknowledges that the advanced degree has been earned. However, if the school year has ended when this recognition is received, the increase in pay will become effective at the beginning of the next school year unless a teacher's contract exceeds nine months.

Employee who has NOT been issued an Alabama Certificate:

The state will not approve a higher degree for pay purposes until the teacher holds a valid teaching certificate issued by the ASDE. The employee himself/herself shall be responsible for providing two (2) official transcripts with the higher degree posted to the MCPSS Division of Human Resources. One (1) official transcript will be forwarded by Human Resources to the ASDE for review.

Once a certificate has been issued by the ASDE and an official transcript with a higher degree has been received in Human Resources, Human Resources will submit the transcript to the ASDE for approval for higher pay.

Placement on appropriate Salary Schedule:

Once ASDE approves higher pay, it will be retroactive to the date the certificate was issued if the official transcript with the higher degree was on file when the certificate was issued. Transcripts received in Human Resources after the certificate has been issued will be retroactive to date transcript is received in Human Resources.

NOTE: Employee will not receive pay on higher degree until the ASDE approves the higher degree and the original Alabama Certificate is on file in Human Resources.

PROCEDURES FOR EXPERIENCE CREDIT

Experience credit for determining salary shall be given for all **verified full-time satisfactory, public school teaching experience in the field** for which the previous public school system paid a full-time salary. Experience credit for verified part-time satisfactory, public school teaching experience in the field for which the previous public school system paid a part-time salary based on a teacher salary matrix shall receive experience credit in proportion to the percent of time/he/she worked when compared to a full-time employee, as certified by his/her employer. **No experience credit will be given for unpaid days and/or unpaid leave.** The employee shall be responsible for requesting verification of prior experience from the designated personnel official and for making certain that the form sent is acceptable by Mobile County. **Experience credit cannot be granted until this form has been completed and notarized or stamped with the school system's seal and received in the Division of Human Resources.**

When experience verification is received during the first year of hire, credit will be given retroactively to the date of hire. Experience credit received after the first year of hire will be given retroactively to the beginning of the school year in which the documentation is received and NOT date of hire.

NOTE: *Experience verification received after the last day of school will be honored only for the succeeding year forward (i.e., pay will not be retroactive to prior school year).*

Verification forms for the employee to use to obtain verification of earned experience credit are available in the application packet, on the MCPSS web page, and in the Division of Human Resources.

Part-time Regular Instructors: Part-time regular instructors will be placed on the appropriate schedule with the pay calculated for the fractional part of the day they are on the job.

PROCEDURES FOR ADMINISTRATION OF CLERICAL/TECHNICAL AND MANUAL TRADES SALARY SCHEDULES

I. GENERAL

1. Twelve-month clerical/technical and manual trades employees work eight (8) hours per day and in accordance to the calendar established for the ensuing year. All ten-month classified employees work eight (8) hours per day.
2. Time schedules for clerical/technical and manual trades personnel may be designated by the Superintendent, Human Resources, or the immediate supervisor of said personnel. In all cases, the Superintendent, Human Resources, or immediate supervisor in charge shall have the right to establish time schedules to encompass the workday excluding lunch.

II. GUIDELINES FOR AIDES

1. Bus aides work 182 days per year. They are paid according to the number of hours the bus runs. (Example: 2 hours in the morning and 2 hours in the afternoon = paid for 4 hours per day).

III. GUIDELINES FOR CNP ASSISTANTS

1. All CNP assistants hired after July 1, 1990, will be hired as either six to seven hour workers only. By special permission, a three-hour worker may be hired at larger schools.
2. CNP Assistants work 187 days.

IV. GUIDELINES FOR CNP MANAGERS

1. The salaries of CNP managers are based on the average daily meals served.
2. If the number of the average daily meals served decreases from one year to the next, the manager will be allowed to keep the higher salary for one year. If the number increases, the salary will move to the higher pay grade and subsequent salary.

V. GUIDELINES FOR BUS DRIVERS

1. Must meet insurability requirements provided by carriers who provide vehicular insurance with the Mobile County Public Schools.
2. With input from principals, bus driver/bus aide personnel will be evaluated by the routing specialist.

The responsibility of bus drivers include pre-and post-trip inspection, cleanliness of bus, necessary paper work, parent conferences at the local school, CDL re-certification, drug testing, physical exams, annual reflex test, and other conferences as needed.

**GUIDELINES FOR BEFORE AND AFTER SCHOOL DAY CARE WORKERS
(Some Exceptions Apply to Council Elementary Only)**

1. A pay scale for Day Care workers follows these guidelines. This scale is used to determine the amount of pay per hour in which *Day Care* workers are to be compensated.
2. Information about the Day Care program is handled through the principal and supplemented by the Human Resources Division.
3. All day care applicants **MUST** have, a TB Skin Test: be fingerprinted prior and Drug Screened prior to working.
4. Day Care workers who are not already System employees are considered “miscellaneous hourly workers” and receive no benefits. **These specific workers cannot work over 19.5 hours per week.**
5. Individual employees working in Day Care programs who are full-time employees of the System (i.e., aides, custodians, bus drivers, CNP assistants, etc.) should not be allowed to work over a total of 40 hours per week (including the hours worked in their full-time positions).
6. The Day Care program coordinator or the principal of the school/location should govern the hours worked to ensure that employees do not exceed the specified working hours.
7. If a full-time employee working in a Day Care program should, by mistake, exceed a total of 40 hours (regular job hours plus Day Care hours), the principal should authorize overtime to be paid the employee from Day Care funds at the employee’s overtime rate.
8. Day care revenues are to be deposited in the local school bank account and are subject to audit by the Local School Accounting Department.
9. Salaries paid by the Central Office to Day Care Workers shall be reimbursed by the school as required by the Division of Business Operations.

Day Care Hourly Pay Scale for non MCPSS full-time employees

<i>Day Care Workers</i>		On-Site Lead Workers	
No Experience	FMW	0 – 2 Years Experience	FMW plus 3.00
1 Year Experience	FMW plus .50	2 – 4 Years Experience	FMW plus 4.00
2 Years Experience	FMW plus 1.00	4 – 6 Years Experience	FMW plus 5.00
3 Years Experience	FMW plus 1.50	6 – 8 Years Experience	FMW plus 6.00
4 Years Experience	FMW plus 2.00	8+ Years Experience	FMW plus 7.00
5+ Years Experience	FMW plus 2.50		
Special Subject Instructors:			
Physical Fitness: \$ 10.00		Handicraft and Arts: \$10.00	Computers: \$ 17.50
MCPSS Certified Teachers:			
Tutoring/Teaching: \$25.00 an hour		Non-Tutoring/non-teaching: \$16.00	
Coordinators:			
MCPSS Teachers: \$25.00		MCPSS Non-Teacher: \$20.00	

FMW = Federal Minimum Wage