



**DIVISION OF HUMAN RESOURCES**

**BOARD OF SCHOOL COMMISSIONERS OF MOBILE COUNTY**  
**Mobile, Alabama**

**2012-2013**  
**SALARY**  
**SCHEDULES**

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# 2012-2013 Salary Schedules

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

## TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>PAGE</u>
Board Policy GCBB Compensation and Pay Plan (Policy 6.222)	1
Step Advancement	1
Assignment to Pay Grade	2
Assignment to Step within Pay Grade	2
Salary Retention	2
Supervisors and Managers	2
New Jobs	2
Assignment of Salaries for New Hires	2
Rates, Rules and Conditions – Administration of the Salary Schedule	4
I. Definitions	4
II. General Procedures	4
A. Miscellaneous, General	4
B. Classified Employees and other employees not paid on State Matrix	5
C. Administrative and Professional	7
D. Experience Credit	8
E. Holidays and Personal Leave	8
F. Higher Degrees	9
III. Substitutes	10
A. Determination of substitute pay	10
B. Certified Positions	10
C. Classified Positions	11
1. Requirements	11
2. Wages, Generally	12
3. Substitutes, specific situations – classrooms	12
4. Transportation	12
5. Nurses	12
6. CNP Managers	13
IV. Pay for other circumstances (Transportation)	13
A. Special Runs	13
B. Community Runs	13
C. Rates of pay – Bus Aides when local funds are used	14
D. Emergency Situations	14
E. General	14

V. Supplements	14
A. 21 year increment	14
B. Academic Department Head (Certified)	14
C. Acting Supervisory/Administrative Personnel	15
D. National Board for Professional Teaching Standards	15
E. Master’s Degree for Non-Certificated Employees	15
F. School Administrators working in Emergency Shelters	15
G. Certified or Licensed Manual Trades Employees	16
H. Facilities and Maintenance Supplements	16
I. Transportation Supplements	16
J. Nursing Supplements	17
K. Band Director Supplements – High School	17
L. Summer Supplement – High School Band Director	17
M. Band Director Supplements – Middle School	19
N. Choral Director Supplements – High School	19
O. Athletic Coaching Supplements – High School	20
P. Athletic Coaching Supplements – Middle School	21
Q. Playoff Supplement	21
R. High School Head Football Coach – Summer Supplement	21
S. High School Head Football Coach – Summer Guidelines	21
T. Academic Coaching Supplements	24
VI. Rates of Pay for Extra Work for Employees	25
A. Grants and Special work	25
B. Day Care Hourly Pay Scale	26
Alphabetical Listing of Job Titles/Pay Grades	28
Salary Schedules	35
State Minimum Salary Schedules for Teachers	36
Grandfathered Salary Schedule for Teachers	36
240/260-Day Schedule for Teachers	38
Principals	39
Assistant Principals - 222 Days	40
Administrative/Professional (AP) Positions	41
Clerical/Technical Positions (CT)	42
Manual Trades (MT) Positions	44
Occupational/Physical Therapists	45
Child Nutrition Program Positions (CN)	46
Bus Drivers/Bus Aides (BD or BA)	47
Nurses	48

## 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. From time to time, the State of Alabama publishes certain salary matrices for other types of employees. In those situations in which the State publishes a State Salary Matrix for a particular group of employees, the State Salary Matrix shall control.

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 and shall be posted on the System's Internet website.

**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 may by unanimous vote cause step movement not to occur. Employees not paid on a state salary matrix who are not assigned to a salary schedule or who have reached the highest step on their salary schedule shall receive, every three years, a cost of living increase equal to 1.5% of their current salary contemporaneously with the step advancement of other eligible employees. In those years in which the

Board votes to cause step movement not to occur, no cost of living increase shall be granted. **Employees whose annual, summative evaluation is less than satisfactory shall not advance to the next step.**

Employees paid on a state salary schedule (the "State Salary Matrix or Schedule") 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) may recommend to the Superintendent the initial assignment or re-assignment of a job title to a specific pay grade, salary schedule and/or step. Additionally, the Superintendent retains the right to recommend the initial assignment and/or reassignment of a job title to a specific pay grade, salary schedule and/or step. 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 or 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 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 an 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.)

**Supervisors and Managers:** If necessary, a Principal, Supervisor or other employee in a position of management over two or more other employees shall be given a salary adjustment on the step schedule to pay at least \$1.00 more than the base of the highest paid employee managed by that Principal, Supervisor or other supervisory employee. Base pay does not include supplements that are paid for employees with AA certificates and doctorates or any other supplemental pay. For purposes of the application of this section, a Principal is deemed to be the supervisor of all employees in his or her school.

**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 may 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.
- Former employees, who previously left the System in good standing, and are rehired in the same position that they were in previously, may be placed on the same step that the employee was on at the time they left the System. For example, a bookkeeper who resigned in good standing at step 12, who is rehired as a bookkeeper five years later, will be placed on step 12 at the time of her rehire. Employee's that are rehired in a different position will be placed at the appropriate step for the new position. This provision will be applicable to any former employee rehired after January 1, 2012 and has no retroactive applicability. This provision applies specifically to classified employees. The Executive Manager of Human Resources shall have authority to adjust the step at which the employee is rehired as necessary to reflect changes in the salary schedule that have occurred since the respective employees left the system.

**RATES, RULES AND CONDITIONS – ADMINISTRATION OF THE  
SALARY SCHEDULE**

**I. Definitions:**

1. “New Employee” – A current employee who is assigned to a new or different position. An employee who is new to the position.
2. “Employee New to the System” – An employee who is beginning employment in the System.
3. “Promotion” – A salary increase resulting from an employee moving from one pay grade to at least the next highest pay grade.
4. “Upgrade” – A job, job title or position that moves from its current assignment to a pay grade to the next highest pay grade.
5. “Step Raise” – Moving up one step on the appropriate salary schedule.

**II. General Procedures:**

**A. Miscellaneous, General:**

1. 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.
2. Effective October 1, 2011, 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. The Board recognizes that not all transfers between positions are promotions and in those truly lateral transfers, 4% will not be added to the person’s salary; rather, he or she will be put on the appropriate step on the new salary schedule based on the person’s prior salary. The following scenarios are considered “promotions” for the purpose of this section: (1) an increase in the length of someone’s work year (i.e. increase from 10 months to 12 months); (2) the acceptance of a supervisory position.
  - a. Notwithstanding the previous section, a Principal or Assistant Principal who is promoted to a larger school will be placed on the same step that he or she currently holds on the appropriate salary schedule. Similarly, a CNP Manager who is promoted to a larger school or a school that serves a higher ADM shall be moved to the same step he or she is currently holds on the appropriate schedule for the new position.
  - b. Examples of transfers that are not considered promotions include, but are not limited to: a school based clerk accepting a different school based clerk position paid on the same salary schedule, a clerk or bus driver accepting a custodian position or vice versa, and a carpenter accepting a multi craft carpenter position.
  - c. Salary decreases associated with changes in positions (or routes for a bus driver) will be calculated by moving the employee to the same step on the appropriate salary schedule for the employee’s new position.
3. For employees not paid on a state salary matrix, the step increase shall not occur until October 1. Newly hired employees will not receive a step increase on October 1 in the same year they were hired.

4. 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.
5. 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.

**B. Classified Employees and those employees not paid on a State Salary Matrix:**

1. 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 across-the-board raises. The Superintendent reserves the right to waive a decrease in a CNP Manager salary solely in those situations in which a decrease in enrollment is directly attributable to the separation of a School District from the Mobile County Board of Education. In such a situation, the Superintendent will direct the Executive Manager of Human Resources, in writing, that the decrease in enrollment at a particular school or schools is directly attributable to a separation or proposed separation of a school or group of schools for the purpose of forming a new School System. Upon receipt of such a Directive, the Executive Manager of Human Resources will adjust, if necessary, the salary of the CNP Manager who has suffered or will suffer a decrease in salary due only to a decrease in enrollment related to the formation of a new school system. This right of the Superintendent will only be effective from July 1, 2011 forward and shall not be applied retroactively to any Principal or Assistant Principal who received a decrease or adjustment in salary due to the formation of a new school system prior to July 1, 2011 .
2. **Procedures for administration of Clerical/Technical and Manual Trades Salary Schedules.**
  - a. **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.
3. **GUIDELINES FOR AIDES**
  - a. 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).
4. **GUIDELINES FOR CNP ASSISTANTS**
  - a. 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.
- b. CNP Assistants work 187 days.

5. **GUIDELINES FOR CNP MANAGERS**

- a. The salaries of CNP managers are based on the average daily meals served.
- b. 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.

6. **GUIDELINES FOR BUS DRIVERS**

- a. All bus drivers must meet insurability requirements provided by the insurance carriers who provide vehicular insurance to the Mobile County Public School System.
- b. With input from principals, bus driver/bus aide personnel will be evaluated by the routing specialist.
- c. Bus driver’s responsibilities include, but are not limited to the following: 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.

7. **GUIDELINES FOR BEFORE AND AFTER SCHOOL DAY CARE WORKERS**

- a. 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.
- b. Information about the Day Care program is handled through the principal and supplemented by the Human Resources Division.
- c. All day care applicants **MUST** be fingerprinted and Drug Screened prior to working.
- d. 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.**
- e. 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).
- f. 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.
- g. 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*.
- h. Day care revenues are to be deposited in the local school bank account and are subject to audit by the Local School Accounting Department.
- i. Salaries paid by the Central Office to Day Care Workers shall be reimbursed by the school as required by the Division of Business Operations.
- j. Some Exceptions apply for Council Elementary

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

<b>Day Care Workers</b>		<b>On-Site Lead Workers</b>	
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		
<b>Special Subject Instructors:</b>			
Physical Fitness: \$ 10.00		Handicraft and Arts: \$10.00	Computers: \$ 17.50

<b>MCPSS Certified Teachers:</b>	
Tutoring/Teaching: \$25.00 an hour	Non-Tutoring/non-teaching: \$16.00
<b>Coordinators:</b>	
MCPSS Teachers: \$25.00	MCPSS Non-Teacher: \$20.00

FMW = Federal Minimum Wage

### **C. Administrative and Professional**

1. 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.
2. 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. 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 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), except that the Superintendent reserves the right to waive a decrease in a Principal or Assistant Principal's salary solely in those situations in which a decrease in enrollment is directly attributable to the separation of a School District from the Mobile County Board of Education. In such a situation, the Superintendent will direct the Executive Manager of Human Resources, in writing, that the decrease in enrollment at a particular school or schools is directly attributable to a separation or proposed separation of a school or group of schools for the purpose of forming a new School System. Upon receipt of such a Directive, the Executive Manager of Human Resources will adjust, if necessary, the salary of a school administrator who has suffered or will suffer a decrease in salary due only to a decrease in enrollment related to the formation of a new school system. This right of the Superintendent will only be effective from July 1, 2011 forward and shall not be applied retroactively to any Principal or Assistant Principal who received a decrease or adjustment in salary due to the formation of a new school system prior to July 1, 2011. 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 waiver of a salary adjustment due to a decrease in enrollment related to the formation of a new school district also applies to Contract Principals.

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.

3. 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. The Assistant Superintendent or Executive Manager

of Human Resources shall make the final decision as to whether a degree is job related or whether a University or College issuing a degree has the proper accreditation.

#### D. Experience Credit:

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

# paid work days divided by the # days in contract year

2. **PROCEDURES FOR EXPERIENCE CREDIT**

- a. 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.**
- b. 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).*
- c. 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.
- d. **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.

#### E. Holidays and Personal Leave:

1. All personnel have the annual holidays approved by the Board.
2. 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.)
3. 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.)

- c. At the time of termination all twelve-month employees shall be paid for unused accumulated annual leave days (maximum 45 days).
4. 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 31<sup>st</sup> are entitled to only one day of personal leave. Classified employees starting work after March 31<sup>st</sup> 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.

**F. Higher Degrees:**

**1. PROCEDURES FOR HIGHER DEGREE**

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

- i. The employee himself/herself shall be responsible for providing one (1) official transcript with the **higher degree posted** to the MCPSS Division of Human Resources within 45 days of the date the degree was conferred.
- ii. **Placement on appropriate Salary Schedule:** Higher Degrees must be approved by the Alabama State Department of Education (ASDE). Higher pay will be retroactive to the date higher degree was conferred if the official 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 received and dated stamped in Human Resources. Degrees conferred during the months of May through August will be recognized the first working day of the upcoming school year, upon approval from the ASDE, provided the aforementioned requirements regarding HR's receipt of the official transcript.

**b. Higher Degree completed on an Employee which Does Not lead to an A or AA Certificate:**

- i. 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.
- ii. **Placement on appropriate Salary Schedule:** Higher pay will be retroactive to the date higher degree was conferred if the official transcript with degree posted is/was 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. degrees conferred during the months of May through August will be recognized the first working day of the upcoming school year, upon approval from the ASDE, provided the aforementioned requirements regarding HR's receipt of the official transcript are met.

**c. Employee who has Not been issued an Alabama Certificate:**

- i. The state will not approve a higher degree for pay purposes until the teacher holds a valid Alabama teaching certificate. This includes teachers who are following other, alternative approaches to certification such as an ABC, Emergency, etc. 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.
- ii. Once a certificate has been issued by the ASDE and a second official transcript with a higher degree has been received or is on file in Human Resources, Human Resources will submit the transcript to the ASDE for consideration of additional compensation.
- iii. **Placement on appropriate Salary Schedule:** Once the ASDE approves higher pay, it will be retroactive to the date of hire.

**III. SUBSTITUTES**

**A. Determination of the amount of substitute pay is made by the Human Resources Department.**

1. A substitute is a person paid on a day-to-day basis in the place of an absent employee or in a vacant position.

**B. Certified Positions.**

**SCHEDULE 1 – Certified Positions**

<b>TYPE SUBSTITUTE</b>	<b>DAILY RATE</b>	<b>CERTIFICATION STATUS</b>
Non-Certified Substitute	\$58.00	CURRENT AL SUBSTITUTE TEACHER LICENSE
Retired Teacher	\$75.00	Retired teacher with non current, Alabama teaching certificate and twenty or more years of verified teaching experience
Certified Substitute	\$90.00	CURRENT AL TEACHER CERTIFICATE
*CATEGORY II	\$120.00	CURRENT AL TEACHER CERTIFICATE In-Field & HQ
*CATEGORY IV	\$150.00	CURRENT AL Leadership CERTIFICATE In-Field

\*-See definitions below.

1. **NO BENEFITS.** Substitutes are not eligible for Benefits
2. **Substitute Teacher – Non Certified**
  - a. 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 (21<sup>st</sup>) 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.**
  - b. **SUBSTITUTE TEACHER – Certified, 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.
3. **Category Substitutes**
  - a. **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. Substitute teaching in a long term position does not count as experience credit for any purpose, including experience towards teacher certification renewal.

- b. CATEGORY IV – Retired or other Administrator with current Alabama Leadership Certificate serving as a substitute Principal, Administrator or other Supervisor. A person who has maintained a current leadership certification whether retired or not who serves as a substitute Principal, Administrator or other Supervisor (in a position requiring a certified supervisor) A Category IV Substitute request must be submitted to and approved by Human Resources prior to a commitment to pay \$150.00. A current Alabama leadership certificate must be on file.
- c. Retired Teacher – No Current Certificate. A person who is a retired teacher *with 20 years or more teaching experience* who had a valid Alabama teaching certificate at the time of retirement but who has not maintained a current teaching certificate. However, a substitute teacher license is required. Persons in this category are not eligible to serve in long term Category II positions.

**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.**

4. **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.
5. **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.

## **C. CLASSIFIED, NON-TEACHING, NON-CERTIFIED POSITIONS**

### **1. Requirements for substitutes in non teaching, non certified positions:**

- a. 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.
- b. Current Clearance Cards are required before a person serving as a classified substitute may be paid. Work performed as a classified substitute without a current clearance card will be unpaid.
- c. Clearance cards for authorized classified substitutes are issued and renewed each year during an authorized position advertising period, generally during the summer. It is each substitute's responsibility to register on the Electronic substitute calling system Subfinder.
- d. Substitutes must undergo a drug test prior to obtaining their Substitute Clearance Card.

- e. Unless otherwise approved by the Assistant Superintendent or Executive Manager of Human Resources, substitutes may not be retained until the employee being substituted for has missed three or more consecutive school days.
  - f. Substitutes serving longer than five (5) consecutive days in the same position must be approved by Human Resources.
  - g. All substitutes for clerk positions, whether school based or not, must be approved by Human Resources.
2. **Wages, generally.** Substitutes for classified employees will be paid at the appropriate Federal Minimum Wage except that former employees who are retired clerks who substitute for a school based or central office clerk, shall receive a rate of pay equal to \$2.00 over the Federal Minimum Wage then in effect. Substitutes for school based bookkeepers who serve in the same substitute position for more than twenty (20) 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 twenty-first (21<sup>st</sup>) working day. All substitutes for clerks, whether school based or central office based, must be approved by Human Resources.
3. **Substitutes, Specific Situations. Substitutes for classroom aides can be used as follows:**
- a. **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 3<sup>rd</sup> consecutive day with Human Resources approval
  - b. **Interpreters at Southwest Regional:** Substitute may be used.
  - c. **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. Substitutes in this category will be paid for by the local Schools.
  - d. **Physical Education Aides:** Substitute may be used.
  - e. **Media/Library Aides:** No substitute.
  - f. **Retract Aides:** No substitute.
  - g. **General Aides (Foundation Fund):** No substitute
  - h. **Extended Day Aides (Council E/S):** Substitute may be used.
4. **Transportation**
- a. **Substitute Bus Drivers:**
    - i. \$32.00 per day for single runs
    - ii. \$42.00 per day for dual runs
    - iii. \$54.00 per day for dual plus runs
  - b. **Bus Aides:** Substitutes may be used
  - c. **Bus Driver Trainees:** Applicants who have completed the substitute procedures and are participating in a Bus Driver Training class shall be paid an hourly wage while participating in said Bus Driver Training class equal to the federal minimum wage then in effect.

5. **Nurses.**

- a. All substitute nurses (RNs and LPNs) are required to complete all requirements for classified substitute employees set forth by the Human Resources Division and be licensed in good standing with the Alabama Board of Nursing. The nurse must attend an orientation in Human Resources and Health Services and receive a certificate of completion. A list of substitute nurses will be maintained by the Health Services Supervisor. Securing and placing substitute nurses in schools is the responsibility of the Supervisor of Health Services. Substitute nurses will be assigned based on need and the acuity of the student. Substitutes will not be placed in every school each time a nurse is absent. The Supervisor of Health Services will determine when a substitute is required.
- i. **Substitute Registered Nurse.** A registered nurse who has met all requirements for substitute employment. This person is called to work on an as needed basis. These substitutes will work short term assignments. The daily rate of pay is \$90.00.
- ii. **Category RN Substitute Registered Nurse.** A registered nurse who has met all requirements for substitute employment. This substitute is one who works for the same absent or on leave registered nurse employee for twenty (20) consecutive days or more. A category RN substitute request must be submitted to Human Resources by the supervisor of Health Services as early as possible and in no event, not later than the twenty third (23<sup>rd</sup>) day of the substitute's work. A Category RN Substitute who is approved by Human Resources will receive a daily rate of pay of \$120.00 retroactive to the first day of his or her work.
- iii. **Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for substitute employment. This person is called to work on an as needed basis. Substitutes of this type will work short time assignments. The daily rate of pay is \$65.00.
- iv. **Category LPN Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for substitute employment. Substitutes of this type work for the same absent licensed practical nurse for more than twenty (20) consecutive days. A category LPN substitute request must be submitted to Human Resources by the supervisor of Health Services as early as possible and in no event, not later than the twenty third (23<sup>rd</sup>) day of the substitute's work. A Category RN Substitute who is approved by Human Resources will receive a daily rate of pay of \$90.00 retroactive to the first day of his or her work.

6. **CNP Managers.** Retired CNP Managers may be hired as substitutes if the CNP Manager is absent for five or more consecutive days and is expected to miss an extended period of time, although a regular six hour CNP Assistant substitute may be retained from day one of a CNP Manager's absence. Substitutes for a CNP Manager must be approved by the Food Services Director. Retired CNP Managers who act as substitutes shall be paid \$75.00 per day. The retired CNP Manager must possess a valid food handlers card and Substitute Clearance Card

A retired CNP Manager who serves as a substitute CNP Manager for longer than twenty one consecutive days (at one or more schools) shall receive \$100.00 per day retroactive to the first day of substitute service

**IV. PAY FOR OTHER CIRCUMSTANCES (BUS DRIVERS/BUS AIDES)**

- A. **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. A "community based run" are those unique runs involved in the transportation of special education students to community based



work sites. Special and Community based runs must be approved by Special Programs and/or Transportation.

- B.** Bus Drivers assigned a community based run will function, and be compensated, as a Bus Driver until the students are delivered to the community based work site, at which time the Bus Driver shall begin to function, and will be compensated, as an Aide. A Bus Driver who takes one hour to deliver a special education student to a community based worksite and then spends four hours there functioning as an aide, will be paid \$8.95 for the hour involved in transporting the student, and \$8.00 per hour for the time spent functioning as an aide.

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| 1. Community based and extended day routes (Bus Drivers)                 | \$8.95 per hour                              |
| 2. Community based and extended day routes (Bus Aides)                   | \$8.00 per hour                              |
| 3. All other special runs (including Athletic/Band Routes) (Bus Drivers) | \$0.25 per hour over<br>Federal Minimum Wage |
| 4. All other special runs (including Athletic/Band Routes) (Aides)       | Federal Minimum Wage                         |
| 5. Vocational/Technical Routes (Bus Drivers)                             | \$10.11 per hour                             |

- C.** No other rate of pay should be given to a bus driver or bus aide, regardless of whether local School funds are used. These are the only rates of pay available for the compensation of Bus Drivers or Bus Aides for extra runs.

- D.** EMERGENCY SITUATIONS: 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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- E.** GENERAL: 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.

## **V. SUPPLEMENTS**

- A. Twenty One Year Increment.** An employee not paid on a state salary matrix, upon completion of at least 20.5 years or more of creditable service on or before June 30, will receive an annual supplement of:

1. \$201.00 for 9-month employees
2. \$224.00 for 10-month employees
3. \$246.00 for 11-month employees
4. \$268.00 for 12-month employees

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

- B. CNP Supplement.** Schools with no CNP Manager including CNP co-managed schools are authorized to pay one 7 hour CNP Assistant at each school a supplement. The supplement is equal to the equivalent of 1 work hour per day for an annual supplement total of \$1,620.

- C. 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.

1. **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)

**D. SUPPLEMENT FOR “ACTING” SUPERVISORY/ADMINISTRATIVE PERSONNEL**

1. 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 daily rate of pay and the minimum daily rate of pay assigned to the supervisor’s position (for step 0 of the appropriate salary schedule) beginning the 31<sup>st</sup> 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.**

**E. NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS SUPPLEMENT**

1. 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. The amount paid by this supplement is set by the State. The supplement is subject to proration in those years in which the State of Alabama does not fully fund the supplement.

**F. MASTER’S DEGREE FOR NON-CERTIFICATED EMPLOYEES**

1. Any existing, non-teaching or non-certified employee in a position that requires a bachelor’s degree for entry level 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. The Assistant Superintendent or Executive Manager of Human Resources shall make the final decision as to whether a degree is job related or whether a University or College issuing a degree has the proper accreditation.

**G. SUPPLEMENTAL PAY FOR PRINCIPALS AND ASSISTANT PRINCIPALS WHO WORK IN EMERGENCY SHELTERS**

1. Exempt employees are expected to work in emergency shelters during times of emergency.

**H. SUPPLEMENTAL PAY FOR CURRENTLY-CERTIFIED OR LICENSED MANUAL TRADES EMPLOYEES**

1. Any employee working in the area of manual trades who has a certificate, special trade’s diploma, and 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 and subsequent examination. In order to receive the supplemental pay each year the employee must present the renewal to Human Resources within 60 days of the expiration of the certificate. If not received by then the supplement will be halted as quickly as practical and the employee will not be paid retroactive once the renewed certificate comes in. The payment of the supplements will coincide with the contract year of July 1 to June 30.

**I. Facilities and Maintenance Supplements**

<b>Certificate/License/Diploma</b>	<b>Supplemental Pay</b>	<b>Job/Trade</b>
2 year Trade School Certificate or Associate Degree in Trades from a regionally accredited program related to the field the field in which the employee is working.	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 (Expired Journeyman)	500	Any trade
Current Journeyman (renewable annually)	750	Any trade
Non-Current Master (Expired Master)	750	Any trade
Master or In Active Master (renewable annually)	1000	Any trade
If an employee holds two Master or Journeyman Licenses in different areas and furnishes proof of payment to the official licensing entity for said licenses the employee will be eligible for additional compensation up to the limit of two supplements, regardless of whether both certifications are shown on one license card.	1000	Any trade

**J. Transportation Supplements**

<b>Job Titles</b>	<b>Number of Certifications</b>	<b>Supplemental Pay</b>
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
<b>Master Bus Technician (Mechanic)</b>	<b>ASE (7)</b>	<b>1000</b>
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

1. 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.
2. 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](http://www.nocti.org)

\*\* = ASE – Automotive Service Excellence (certified) - [www.asc.com](http://www.asc.com)

3. There are seven different ASC Certifications needed to become an ASE Certified Master Bus Mechanic. Each certification obtained is worth \$100.00 in supplemental pay. However, the 7<sup>th</sup> 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.

- K. Nursing Supplements.** Nurses who are required to ride the bus, either in the morning or evening or both, as a result of a student’s medical condition as determined by the Supervisor of Health Services may be eligible for a supplement. There are a limited number of supplements available and Nurses who accompany students because of a medical need or requirement in the morning or afternoon will take preference in terms of receipt of a supplement. The supplement shall be \$3,600.00 for RN’s and \$2,400 for LPN’s, and this amount shall be prorated if the Nurse only rides one route per day or does not accompany a student with a medical need for the entire year. This supplement will only be offered in years in which sufficient funding exists.

**L. BAND DIRECTOR SUPPLEMENTS SUPPLEMENT FOR HIGH SCHOOL BAND DIRECTOR**

1. 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.

**M. SUMMER SUPPLEMENT PAID TO HIGH SCHOOL BAND DIRECTOR**

1. 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.

2. Assistant High School Band Directors are paid a supplement of \$2,800.00 for work during the regular 187-day school year only.
3. Job Description of Band Directors
  - a. Band directors are responsible for preparing the high school band for marching band responsibilities.
  - b. Band directors are responsible for preparing students for concert band.
  - c. Band directors will provide, prepare, and present to the principal and fine arts supervisor a band handbook by July 30th.
  - d. Band directors will attend all parades with the HS band.
  - e. Band directors will attend all marching band related functions.
4. **High School Band Director Supplement Guidelines**
  - a. First Semester Requirements
    - i. Marching Band Competition- or Festival Minimum of (1)
    - ii. Veterans Day Parade/Labor Day Parade for scheduled year
    - iii. Band Showcase when applicable
    - iv. Winter Concert
    - v. 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.
    - vi. Christmas Parade or civic event
    - vii. 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.
  - b. Second Semester Requirements
    - i. ABA District Band Contest
    - ii. 5% of band enrollment complete the audition for Alabama All-State Band
    - iii. Mobile City or County Mardi Gras Parades- Minimum of (2)
    - iv. ABA Solo and Ensemble Festival (Furnish fine arts supervisor with copies of student performance rating forms)
    - v. Spring Concert and Recruitment Concert
    - vi. Academics First- Eligibility Requirements
    - vii. Graduation Activities
    - viii. Judge for middle school honor band tryouts
    - ix. Band directors will submit a schedule and timeline to the Fine Arts Supervisor by October 31<sup>st</sup> for the requested list above. With approval of the principal and Fine Arts Supervisor, band directors will receive a portion every month.
  - c. **Summer Guidelines**
    - i. **High School Band Directors**
      1. **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

2. **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

3. **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

4. **August**

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

**N. Middle School Band Director - \$1,187.00**

1. 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.
2. 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.

**O. 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. 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)

1. First Semester Requirements

- a. Fall AVA workshop (where new All-State Music is previewed)
- b. Fall District Choral Director’s meeting (calendar of events for the year is approved at this meeting)
- c. Provide technical assistance for Elementary and Middle School Honor Chorus (coordinate through the Fine Arts Supervisor)
- d. Winter Concert
- e. 5% of choral enrollment audition for All-State Chorus
- f. AVA District Contest/Solo and Ensemble participation (furnish fine arts supervisor with copies of student performance ratings forms)
- g. Civic Event or Contest
- h. 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.

2. Second Semester Requirements

- a. AVA District Contest/Solo and Ensemble (furnish Fine Arts Supervisor with copies of student performance ratings forms)
- b. 10% of chorus enrollment audition and/or participate in County Honor Chorus
- c. AMEA Convention
- d. All-State Chorus
- e. Spring Concert and recruitment programs
- f. Academics First-Eligibility Requirements
- g. Graduation/Honors Activities
- h. 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.

**P. ATHLETIC COACHING SUPPLEMENTS – HIGH SCHOOLS.** Effective August 15, 2006.

<b>Position</b>	<b>Number of Supplements per School</b>	<b>Amount of Supplement</b>
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 <sup>th</sup> Grade	1	2094
Football Assistant – 9 <sup>th</sup> Grade	1	1744
Basketball – 9 <sup>th</sup> Grade	1	2094
Cheerleader – Varsity	1	3491
Cheerleader – Junior Varsity	1	1744
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.

**Q. ATHLETIC COACHING SUPPLEMENTS – MIDDLE SCHOOLS**

**Effective July 1, 2011**

<b>Position</b>	<b>Number of Supplements per School</b>	<b>Amount of Supplement</b>
Football	2	1787
Basketball – Boys and Girls	2	1665
Baseball	1	1665
Softball	1	1665
Volleyball	1	1665
Track – Boys and Girls	2	1665
Cheerleader	1	1530

**R. Supplements for Qualifying for Playoffs**

1. 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 Assistants	Per Round	\$200.00 \$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 Assistant	If coach has state qualifiers, either team or individual	\$150.00 \$75.00
Football Playoffs – Band	Band Director Assistant	Per Round	\$150.00 \$75.00
Cheerleader Sponsor Varsity	Football/Basketball Playoffs	Per Round	\$75.00

2. 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.



## **S. SUMMER SUPPLEMENT PAID TO HIGH SCHOOL HEAD FOOTBALL COACH**

1. 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.

## **T. SUMMER GUIDELINES FOR HIGH SCHOOL HEAD FOOTBALL COACHES**

### **1. GENERAL RESPONSIBILITIES**

- a. Supplement will begin the day after the school year ends.
- b. 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.
- c. A weekly schedule for the summer will be turned in to the Principal and County Athletic Director.
- d. Coaches will sign a time card daily.
- e. Any assignments as requested by the administration.

### MAY

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

### JUNE/JULY

- n. Football field (check and repair)
- o. Bleachers
- p. Restroom and concession stands
- q. Press box and PA system
- r. Scoreboard (replace bulbs)
- s. Irrigation system
- t. Field liner operational
- u. Fences
- v. Stadium lights
- w. Assignment of locker rooms
- x. Check practice fields
- y. GRASS CUTTING
- z. Get schedules printed.
- aa. Directory information for AHSAA
- bb. Order equipment and supplies
- cc. Develop transportation schedule
- dd. Develop football programs for the fall
- ee. Ads
- ff. Pictures (set dates)
- gg. Open weight room. This allows for weight room to be open for morning and afternoon sessions.

### AUGUST

- hh. Re-check eligibility

- ii. Team roster and schedule to opponents
- jj. Contact workers for games.
- kk. Arrange buses for away games. (Freshman, J.V., Varsity)
- ll. Schedule pre-season scrimmages
- mm. Fall sport rules, parent, conference meetings
- nn. County Head Football meeting
- oo. Coaches Staff meetings
- pp. Practice schedules for all football teams at school.
- qq. Equipment issuing
- rr. GRASS CUTTING
- ss. Lining off football fields
- tt. Open weight room

**2. PROCEDURES FOR ADMINISTRATION OF ATHLETIC COACHING SUPPLEMENTS**

- a. 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).
- b. 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.
- c. Supplements are restricted to certified school system employees who hold teaching positions within the system.
- d. 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, except that with the written approval of the Principal, an Assistant Principal may serve as Athletic Director and receive the Athletic Director supplement. 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.
- e. 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).
- f. Board policy GBCA states relatives shall not supervise other family members. Therefore, no coach can supervise a family member.
- g. 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.
- h. 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.
- i. 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:

<b>Sport</b>	<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

- j. All coaches who receive a supplement must have their team competing in district competition/county championship. The principal must verify participation.
- k. 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.
- l. Athletic directors will be required to attend a workshop prior to the opening of school in order to receive the supplement.
- m. Exceptions of these rules must be approved in advance from the Assistant Superintendent or Executive Manager of Human Resources and the Superintendent.

**3. GENERAL DUTIES OF ALL COACHES**

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. Any coach receiving a supplement must be present at all practices and games.
- g. The athletic director and all coaches must fulfill all parts of their job description as it is written in the Athletic Handbook.

**U. ACADEMIC COACHING SUPPLEMENTS**

<b>ACADEMIC TEAM</b>	<b>SCHOOL</b>	<b># SUPPLEMENTS PER SCH</b>	<b>AMOUNT</b>
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

**1. Procedures for Administering Academic Coaching Supplements**

- a. 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.
- b. Coaching supplements will be **paid in a lump sum at the end of each school year (June 30<sup>th</sup> paycheck)**. Principals will submit to Human Resources by May 1 verification that each academic coach completed the assigned duties.
- c. Supplements are to be utilized only for the sanctioned academic competitions listed above.
- d. The principal will determine the number of supplements assigned per employee.
- e. The Academic Competition Coordinator’s major responsibilities will be as follows:
  - i. Coordinate the scheduling of events.
  - ii. Disseminate information relative to academic competitions.
  - iii. Validate participation in said events.
- f. 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.
- g. **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).**

**VI. RATES OF PAY FOR EXTRA WORK FOR EMPLOYEES**

- A. 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.

<b>CERTIFIED EMPLOYEES: TYPE OF WORK</b>	<b>RATE</b>
Attending workshop stipends (for selected workshops – not presenting)	\$16.00 per hour
After School ESP and Data meetings*	\$16.00
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. 21 <sup>st</sup> Century Coordinators are not included in this supplement and shall receive \$25.00 per hour.	\$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

\*- This supplement does not apply to regular faculty and other staff meetings.

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

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

\*\*\*\*- Teachers tutoring may be paid for 30 minutes planning for each hour of tutoring **if additional after school preparation is required.**

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

<b>CLASSIFIED EMPLOYEES: TYPE OF WORK</b>	<b>RATE</b>
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 Food Preparation Workers	\$ 8.00 per hour
Truck Drivers/CDL (must be MCPSS insurable)	\$ 8.95 per hour
Van Drivers (must be MCPSS insurable)	\$ 8.00 per hour
Retired CNP Employees Processing Free and Reduced Lunch Applications	\$10.00 per hour
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 (drug screen, background check required)	\$9.00 per hour
<i>Tutors with College Degrees</i>	<i>\$12.00 per hour</i>
BE Students - (drug screen, background check required)	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.

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

<b>Day Care Workers</b>		<b>On-Site Lead Workers</b>	
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		
<b>Special Subject Instructors:</b>			
Physical Fitness: \$ 10.00	Handicraft and Arts: \$10.00	Computers: \$ 17.50	
<b>MCPSS Certified Teachers:</b>			
Tutoring/Teaching: \$25.00 an hour	Non-Tutoring/non-teaching: \$16.00		

<b>Coordinators:</b>	
MCPSS Teachers: \$25.00	MCPSS Non-Teacher: \$20.00

FMW = Federal Minimum Wage

**ALPHABETICAL LISTING OF JOB TITLES/PAY GRADES**

<b>Job Title</b>	<b>Pay Grade</b>	<b>Contract Days</b>	<b>Step 0 Salary</b>
21 <sup>st</sup> 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 Supervisor	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-20	187	\$28,641
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, Elementary School	CT-24	202	20,540
Bookkeeper Itinerant	CT-25	260	26,313
Bookkeeper, Middle School	CT-24	202	20,540
Bookkeeper, High School	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 Installer	MT-04	260	35,871
Career Technical Executive Director	AP-07	260	73,863
Career Technical Supervisor	AP-02	260	45,214
Carpenter	MT-03A	260	26,360
Carpenter Foreman	MT-04	260	35,871
Carpenter/Multicraft	MT-03A	260	26,360
CDL Trainer	MT-03	260	26,360
Carpenter/Roofer	MT-03	260	26,360
Central Office Clerk I	CT-22	260	\$20,121
Central Office Clerk II	CT-25	260	26,313
Central Office Clerk III	CT-03	260	33,324
Central Office Receptionist	CT-22	260	20,121
Certified Personnel Executive Director	AP-07	260	73,863

Clerk, Accounting	CT-03	260	33,324
Clerk, Assistant Certification	CT-03	260	33,324
Clerk, Bilingual	CT-25	260	26,313
Clerk, Central Office, I	CT-22	260	\$20,121
Clerk, Central Office, II	CT-25	260	26,313
Clerk, Central Office, III	CT-03	260	33,324
Clerk, Central Office Receptionist	CT-22	260	20,121
Clerk, Computer Operations	CT-25	260	26,313
Clerk, Facilities	CT-03	260	33,324
Clerk, File	CT-22	260	20,121
Clerk, Fixed Assets	CT-03	260	33,324
Clerk, Elementary School Bookkeeper	CT-24	202	20,540
Clerk, Elementary School Registrar	CT-24	202	20,540
Clerk, High School Bookkeeper	CT-25	260	26,313
Clerk, Receptionist, High School, Middle School	CT-22	260	20,121
Clerk, High School Registrar	CT-25	260	26,313
Clerk, Human Resources	CT-03	260	33,324
Clerk, Insurance	CT-04	260	41,036
Clerk, Middle School Bookkeeper	CT-24	202	20,540
Clerk, Middle School Registrar	CT-24	202	20,540
Clerk, Payroll	CT-03	260	33,324
Clerk, Purchasing	CT-03	260	33,324
Clerk, School Bookkeeper (10 Months)	CT-24	202	20,540
Clerk, Elementary School, Other	CT-21	202	15,871
Clerk, School – One Clerk School	CT-24	202	20,540
Clerk, Transportation	CT-03	260	33,324
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
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
Coordinator, 504 Program	AP-03	260	51,393
Coordinator, Area School Improvement	AP-03	260	51,393
Coordinator, Elementary Curriculum	AP-03	260	51,393
Coordinator, Environmental Services	MT-07	260	63,213
Coordinator, Head Textbook	AP-04	260	56,449
Coordinator, Information Systems	AP-03	260	51,393
Coordinator, Maintenance	MT-07	260	63,213
Coordinator, Middle School Curriculum	AP-03	260	51,393



Coordinator, Purchasing	AP-03	260	51,393
Coordinator, Secondary Curriculum	AP-03	260	51,393
Coordinator, Staff Development	AP-03	260	51,393
Coordinator, Technology	AP-04	260	56,449
Coordinator, Transportation	MT-07	260	63,213
Coordinator, Testing, Textbooks	AP-04	260	56,449
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-04	260	35,871
Director, Budget	AP-05	260	62,628
Director, Curriculum and Instruction	AP-04	260	56,449
Director, Food Services	CT-07	260	59,731
Director, Environmental Education	AP-03	260	51,393
Director, JROTC	AP-02	260	45,214
Director, Psychological Services	AP-03	260	51,393
Director, Purchasing	AP-05	260	62,628
Director, Security	AP-04	260	56,449
Director, Staff Development	AP-04	260	56,449
Director, Student Discipline/Placement	AP-05	260	62,628
Director, Technology Support	AP-05	260	62,628
Discipline/Student Placement Specialist	CT-04	260	41,036
Draftsperson	MT-04	260	35,871
Drop-Out Specialist	AP-20	187	28,641
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 School Bookkeeper	CT-24	202	20,540
Elementary School Registrar	CT-24	202	20,540
Elementary Supervisor	AP-02	260	45,214
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 Coordinator	MT-07	260	63,213
Environmental Services Foreman	MT-04	260	35,871
Environmental Services Supervisor	MT-06	260	55,034
Equipment Operator	MT-03	260	26,360
Executive Director	AP-07	260	73863
Executive Director, Career Technical Education	AP-07	260	73863
Executive Director, Certified Personnel	AP-07	260	73863
Executive Director, Special Education	AP-07	260	73863
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
Foreman, Building Maintenance Engineer	MT-04	260	35,871
Foreman, Building Technology	MT-04	260	35,871
Foreman, Cable/Elect Network Install	MT-05	260	40,779
Foreman, Carpenter	MT-04	260	35,871
Foreman, Construction Inspection	MT-04	260	35,871
Foreman, Electrician	MT-05	260	40,779
Foreman, Energy Management	MT-04	260	35,871
Foreman, Environmental Services	MT-04	260	35,871
Foreman, HVAC Controls	MT-05	260	40,779
Foreman, HVAC	MT-05	260	40,779
Foreman, Masonry	MT-05	260	40,779
Foreman, Painter	MT-04	260	35,871
Foreman, Plumbing	MT-05	260	40,779
Foreman, Print Shop	MT-05	260	40,779
Foreman, Properties	MT-04	260	35,871
Foreman, Distribution Site	MT-04	260	35,871
Foreman, Special Crew	MT-04	260	35,871
Foreman, Transportation	MT-06	260	55,034
Foreman, Truck/Bus Shop	MT-05	260	40,779
Foreman, Warehouse	MT-03	260	26,360
Glazier	MT-03	260	26,360
Guidance/Counseling Supervisor	AP-02	260	45,214
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
Information Support Specialist	CT-04	260	41,036
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, 7.5 hours daily)	CT-23	182	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
Manager, CNP (ADM 0-699)	CN-06	191	18,237
Manager, CNP (ADM 700-999)	CN-05	191	21,237
Manager, CNP (ADM 1000+)	CN-04	191	24,237
Manager, Distribution Site	MT-03	260	26,360
Manager, Fleet	MT-06	260	55,034
Manager, Logistics	MT-06	260	55,034
Manager, Parent Program	CT-26	182	25,824
Manager, Parts – Auto, Bus, Truck Shop	MT-04	260	35,871
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 Bookkeeper	CT-24	202	20,540
Middle School Curriculum Coordinator	AP-03	260	51,393
Middle School Registrar	CT-24	202	20,540
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
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
Nurse, Visiting Health BS Degree (12 Months)	Nurses 66/67	260	61,642
Nurse, Visiting Health BS Degree (10 Months)	Nurses 62/63	202	41,646
Nurse, Visiting Health BS Degree (9 Months)	Nurses 54/55	187	38,554
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
Production Assistant	CT-03	260	33,324
Production Assistant/Writer	CT-31	202	25,890
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
Purchasing Director	AP-05	260	62,628
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
Refinisher	MT-03	260	26,360
Registrar, Elementary/Middle School	CT-24	202	20,540
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, to Assistant Superintendent	CT-03	260	33,324
Secretary, to Comptroller	CT-03	260	33,324
Secretary, Executive – Board	CT-04	260	41,036
Secretary, Executive – Deputy/ CFO	CT-04	260	41,036
Secretary, Executive – Superintendent	CT-04	260	41,036
Secretary, to High School Principal	CT-25	260	26,313
Secretary, Legal/Retirement	CT04	260	41,036
Secretary, Security	CT-03	260	33,324
Security Director	AP-04	260	56,449
Security Officer	MT-23	260	24,537
Security Officer Alternative School	MT-21	260	24,537

Security Operator / Monitor	MT-23	260	24,537
Security Secretary	CT-03	260	33,324
Security Supervisor	MT-05	260	40,779
Senior Budget Analyst	AP-02	260	45,214
Senior Buyer	AP-02	260	45,214
Shades and Blinds Repairperson	MT-03	260	26,360
Shop Assistant (formerly full time Utility Worker)	MT-21	260	19,654
Signers for Deaf/Hearing Impaired	CT-26	187	25,824
Social Studies Supervisor	AP-02	260	45,214
Social Worker	AP-22	202	35,127
Social Worker for Schools	AP-20	187	28,641
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
Supervisor, 21 <sup>st</sup> Century Grant	AP-02	260	45,214
Supervisor, Accounting	CT-06	260	55,057
Supervisor, Accounts Payable/Risk Management	CT-06	260	55,057
Supervisor, Athletics/Drivers Ed/PE	AP-02	260	45,214
Supervisor, Attendance/Records	AP-02	260	45,214
Supervisor, Business Marketing & Cooperative Ed	AP-02	260	45,214
Supervisor, Career Technical	AP-02	260	45,214
Supervisor, Computer Hardware	CT-06	260	55,057
Supervisor, Computer Network	CT-06	260	55,057
Supervisor, Elementary	AP-02	260	45,214
Supervisor, English/Foreign Language	AP-02	260	45,214
Supervisor, Environmental Services	MT-06	260	55,034
Supervisor, Fine Arts	AP-02	260	45,214
Supervisor, Fixed Assets	CT-04	260	41,036
Supervisor, Guidance/Counseling	AP-02	260	45,214
Supervisor, Health Science/Family & Consumer Science	AP-02	260	45,214
Supervisor, Health Services	AP-02	260	45,214
Supervisor, Language Arts/Reading	AP-02	260	45,214
Supervisor, Language Arts/Writing	AP-02	260	45,214
Supervisor, Library/Media	AP-02	260	45,214
Supervisor, Magnet Schools	AP-02	260	45,214
Supervisor, Maintenance	MT-06	260	55,034
Supervisor, Mathematics – Elementary	AP-02	260	45,214
Supervisor, Mathematics – Secondary	AP-02	260	45,214
Supervisor, Music/Fine Arts	AP-02	260	45,214
Supervisor, New Construction	MT-06	260	55,034
Supervisor, Payroll	CT-06	260	55,057
Supervisor, Property/Land	CT-06	260	55,057
Supervisor, Public Relations	AP-03	260	51,393

Supervisor, School to Work	AP-02	260	45,214
Supervisor, Science	AP-02	260	45,214
Supervisor, Social Studies	AP-02	260	45,214
Supervisor, Talents Unlimited	AP-02	260	45,214
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 (Full Time position)	MT-21	260	\$19,654
Utility Worker (Part Time position)			\$9.45 per hour
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
Web Support Specialist	CT-04	260	41,036
Web Telecommunications Manager	CT-07	260	\$59,731
Website Developer	CT-05	260	47,205
Welder	MT-03	260	26,360

**2011-2012 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES**

State Minimum Salary Schedule  
EFFECTIVE OCTOBER 1, 2012

STEP	EXP	SCH 41/42 RANK B/ND 187 DAYS	SCH 41/42 RANK A 187 DAYS	SCH 41/42 RANK AA 187 DAYS	SCH 41/42 RANK DR 187 DAYS	SCH 37/38 RANK B/ND 202 DAYS	SCH 37/38 RANK A 202 DAYS	SCH 37/38 RANK AA 202 DAYS	SCH 37/38 RANK DR 202 DAYS
1	0	36,144	41,564	44,818	48,071	39,043	44,898	48,413	51,927
2	1	36,144	41,564	44,818	48,071	39,043	44,898	48,413	51,927
3	2	36,144	41,564	44,818	48,071	39,043	44,898	48,413	51,927
4	3	39,756	45,720	49,297	52,877	42,946	49,387	53,252	57,119
5	4	39,756	45,720	49,297	52,877	42,946	49,387	53,252	57,119
6	5	39,756	45,720	49,297	52,877	42,946	49,387	53,252	57,119
7	6	41,497	47,721	51,470	55,191	44,826	51,549	55,597	59,617
8	7	41,497	47,721	51,470	55,191	44,826	51,549	55,597	59,617
9	8	41,497	47,721	51,470	55,191	44,826	51,549	55,597	59,617
10	9	42,053	48,362	52,148	55,932	45,428	52,242	56,330	60,419
11	10	42,053	48,362	52,148	55,932	45,428	52,242	56,330	60,419
12	11	42,053	48,362	52,148	55,932	45,428	52,242	56,330	60,419
13	12	42,818	49,238	53,093	56,949	46,251	53,189	57,354	61,516
14	13	42,818	49,238	53,093	56,949	46,251	53,189	57,354	61,516
15	14	42,818	49,238	53,093	56,949	46,251	53,189	57,354	61,516
16	15	43,794	50,364	54,305	58,244	47,307	54,404	58,661	62,917
17	16	43,794	50,364	54,305	58,244	47,307	54,404	58,661	62,917
18	17	43,794	50,364	54,305	58,244	47,307	54,404	58,661	62,917
19	18	44,360	51,012	55,005	58,999	47,919	55,104	59,418	63,730
20	19	44,360	51,012	55,005	58,999	47,919	55,104	59,418	63,730
21	20	44,360	51,012	55,005	58,999	47,919	55,104	59,418	63,730
22	21	44,926	51,666	55,708	59,752	48,530	55,810	60,177	64,546
23	22	44,926	51,666	55,708	59,752	48,530	55,810	60,177	64,546
24	23	44,926	51,666	55,708	59,752	48,530	55,810	60,177	64,546
25	24	45,461	52,201	56,245	60,288	49,065	56,388	60,712	65,081
26	25	45,461	52,201	56,245	60,288	49,065	56,388	60,712	65,081
27	26	45,461	52,201	56,245	60,288	49,065	56,388	60,712	65,081
27+		45,997	52,737	56,780	60,824	49,600	56,967	61,247	65,616

TEACHER 187 DAYS & 202 DAYS  
 COUNSELOR 187 DAYS  
 INSTRUCTIONAL SPECIALIST 187 DAYS  
 LIBRARIAN 187 DAYS  
 ADMINISTRATIVE INTERN 202 DAYS  
 CONSULTING TEACHER 202 DAYS  
 PSYCHOMETRIST 202 DAYS  
 RESOURCE TEACHER 202 DAYS

9 Month Teacher Schedule 41/42 Definitions: Rank B/ND – Bachelor’s Degree Rank A – Master’s Degree Rank AA – Educational Specialist Rank DR - Doctorate
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**SPECIAL GRANDFATHERED FOR SOME TEACHERS  
2011-2012 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES**

EFFECTIVE OCTOBER 1, 2012

STEP	EXP	SCH 39/40 RANK B/ND 187 DAYS	SCH 39/40 RANK A 187 DAYS	SCH 39/40 RANK AA 187 DAYS	SCH 39/40 RANK DR 187 DAYS	SCH 35/36 RANK B/ND 202 DAYS	SCH 35/36 RANK A 202 DAYS	SCH 35/36 RANK AA 202 DAYS	SCH 35/36 RANK DR 202 DAYS	SCH 31/32 RANK B/ND 240/260 DAYS	SCH 31/32 RANK A 240/260 DAYS	SCH 31/32 RANK AA 240/260 DAYS	SCH 31/32 RANK DR 240/260 DAYS
1	0												
2	1												
3	2	39,385	44,794	47,841	51,209	42,542	48,386	51,677	55,316	50,548	57,488	61,397	65,714
4	3	39,757	45,721	49,298	52,878	42,946	49,388	53,252	57,119	51,026	58,681	63,270	67,864
5	4	39,837	45,721	49,298	52,878	43,031	49,388	53,252	57,119	51,128	58,681	63,270	67,864
6	5	40,104	45,721	49,298	52,878	43,273	49,388	53,252	57,119	51,414	58,681	63,270	67,864
7	6	41,498	47,723	51,471	55,192	44,826	51,549	55,598	59,617	53,258	61,248	66,058	70,833
8	7	41,498	47,723	51,471	55,192	44,826	51,549	55,598	59,617	53,258	61,248	66,058	70,833
9	8	41,715	47,723	51,471	55,192	45,060	51,549	55,598	59,617	53,537	61,248	66,058	70,833
10	9	42,055	48,363	52,149	55,934	45,428	52,242	56,331	60,419	53,973	62,070	66,930	71,787
11	10	42,177	48,363	52,149	55,934	45,560	52,242	56,331	60,419	54,129	62,070	66,930	71,787
12	11	42,409	48,363	52,149	55,934	45,797	52,242	56,331	60,419	54,428	62,070	66,930	71,787
13	12	42,849	49,239	53,096	56,950	46,284	53,189	57,353	61,516	54,991	63,197	68,143	73,090
14	13	43,078	49,239	53,096	56,950	46,534	53,189	57,353	61,516	55,584	63,197	68,143	73,090
15	14	43,311	49,239	53,096	56,950	46,784	53,189	57,353	61,516	55,584	63,197	68,143	73,090
16	15	43,961	50,365	54,307	58,247	47,484	54,403	58,661	62,918	56,420	64,639	69,697	74,752
17	16	44,195	50,365	54,307	58,247	47,739	54,403	58,661	62,918	56,720	64,639	69,697	74,752
18	17	44,195	50,365	54,307	58,247	47,739	54,403	58,661	62,918	56,720	64,639	69,697	74,752
19	18	44,361	51,014	55,007	59,000	47,919	55,104	59,418	63,730	56,934	65,472	70,596	75,722
20	19	44,361	51,014	55,007	59,000	47,919	55,104	59,418	63,730	56,934	65,472	70,596	75,722
21	20	44,361	51,014	55,007	59,000	47,919	55,104	59,418	63,730	56,934	65,472	70,596	75,722
22	21	44,927	51,667	55,710	59,754	48,531	55,811	60,178	64,546	57,658	66,310	71,498	76,689
23	22	44,927	51,667	55,710	59,754	48,531	55,811	60,178	64,546	57,658	66,310	71,498	76,689
24	23	44,927	51,667	55,710	59,754	48,531	55,811	60,178	64,546	57,658	66,310	71,498	76,689
25	24	45,546	52,286	56,329	60,373	49,066	56,346	60,713	65,081	58,193	66,845	72,033	77,224
26	25	45,546	52,286	56,329	60,373	49,066	56,346	60,713	65,081	58,193	66,845	72,033	77,224
27	26	45,546	52,286	56,329	60,373	49,066	56,346	60,713	65,081	58,193	66,845	72,033	77,224
27+		46,164	52,905	56,948	60,991	49,601	56,881	61,248	65,616	58,728	67,380	72,568	77,759

COUNSELOR 187 DAYS  
LIBRARIAN 187 DAYS  
PSYCHOMETRIST 202 DAYS or 240/260 DAYS  
RESOURCE TEACHER 202 DAYS OR 240/260 DAYS  
TEACHER 187 DAYS, 202 DAYS, OR 240/260 DAYS

<p>9 Month Teacher Schedule 41/42 Definitions: Rank B/ND – Bachelor’s Degree Rank A – Master’s Degree Rank AA – Educational Specialist Rank DR - Doctorate</p>
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**2011-2012 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES  
222 DAY EMPLOYEE  
AND  
240/260 DAY EMPLOYEE**

**EFFECTIVE OCTOBER 1, 2012**

STEPS	EXP	SCH 52/53 RANK B/ND 222 DAYS	SCH 52/53 RANK A 222 DAYS	SCH 52/53 RANK AA 222 DAYS	SCH 52/53 RANK DR 222 DAYS	SCH 33/34 RANK B/ND 240/260 DAYS	SCH 33/34 RANK A 240/260 DAYS	SCH 33/34 RANK AA 240/260 DAYS	SCH 33/34 RANK DR 240/260 DAYS
1	0	42,909	49,343	53,207	57,068	46,388	53,345	57,520	61,696
2	1	42,909	49,343	53,207	57,068	46,388	53,345	57,520	61,696
3	2	42,909	49,343	53,207	57,068	46,388	53,345	57,520	61,696
4	3	47,199	54,278	58,526	62,774	51,025	58,677	63,270	67,863
5	4	47,199	54,278	58,526	62,774	51,025	58,677	63,270	67,863
6	5	47,199	54,278	58,526	62,774	51,025	58,677	63,270	67,863
7	6	49,263	56,652	61,102	65,520	53,257	61,248	66,058	70,833
8	7	49,263	56,652	61,102	65,520	53,257	61,248	66,058	70,833
9	8	49,263	56,652	61,102	65,520	53,257	61,248	66,058	70,833
10	9	49,924	57,415	61,907	66,400	53,972	62,070	66,925	71,785
11	10	49,924	57,415	61,907	66,400	53,972	62,070	66,925	71,785
12	11	49,924	57,415	61,907	66,400	53,972	62,070	66,925	71,785
13	12	50,831	58,454	63,032	67,608	54,953	63,194	68,143	73,090
14	13	50,831	58,454	63,032	67,608	54,953	63,194	68,143	73,090
15	14	50,831	58,454	63,032	67,608	54,953	63,194	68,143	73,090
16	15	51,991	59,789	64,469	69,147	56,207	64,639	69,696	74,752
17	16	51,991	59,789	64,469	69,147	56,207	64,639	69,696	74,752
18	17	51,991	59,789	64,469	69,147	56,207	64,639	69,696	74,752
19	18	52,662	60,561	65,301	70,041	56,933	65,472	70,596	75,721
20	19	52,662	60,561	65,301	70,041	56,933	65,472	70,596	75,721
21	20	52,662	60,561	65,301	70,041	56,933	65,472	70,596	75,721
22	21	53,334	61,390	66,135	70,934	57,658	66,310	71,497	76,688
23	22	53,334	61,390	66,135	70,934	57,658	66,310	71,497	76,688
24	23	53,334	61,390	66,135	70,934	57,658	66,310	71,497	76,688
25	24	53,869	61,925	66,670	71,469	58,193	66,845	72,032	77,223
26	25	53,869	61,925	66,670	71,469	58,193	66,845	72,032	77,223
27	26	53,869	61,925	66,670	71,469	58,193	66,845	72,032	77,223
27+		54,404	62,460	67,205	72,004	58,728	67,380	72,567	77,758

COUNSELORS  
240/260 DAYS  
TEACHER  
240/260 DAYS

**2011 – 2012 SALARY STEP PLAN**

**(Steps are compensation steps, not experience steps.)**

**PRINCIPALS - 240/260 DAYS**

**EFFECTIVE OCTOBER 1, 2012**

**H/S PRINCIPALS 1201-1205**

**M/S PRINCIPALS 1301-1305**

**E/S PRINCIPALS 1401-1405**

Sche-	1201	1202	1203	1204	1205	1301	1302	1303	1304	1305	1401	1402	1403	1404	1405
dule	1500+	1250-	1000-	750-	750 &	1500+	1250-	1000-	750-	750 &	1000+	750-	500	250-	Below
		1499	1249	999	Below		1499	1249	999	Below		999	-749	499	250
STEP	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM
0	89627	88154	86683	85211	83739	82449	80977	79506	78033	76561	78110	76638	75167	73695	72223
1	90972	89477	87983	86489	84995	83686	82192	80698	79203	77709	79282	77788	76294	74800	73306
2	92336	90819	89302	87786	86270	84941	83425	81909	80391	78875	80471	78955	77439	75922	74406
3	93721	92181	90642	89103	87564	86215	84676	83137	81597	80058	81678	80139	78600	77061	75522
4	95127	93564	92002	90439	88877	87509	85946	84384	82821	81259	82903	81341	79779	78217	76655
5	96554	94967	93382	91796	90211	88821	87236	85650	84063	82478	84147	82561	80976	79390	77805
6	98002	96392	94782	93173	91564	90153	88544	86935	85324	83715	85409	83800	82190	80581	78972
7	99472	97838	96204	94570	92937	91506	89872	88239	86604	84971	86690	85057	83423	81790	80156
8	100964	99305	97647	95989	94331	92878	91220	89562	87903	86245	87991	86333	84675	83017	81359
9	102479	100795	99112	97429	95746	94272	92589	90906	89222	87539	89310	87628	85945	84262	82579
10	104016	102307	100599	98890	97182	95686	93978	92269	90560	88852	90650	88942	87234	85526	83818
11	105576	103841	102108	100374	98640	97121	95387	93654	91919	90185	92010	90276	88542	86809	85075
12	107160	105399	103639	101879	100120	98578	96818	95058	93297	91538	93390	91630	89871	88111	86351
13	108767	106980	105194	103407	101622	100056	98270	96484	94697	92911	94791	93005	91219	89433	87646
14	110399	108585	106772	104959	103146	101557	99744	97931	96117	94304	96213	94400	92587	90774	88961
15	112055	110213	108373	106533	104693	103081	101241	99400	97559	95719	97656	95816	93976	92136	90296
16	113736	111867	109999	108131	106264	104627	102759	100891	99022	97155	99121	97253	95385	93518	91650
17	115442	113545	111649	109753	107857	106196	104301	102405	100508	98612	100608	98712	96816	94920	93025
18	117173	115248	113324	111399	109475	107789	105865	103941	102015	100091	102117	100193	98268	96344	94420
19	118931	116976	115023	113070	111117	109406	107453	105500	103546	101593	103648	101695	99742	97789	95836
20	120715	118731	116749	114766	112784	111047	109065	107083	105099	103116	105203	103221	101239	99256	97274
21	122526	120512	118500	116488	114476	112713	110701	108689	106675	104663	106781	104769	102757	100745	98733
22	124363	122320	120278	118235	116193	114403	112361	110319	108275	106233	108383	106341	104299	102256	100214
23	126229	124155	122082	120009	117936	116120	114047	111974	109899	107827	110009	107936	105863	103790	101717
24	128122	126017	123913	121809	119705	117861	115757	113653	111548	109444	111659	109555	107451	105347	103243
25	130044	127907	125772	123636	121501	119629	117494	115358	113221	111086	113334	111198	109063	106927	104792
26	131995	129826	127658	125490	123323	121424	119256	117089	114919	112752	115034	112866	110699	108531	106364
27	133975	131773	129573	127373	125173	123245	121045	118845	116643	114443	116759	114559	112359	110159	107959

A certified administrator is paid an additional \$3867 for an AA certificate and \$4282 for a doctorate and \$8149 for both

**2011 – 2012 SALARY STEP PLAN**

**(Steps are compensation steps, not experience steps.)**

**ASSISTANT PRINCIPALS - 222 DAYS**

**EFFECTIVE OCTOBER 1, 2012**

	H/S ASST. PRINCIPALS 1501-1505					M/S ASST. PRINCIPALS 1601-1605					E/S ASST. PRINCIPALS 1701-1705				
Sche-	1501	1502	1503	1504	1505	1601	1602	1603	1604	1605	1701	1702	1703	1704	1705
dule	1500+	1250-	1000-	750-	750 &	1500+	1250-	1000-	750-	750 &	1000+	750-	500-	250-	Below
		1499	1249	999	Below		1499	1249	999	Below		999	749	499	250
STEP	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM
0	70469	68923	67379	65829	64288	66945	65400	63854	62309	60763	62143	60597	59051	57506	55960
1	71526	69957	68389	66817	65252	67949	66381	64812	63244	61675	63075	61506	59937	58369	56800
2	72599	71007	69415	67819	66231	68968	67377	65784	64193	62600	64021	62429	60836	59244	57652
3	73688	72072	70456	68836	67224	70003	68387	66771	65155	63539	64982	63365	61749	60133	58517
4	74794	73153	71513	69869	68233	71053	69413	67772	66133	64492	65956	64316	62675	61035	59394
5	75915	74250	72586	70917	69256	72119	70454	68789	67125	65459	66946	65280	63615	61951	60285
6	77054	75364	73675	71981	70295	73200	71511	69821	68132	66441	67950	66259	64569	62880	61190
7	78210	76494	74780	73060	71349	74298	72584	70868	69154	67438	68969	67253	65538	63823	62107
8	79383	77642	75901	74156	72420	75413	73673	71931	70191	68449	70004	68262	66521	64780	63039
9	80574	78806	77040	75268	73506	76544	74778	73010	71244	69476	71054	69286	67519	65752	63985
10	81782	79988	78196	76398	74609	77692	75899	74105	72312	70518	72120	70325	68531	66738	64944
11	83009	81188	79368	77543	75728	78858	77038	75217	73397	71576	73201	71380	69559	67740	65919
12	84254	82406	80559	78707	76864	80041	78193	76345	74498	72650	74299	72451	70603	68756	66907
13	85518	83642	81767	79887	78017	81241	79366	77490	75616	73740	75414	73538	71662	69787	67911
14	86801	84897	82994	81086	79187	82460	80557	78653	76750	74846	76545	74641	72737	70834	68930
15	88103	86170	84239	82302	80375	83697	81765	79832	77901	75968	77693	75760	73828	71896	69964
16	89425	87463	85502	83536	81580	84952	82992	81030	79070	77108	78859	76897	74935	72975	71013
17	90766	88775	86785	84789	82804	86226	84237	82245	80256	78264	80041	78050	76059	74069	72078
18	92127	90106	88087	86061	84046	87520	85500	83479	81459	79438	81242	79221	77200	75180	73159
19	93509	91458	89408	87352	85307	88833	86783	84731	82681	80630	82461	80409	78358	76308	74257
20	94912	92830	90749	88662	86586	90165	88084	86002	83922	81839	83698	81616	79533	77453	75371
21	96336	94222	92110	89992	87885	91518	89406	87292	85180	83067	84953	82840	80726	78615	76501
22	97781	95636	93492	91342	89203	92890	90747	88602	86458	84313	86227	84082	81937	79794	77649
23	99247	97070	94894	92712	90541	94284	92108	89931	87755	85578	87521	85344	83166	80991	78813
24	100736	98526	96318	94103	91900	95698	93490	91280	89071	86861	88834	86624	84414	82205	79996
25	102247	100004	97763	95515	93278	97133	94892	92649	90407	88164	90166	87923	85680	83439	81195
26	103781	101504	99229	96947	94677	98590	96315	94039	91764	89487	91519	89242	86965	84690	82413
27	105338	103027	100717	98402	96097	100069	97760	95449	93140	90829	92891	90581	88270	85960	83650

A 222-day certified administrator is paid an additional \$3254 for an AA certificate and \$3604 for a doctorate and \$6858 for both

**2011 – 2012 SALARY STEP PLAN**

(Steps are compensation steps, not experience steps.)

**ADMINISTRATIVE/PROFESSIONAL**

**EFFECTIVE OCTOBER 1, 2012**

Schedule	AP01	AP02	AP03	AP04	AP05	AP06	AP07	AP20	AP21	AP22	AP23
								8 Hrs	7 Hrs	8 Hrs	8 Hrs
	240/260	240/260	240/260	240/260	240/260	240/260	240/260	/187	/187	/202	/192
STEP	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
0	39821	45214	51393	56449	62628	67684	73863	28641	25060	35127	28640
1	40419	45892	52164	57296	63568	68699	74971	29071	25436	35654	29070
2	41025	46581	52947	58155	64521	69730	76096	29507	25817	36189	29506
3	41640	47279	53741	59028	65489	70776	77237	29950	26204	36732	29949
4	42265	47989	54547	59913	66471	71837	78396	30399	26597	37283	30398
5	42899	48708	55365	60812	67469	72915	79572	30855	26996	37842	30854
6	43542	49439	56196	61724	68481	74009	80765	31318	27401	38410	31317
7	44196	50181	57039	62650	69508	75119	81977	31787	27812	38986	31786
8	44858	50933	57894	63590	70550	76246	83207	32264	28230	39571	32263
9	45531	51697	58763	64543	71609	77389	84455	32748	28653	40164	32747
10	46214	52473	59644	65512	72683	78550	85721	33239	29083	40767	33238
11	46907	53260	60539	66494	73773	79728	87007	33738	29519	41378	33737
12	47611	54059	61447	67492	74880	80924	88312	34244	29962	41999	34243
13	48325	54870	62369	68504	76003	82138	89637	34758	30411	42629	34756
14	49050	55693	63304	69532	77143	83370	90982	35279	30867	43268	35278
15	49786	56528	64254	70575	78300	84621	92346	35808	31330	43917	35807
16	50533	57376	65217	71633	79475	85890	93732	36346	31800	44576	36344
17	51291	58237	66196	72708	80667	87179	95138	36891	32277	45245	36889
18	52060	59110	67189	73798	81877	88486	96565	37444	32762	45923	37443
19	52841	59997	68196	74905	83105	89814	98013	38006	33253	46612	38004
20	53634	60897	69219	76029	84351	91161	99483	38576	33752	47311	38574
21	54438	61810	70258	77169	85617	92528	100976	39154	34258	48021	39153
22	55255	62737	71312	78327	86901	93916	102490	39742	34772	48741	39740
23	56083	63679	72381	79502	88204	95325	104028	40338	35293	49473	40336
24	56925	64634	73467	80694	89527	96755	105588	40943	35823	50215	40941
25	57779	65603	74569	81905	90870	98206	107172	41557	36360	50968	41555
26	58645	66587	75688	83133	92233	99679	108779	42180	36906	51732	42179
27	59525	67586	76823	84380	93617	101174	110411	42813	37459	52508	42811

A 240/260-day certified administrator is paid an additional \$3867 for an AA certificate and \$4282 for a doctorate and \$8149 for both

**2011 – 2012 SALARY STEP PLAN**

**(Steps are compensation steps, not experience steps.)**

**CLERICAL/TECHNICAL**

**EFFECTIVE OCTOBER 1, 2012**

Schedule	CT03	CT04	CT05	CT06	CT07	CT20	CT21	CT22	CT23	CT24	CT25	CT26	CT27	CT28
	240	240	240	240	240	187	202	240	187	202	240	187	4 HR	6 HR
	/260	/260	/260	/260	/260			/260			/260		/187	/182
STEPS	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
0	33324	41036	47205	55057	59731	13,205	15871	20121	16,841	20540	26313	25,824	10,422	14,296
1	33824	41651	47913	55883	60627	13,403	16109	20423	17,093	20848	26708	26,212	10,578	14,510
2	34331	42276	48632	56721	61536	13,604	16351	20730	17,350	21161	27109	26,605	10,737	14,728
3	34846	42910	49361	57572	62459	13,808	16596	21040	17,610	21478	27515	27,004	10,898	14,949
4	35369	43554	50102	58436	63396	14,015	16845	21356	17,874	21800	27928	27,409	11,062	15,173
5	35900	44207	50853	59312	64347	14,226	17098	21676	18,142	22127	28347	27,820	11,227	15,554
6	36438	44870	51616	60202	65312	14,439	17354	22002	18,414	22459	28772	28,238	11,396	15,788
7	36985	45543	52390	61105	66292	14,656	17615	22332	18,691	22796	29204	28,661	11,567	16,024
8	37539	46227	53176	62021	67286	14,875	17879	22667	18,971	23138	29642	29,091	11,740	16,265
9	38102	46920	53974	62952	68296	15,098	18147	23007	19,256	23485	30087	29,527	11,916	16,509
10	38674	47624	54783	63896	69320	15,325	18419	23352	19,544	23837	30538	29,970	12,095	16,756
11	39254	48338	55605	64854	70360	15,613	18696	23702	19,838	24195	30996	30,420	12,277	17,008
12	39843	49063	56439	65827	71415	15,847	18976	24057	20,135	24558	31461	30,876	12,461	17,263
13	40441	49799	57286	66815	72487	16,085	19261	24418	20,437	24926	31933	31,339	12,648	17,522
14	41047	50546	58145	67817	73574	16,326	19550	24785	20,744	25300	32412	31,809	12,837	17,785
15	41663	51304	59017	68834	74677	16,571	19843	25156	21,055	25679	32898	32,287	13,030	18,051
16	42288	52074	59902	69867	75798	16,820	20140	25534	21,371	26065	33391	32,771	13,225	18,322
17	42922	52855	60801	70915	76935	17,072	20443	25917	21,691	26456	33892	33,262	13,424	18,597
18	43566	53648	61713	71978	78089	17,328	20749	26305	22,017	26852	34401	33,761	13,625	18,876
19	44219	54453	62639	73058	79260	17,588	21060	26700	22,347	27255	34917	34,268	13,829	19,159
20	44883	55269	63578	74154	80449	17,852	21376	27101	22,682	27664	35440	34,782	14,037	19,446
21	45556	56098	64532	75266	81656	18,120	21697	27507	23,022	28079	35972	35,304	14,247	19,738
22	46239	56940	65500	76395	82880	18,392	22022	27920	23,368	28500	36512	35,833	14,461	20,034
23	46933	57794	66482	77541	84124	18,668	22353	28338	23,718	28928	37059	36,371	14,678	20,335
24	47637	58661	67480	78704	85385	18,948	22688	28764	24,074	29362	37615	36,916	14,898	20,640
25	48351	59541	68492	79885	86666	19,232	23028	29195	24,435	29802	38179	37,470	15,122	20,949
26	49077	60434	69519	81083	87966	19,520	23374	29633	24,802	30249	38752	38,032	15,349	21,264
27	49813	61340	70562	82299	89286	19,813	23724	30077	25,174	30703	39333	38,602	15,579	21,583

**2011 – 2012 SALARY STEP PLAN**

**(Steps are compensation steps, not experience steps.)**

**CLERICAL/TECHNICAL (continued)**

**EFFECTIVE OCTOBER 1, 2012**

<b>Sche- dule</b>	<b>CT29 8 HR /260</b>	<b>CT30 222</b>	<b>CT31 202</b>
<b>STEPS</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
0	26313	22467	25890
1	26708	22804	26278
2	27109	23146	26673
3	27515	23494	27073
4	27928	23846	27479
5	28347	24204	27891
6	28772	24567	28309
7	29204	24935	28734
8	29642	25309	29165
9	30087	25689	29602
10	30538	26074	30046
11	30996	26465	30497
12	31461	26862	30955
13	31933	27265	31419
14	32412	27674	31890
15	32898	28089	32369
16	33391	28511	32854
17	33892	28938	33347
18	34401	29372	33847
19	34917	29813	34355
20	35440	30260	34870
21	35972	30714	35393
22	36512	31175	35924
23	37059	31642	36463
24	37615	32117	37010
25	38179	32599	37565
26	38752	33088	38128
27	39333	33584	38700

**2011 - 2012 SALARY STEP PLAN**

**(Steps are compensation steps, not experience steps.)**

**MANUAL TRADES**

**EFFECTIVE OCTOBER 1, 2012**

<b>Schedule</b>	<b>MT03</b>	<b>MT03-A</b>	<b>MT04</b>	<b>MT05</b>	<b>MT06</b>	<b>MT07</b>	<b>MT08</b>	<b>MT20</b>	<b>MT21</b>	<b>MT22</b>	<b>MT23</b>
	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>197</b>	<b>240/260</b>	<b>197</b>	<b>240/260</b>
<b>STEP</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
0	26360	31360	35871	40779	55034	63213	70228	15160	19654	18776	24537
1	26755	31830	36409	41390	55859	64161	71281	15605	19949	19058	24905
2	27156	32308	36955	42011	56697	65123	72350	15840	20248	19344	25279
3	27564	32792	37509	42641	57547	66100	73436	16077	20552	19634	25658
4	27977	33284	38072	43281	58411	67092	74537	16318	20860	19929	26043
5	28397	33784	38643	43930	59287	68098	75655	16563	21173	20227	26434
6	28823	34290	39223	44589	60176	69119	76790	16811	21490	20531	26830
7	29255	34805	39811	45258	61079	70156	77942	17064	21813	20839	27233
8	29694	35327	40408	45937	61995	71209	79111	17320	22140	21151	27641
9	30139	35857	41014	46626	62925	72277	80298	17579	22472	21469	28056
10	30591	36395	41629	47325	63869	73361	81502	17843	22809	21791	28476
11	31050	36940	42254	48035	64827	74461	82725	18111	23151	22118	28904
12	31516	37495	42888	48756	65799	75578	83966	18382	23498	22449	29337
13	31989	38057	43531	49487	66786	76712	85225	18658	23851	22786	29777
14	32469	38628	44184	50229	67788	77862	86503	18938	24209	23128	30224
15	32956	39207	44847	50983	68805	79030	87801	19222	24572	23475	30677
16	33450	39795	45519	51747	69837	80216	89118	19510	24940	23827	31137
17	33952	40392	46202	52524	70884	81419	90455	19803	25314	24184	31604
18	34461	40998	46895	53311	71948	82640	91812	20100	25694	24547	32079
19	34978	41613	47599	54111	73027	83880	93189	20402	26080	24915	32560
20	35503	42237	48313	54923	74122	85138	94587	20708	26471	25289	33048
21	36035	42871	49037	55747	75234	86415	96005	21018	26868	25668	33544
22	36576	43514	49773	56583	76363	87712	97445	21334	27271	26053	34047
23	37124	44167	50519	57432	77508	89027	98907	21654	27680	26444	34558
24	37681	44829	51277	58293	78671	90363	100391	21978	28095	26841	35076
25	38246	45502	52046	59167	79851	91718	101897	22308	28517	27243	35602
26	38820	46184	52827	60055	81048	93094	103425	22643	28944	27652	36136
27	39402	46877	53619	60956	82264	94490	104976	22982	29378	28067	36678

**2011 – 2012 SALARY SCHEDULES  
FOR OCCUPATIONAL THERAPY/PHYSICAL THERAPY**

**Steps are compensation steps, not experience steps**

**EFFECTIVE OCTOBER 1, 2012**

<b>Schedule</b>	<b>OTPT</b>	<b>OTP1</b>	<b>OTP2</b>	<b>OTP3</b>
	<b>187 DAYS</b>	<b>187 DAYS</b>	<b>202 DAYS</b>	<b>222 DAYS</b>
<b>STEP</b>	<b>7 HOURS</b>	<b>7 HOURS</b>	<b>8 HOURS</b>	<b>8 HOURS</b>
0	27943	42649	52652	59860
1	28362	43289	53441	60758
2	28787	43938	54243	61669
3	29219	44597	55057	62594
4	29657	45266	55883	63533
5	30102	45945	56721	64486
6	30554	46634	57572	65454
7	31012	47334	58435	66435
8	31477	48044	59312	67432
9	31949	48765	60201	68443
10	32428	49496	61104	69470
11	32915	50239	62021	70512
12	33409	50992	62951	71570
13	33910	51757	63896	72643
14	34418	52533	64854	73733
15	34935	53321	65827	74839
16	35459	54121	66814	75962
17	35991	54933	67816	77101
18	36530	55757	68834	78258
19	37078	56593	69866	79431
20	37635	57442	70914	80623
21	38199	58304	71978	81832
22	38772	59178	73058	83060
23	39354	60066	74153	84306
24	39944	60967	75266	85570
25	40543	61882	76395	86854
26	41151	62810	77541	88157
27	41769	63752	78704	89479



**2011-2012 SALARY SCHEDULES FOR SERVICE PERSONNEL – CHILD NUTRITION**

**Steps are compensation steps, not experience steps**

**EFFECTIVE OCTOBER 1, 2012**

Schedule	CNP Assts	CNP Assts	CNP Assts	CNP Mgrs	CNP Mgrs	CNP Mgrs	CNP Assts
	<b>CN01</b>	<b>CN02</b>	<b>CN03</b>	<b>CN04</b>	<b>CN05</b>	<b>CN06</b>	<b>CN07</b>
	<b>187 Days</b>	<b>187 Days</b>	<b>187 Days</b>	<b>191 Days</b>	<b>191 Days</b>	<b>191 Days</b>	<b>187 Days</b>
<b>STEP</b>	<b>6 Hours</b>	<b>6.5 Hours</b>	<b>7 Hours</b>	<b>1000+</b>	<b>700-999</b>	<b>0-699</b>	<b>3 Hours</b>
0	11,369	12,149	12,930	24,237	21,237	18,237	6,684
1	11,540	12,331	13,124	24,601	21,556	18,511	6,784
2	11,713	12,516	13,321	24,970	21,879	18,788	6,886
3	11,888	12,704	13,521	25,344	22,207	19,070	6,989
4	12,067	12,895	13,723	25,724	22,540	19,356	7,094
5	12,248	13,088	13,929	26,110	22,878	19,646	7,201
6	12,431	13,284	14,138	26,502	23,221	19,941	7,309
7	12,618	13,484	14,350	26,899	23,570	20,240	7,418
8	12,807	13,686	14,566	27,303	23,923	20,544	7,529
9	12,999	13,891	14,784	27,712	24,282	20,852	7,642
10	13,194	14,099	15,006	28,128	24,646	21,165	7,757
11	13,392	14,311	15,231	28,550	25,016	21,482	7,873
12	13,593	14,526	15,459	28,978	25,391	21,804	7,992
13	13,797	14,743	15,723	29,413	25,772	22,132	8,111
14	14,004	14,965	15,959	29,854	26,159	22,464	8,233
15	14,214	15,189	16,199	30,302	26,551	22,800	8,357
16	14,427	15,417	16,442	30,756	26,949	23,142	8,482
17	14,644	15,596	16,688	31,218	27,354	23,490	8,609
18	14,863	15,830	16,939	31,686	27,764	23,842	8,738
19	15,086	16,068	17,193	32,161	28,180	24,200	8,869
20	15,312	16,309	17,450	32,644	28,603	24,563	9,002
21	15,542	16,554	17,712	33,133	29,032	24,931	9,137
22	15,628	16,802	17,978	33,630	29,468	25,305	9,274
23	15,863	17,054	18,248	34,135	29,910	25,685	9,414
24	16,101	17,310	18,521	34,647	30,358	26,070	9,555
25	16,342	17,569	18,799	35,167	30,814	26,461	9,698
26	16,587	17,833	19,081	35,694	31,276	26,858	9,844
27	16,836	18,100	19,367	36,229	31,745	27,261	9,991

**2011 – 2012 SALARY SCHEDULES FOR SERVICE PERSONNEL  
 BUS DRIVERS/BUS AIDES  
 Steps are compensation steps, not experience steps  
 EFFECTIVE OCTOBER 1, 2012**

	<b>Bus Driver</b>	<b>Bus Driver</b>	<b>Bus Driver</b>	<b>BUS Aides</b>
<b>Schedule</b>	<b>BD01</b>	<b>BD02</b>	<b>BD03</b>	<b>BA03</b>
	<b>186 Days</b>	<b>186 Days</b>	<b>186 Days</b>	<b>182 Days</b>
<b>STEP</b>				<b>6 Hours</b>
0	11,522	14,440	18,207	11,348
1	11,695	14,657	18,480	11,518
2	11,870	14,876	18,757	11,690
3	12,048	15,100	19,039	11,866
4	12,229	15,326	19,324	12,044
5	12,412	15,722	19,614	12,225
6	12,599	15,958	19,908	12,408
7	12,788	16,198	20,207	12,594
8	12,979	16,441	20,510	12,783
9	13,174	16,687	20,818	12,975
10	13,372	16,938	21,130	13,169
11	13,572	17,192	21,447	13,367
12	13,776	17,449	21,769	13,567
13	13,983	17,711	22,095	13,771
14	14,192	17,977	22,427	13,977
15	14,405	18,247	22,763	14,187
16	14,621	18,520	23,105	14,400
17	14,841	18,798	23,451	14,616
18	15,063	19,080	23,803	14,835
19	15,289	19,366	24,160	15,058
20	15,518	19,657	24,522	15,283
21	15,624	19,952	24,890	15,513
22	15858	20,251	25,264	15,596
23	16,096	20,555	25,642	15,830
24	16337	20,863	26,027	16,067
25	16,582	21,176	26,418	16,308
26	16831	21,493	26,814	16,553
27	17,084	21,816	27,216	16,801

**2011 – 2012 SALARY SCHEDULES FOR NURSES**

**State Minimum Salary Schedules**

**EFFECTIVE OCTOBER 1, 2012**

STEP	EXP	SCH 54/55 RN BS 187 DAYS	SCH 56/57 RN MS 187 DAYS	SCH 58/59 RN BS 192 DAYS	SCH 60/61 RN MS 192 DAYS	SCH 62/63 RN BS 202 DAYS	SCH 64/65 RN MS 202 DAYS	SCH 66/67 RN BS 240/260 DAYS	SCH 68/69 RN MS 240/260 DAYS	SCH 70/71 LPN 182 DAYS (7.5 hours worked)	SCH 72/73 LPN BUS AIDE 182 DAYS
1	0	38,554	44,335	39,584	45,520	41,646	47,891	53,604	61,642	18,492	14,793
2	1	38,554	44,335	39,584	45,520	41,646	47,891	53,604	61,642	18,492	14,793
3	2	38,554	44,335	39,584	45,520	41,646	47,891	53,604	61,642	18,492	14,793
4	3	42,406	48,768	43,540	50,072	45,808	52,680	58,961	67,806	20,323	16,258
5	4	42,406	48,768	43,540	50,072	45,808	52,680	58,961	67,806	20,323	16,258
6	5	42,406	48,768	43,540	50,072	45,808	52,680	58,961	67,806	20,323	16,258
7	6	44,263	50,902	45,447	52,263	47,814	54,985	61,543	70,773	21,197	16,957
8	7	44,263	50,902	45,447	52,263	47,814	54,985	61,543	70,773	21,197	16,957
9	8	44,263	50,902	45,447	52,263	47,814	54,985	61,543	70,773	21,197	16,957
10	9	44,856	51,586	46,056	52,965	48,455	55,724	62,367	71,724	21,472	17,178
11	10	44,856	51,586	46,056	52,965	48,455	55,724	62,367	71,724	21,472	17,178
12	11	44,856	51,586	46,056	52,965	48,455	55,724	62,367	71,724	21,472	17,178
13	12	45,672	52,520	46,894	53,925	49,336	56,733	63,502	73,023	21,858	17,487
14	13	45,672	52,520	46,894	53,925	49,336	56,733	63,502	73,023	21,858	17,487
15	14	45,672	52,520	46,894	53,925	49,336	56,733	63,502	73,023	21,858	17,487
16	15	46,714	53,722	47,963	55,158	50,461	58,031	64,949	74,693	22,339	17,871
17	16	46,714	53,722	47,963	55,158	50,461	58,031	64,949	74,693	22,339	17,871
18	17	46,714	53,722	47,963	55,158	50,461	58,031	64,949	74,693	22,339	17,871
19	18	47,317	54,413	48,582	55,868	51,113	58,777	65,789	75,654	22,608	18,086
20	19	47,317	54,413	48,582	55,868	51,113	58,777	65,789	75,654	22,608	18,086
21	20	47,317	54,413	48,582	55,868	51,113	58,777	65,789	75,654	22,608	18,086
22	21	47,921	55,110	49,202	56,584	51,765	59,531	66,628	76,624	22,878	18,303
23	22	47,921	55,110	49,202	56,584	51,765	59,531	66,628	76,624	22,878	18,303
24	23	47,921	55,110	49,202	56,584	51,765	59,531	66,628	76,624	22,878	18,303
25	24	48,492	55,681	49,788	57,170	52,381	60,147	67,422	77,417	22,365	18,692
26	25	48,492	55,681	49,788	57,170	52,381	60,147	67,422	77,417	22,365	18,692
27	26	48,492	55,681	49,788	57,170	52,381	60,147	67,422	77,417	22,365	18,692
27+		49,063	56,253	50,375	57,757	52,999	60,765	68,216	78,212	23,852	19,081