

CHESTERFIELD COUNTY PUBLIC SCHOOLS COORDINATED PAY PLAN



Chesterfield County Public Schools
Innovative. Engaging. Relevant.

2018 - 2019 School Year

Department of Human Resources Office of Compensation and Benefits

EQUAL OPPORTUNITY EMPLOYER

The Chesterfield County public school system does not unlawfully discriminate on the basis of sex, race, color, age, religion, disabilities or national origin in employment or in its educational programs and activities.

**CHESTERFIELD COUNTY PUBLIC SCHOOLS
2018 – 2019 COORDINATED PAY PLAN**

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School Board Policy 5400 - Compensation Plan

It is the policy of Chesterfield County School Board and Chesterfield County Government to establish and maintain a compensation system that is internally and externally equitable. Our goal is to attract, motivate and retain qualified employees at all levels of service while being consistent with budgetary and other fiscal restraints.

General Principles

- Compensation of employees will be based on the salary schedules developed in the annual compensation plan. These guidelines are intended to cover most compensation actions for which the Superintendent is responsible. Those not specifically covered, shall be interpreted by the Superintendent or designee. Deviation from specified compensation practices due to exceptional circumstances requires approval by the Superintendent or designee. It is the responsibility of the Office of Compensation and Benefits to establish, maintain, implement and administer the compensation system. This includes continuous monitoring of compensation paid by external market organizations through market surveys and evaluation of internal equity issues. Adjustments to salaries, re-grades or reclassification of positions are approved by the Superintendent or designee.
- Employees shall not be entitled to additional, retroactive experience credit or retroactive salary adjustments as a result of a change in compensation policies, changes in an employees' job, moves to other positions or the employee's failure to include all prior experience at the time of hire. Corrections to salary errors will be retroactive to the position start date within the school year that the error is detected.
- The school division uses a variety of tools to ensure proper classification and to determine the most appropriate pay range. Job analysis and evaluation is conducted, considering factors that affect the level of the position, such as complexity, scope of responsibility, level of supervision, judgment and decision making, impact of actions and required knowledge, skill and abilities. Additionally, market analysis is conducted and internal and external equity is considered.
- The annual compensation plan adopted by the School Board will provide the general framework for the salary structure. Market rates, or the estimate of wage rates that are generally acceptable in the external labor market for a given job or occupation, are determined from evaluation data from a number of sources, both private and public, by conducting salary surveys with other employers of similar positions or occupations. Positions are assigned to a salary range by completing a job evaluation. This is a process that determines the value of the specific duties and responsibilities of the position. Similar positions are grouped into job classes and assigned a specific salary range on the graded pay plan salary scale.

Salary Increases

Annual salary adjustments and salary structure adjustments are based on the relationship to the external market and the availability of funds. Such an adjustment would usually be a uniform percentage change in all dollar values of all salaries within the grade and granted to every employee who has performed satisfactorily during the previous school year and has not exceeded the maximum of their salary range. This type of adjustment is also known as a general increase or an across-the-board increase. The effective date of the annual increase is usually an employee's start date for the upcoming school year. Annual salary increases for part time teachers and teachers hired at the end of the school year may vary depending on experience placement.

- a. **Longevity** - Employees, who reach the top of their scale, will receive the approved increase providing there is sufficient funding available.

Intra and Extracurricular Activities, FTE Allocation for Split MS/HS Teaching Positions and Teacher Travel

- a. Employees can receive a monetary stipend that shall be separate and apart from the employees' benefits base pay (not included in determining retirement earnings) for athletic and other extracurricular activities and shall be compensated in accordance with the established teaching, athletic and academic salary schedules.
 - o An employee can only be compensated for working one job at a time. For example, an employee who is compensated for driving a school bus to a planned activity can receive compensation for that time; however, if the employee is also performing a coaching activity, he/she cannot receive payment for the waiting time both as a coach and as a driver.
- b. If a teacher must travel between schools during a school day, no duty period is to be assigned to this teacher. Any adjustment to this arrangement must be requested by the school principal and then authorized by the human resource administrator and instructional director.

Teachers with additional Contractual Pay

Teachers will receive additional contractual pay for teaching a class that is: (i) in excess of the number of classes prescribed by State Board of Education Regulations and (ii) is taught by the teacher for the entire time of the school year for which the class exists, shall have such additional pay included in the teacher's VRS benefit base. An additional class for middle schools is a seventh class; for high school, it is a sixth class.

- Middle School/High School Split Position Staffing: three middle school and three high school classes = 1.1 Full Time Equivalent (FTE). Two middle school and three high school classes = 1 FTE.

Salary Placement on Graded Pay Scale

The placement of new employees on the appropriate salary schedule is administered within the following guidelines:

- a. Placement on the graded pay schedule is generally in relation to experience and internal alignment of existing personnel.
- b. Up to three years credit of non-job related experience for active service in the U.S. Armed Forces.
- c. At no time can the placement exceed the salary range maximum.
- d. Salary offers above the midpoint of the salary range require approval by the Superintendent or designee.
- e. Year for year experience for full-time employment with Chesterfield County Government will be given.
- f. Full year credit may be given in an approved experience area, if the individual worked full-time for at least one-half of the year.
- g. Credit for substitute or apprenticeship experience is not considered creditable experience for salary placement purposes.

1.1. Graded Pay Scale Compensation for Doctorate/Certifications

Current employees on the graded pay plan below the Superintendent level may receive an in-grade adjustment (typically 5%) for possession of a doctorate degree related to their job assignment (doctorate in field); or for the following approved certifications: Psychologists – National Association of School Psychologists (NASP), School Social Workers – Certified School Social Work Specialist (C-SSWS).

- The effective date is normally the date of conferral of the certificate or degree within the fiscal year.
- Certificates must remain in effect to maintain the additional 5% adjustment.

Salary Placement on Teacher Pay Scale

The placement of new teachers on the appropriate salary schedule is administered within the following guidelines:

Credit for teaching experience on a year-for-year basis, is granted when:

- a. The teaching experience was full-time; and

- in a public school in the United States, including resident public schools;
 - college or university teaching, provided the college/university is accredited by the Virginia State Department of Education;
 - in a U.S. military post dependent school; or
 - in an accredited private school in the United States, provided the school is accredited at time of employment by the state Board of Education of that state.
- b. Vocational education teachers, where the requirement calls for occupational work experience beyond the apprentice level, will be given credit for one year of teaching experience for each two years of work experience.
 - c. Up to three years of non-job related experience for active service in the U.S. Armed Forces.
 - d. Full year credit may be given in any approved experience area, if the individual worked full time at least one-half of the contract year.
 - e. Positions that are deemed hard to fill, may be given a full year of credit in an approved experience area through a one year combination of full-time equivalent contractual teaching experience.
 - f. At no time can the placement of a new teacher exceed the salary schedule maximum.
 - g. High School T-Dean of Students and School Counseling Coordinators are placed one degree level higher on the teacher's salary schedule while assigned to the position (example: High School T-dean of students with bachelor's degree is placed on master's degree scale).
 - h. Credit for substitute or apprenticeship experience is not considered creditable experience for salary placement.

Teacher Pay Scale Compensation for Doctorate/Certifications

- Master's or doctorate degree if degree is related to the job assignment (doctorate in field) and if the degree was awarded by a Virginia Department of Education accredited institution.
 - .1..1. Upon completion of an additional degree it is incumbent upon the individual to ensure the items below are sent to Central Office Licensure to add the degree to your license and/or initiate any applicable salary adjustments within the fiscal year;
 - .1..2. Official transcripts showing degree conferral
 - .1..3. Check for \$25.00 payable to Treasurer of Virginia
 - .1..4. If you are also adding an endorsement, additional items may be required. Please contact the licensure administrator for additional guidance.
- Upon receipt of transcripts showing degree conferral, the licensure office will forward the transcripts to the appropriate HR Administrator to initiate any relevant contract or salary adjustments. It is the employee's responsibility to verify he/she has received any applicable salary adjustments within the fiscal year.
- Speech Therapists with a master's degree and Certificate of Clinical Competency (CCC) or a doctorate degree related to their job assignment (doctorate in field) and Certificate of Clinical Competency (CCC). The effective date is normally the date of conferral of the certificate or degree within the fiscal year.
- Chesterfield County Public Schools guarantees proposed State Contribution for teachers who have achieved National Board Certification. Teachers with National Board Certification will receive a one-time \$5,000 stipend and a \$2,500 annual stipend thereafter for the life of the certificate. Current CCPS teachers who complete the National Board Certification process through CCPS and meet DOE eligibility criteria will receive a \$2,500 award administered through the Professional Development Office.

1.2. Movement on Salary Scale Teachers less than Full Time

- a. Annual salary increases, for less than full time teachers, may vary depending on experience placement and approval of budgeted increases.

Promotion

- a. When an employee is promoted (selected to fill a vacancy in a higher pay grade), the salary is increased by 5% or to the minimum of the new range, whichever amount is greater, and placed on the new pay range. The Compensation Administrator may approve an additional increase with appropriate justification. This is typically done to fairly adjust salary and equivalent experience to current employees within the same position.
- b. Promoted employees are eligible for annual increases. Across the board increases are processed prior to other salary adjustments effective July 1, including salary adjustments due to pay structure movement, position reclassification, promotions and title regrades. If after applying the across the board increase and other applicable salary adjustments, the employee is below the new minimum of the pay grade, the employee's salary will be increased to the minimum of the new grade.
- c. Salary calculations for positions with a different contract length are reflective of the new contract length.
- d. Employees going from a position assigned to the teacher salary scale to a position on the graded pay scale will be considered a promotion starting with grade 40. Grade 39 is considered a lateral move and below grade 39 will be considered a demotion.

1.3. Promotional adjustments going from lower level to higher education level - same position

- a. Employees who are promoted/transferred from the following classifications will receive a 5% increase:
 - School Counseling Technician going from MS to HS
 - Fiscal Technician III going from MS to HS
 - Office Manager Senior going from MS to HS
 - Assistant Principal going from MS to HS
 - Principal going from MS to HS

Transfers to Position in the Same Pay Grade

- a. When an employee transfers to another position within the same pay grade, there is no change to the hourly rate.
- b. Employees transferring into a position in the same pay grade are eligible for annual increases.
- c. Salary calculations for positions with a different contract length are reflective of the new contract length.

Demotion/Transfer to Position in a Lower Pay Grade

- a. The salary of the employee will be reduced by at least 5% (based on the hourly rate of pay). The salary may also be reduced by more than 5%, as salary placement of the new position will be based on consideration given to experience and internal alignment of existing personnel.
- b. The new/reduced salary may not exceed the maximum of the new salary range. The effective date will be the date the action is approved.
- c. Employees transferring into a position at a lower pay grade are eligible for annual increases.
- d. Salary calculations for positions with a different contract length are reflective of the new contract length.

Acting Pay

An employee may be temporarily assigned to a higher level position which is vacant or in which the incumbent is unavailable to perform the duties of the position due to illness or other extenuating circumstance. "Acting Status" is normally for a period exceeding 12 workweeks and less than one year in duration. Acting pay will result in a 5% increase, or the minimum of the new grade. The employee returns to his/her former pay level at the end of the assignment. Acting pay for certain positions, such as Food Service employees may be granted for less than the minimum of 12 weeks. Approval of acting pay for less than 12 weeks must be approved by the Compensation Department designee. Acting pay assignments are temporary, pending recruitment and selection or return of the current incumbent, and shall not be used for promotional purposes.

Reclassification

A reclassification reflects a substantial change in the level of duties and responsibilities assigned to a position and results in the reassignment of a position from one salary grade to another. An increase in volume of work does not warrant the reclassification of a position. Reclassification requires the approval of the Superintendent. The salary for a reclassified employee is determined by applying the guidelines within the applicable salary placement guidelines for "Promotion" or "Transfer to a Position in a Lower Pay Grade".

Regrade

A regrade is the change in pay grade assignment for a job classification and effects all positions assigned to that classification. Regrades are recommended to adjust the range assignment with comparable jobs in the labor market or for internal alignment within the organization. Regrades are recommended by the Office of Compensation and Benefits and require the approval of the Superintendent. The employee's rate of pay is not affected by a regrade unless the rate is below the minimum of the new salary range. The effective date of a regrade is normally the contract start date of the next school year.

Special Salary Adjustments

Salary increases other than for new hires, promotions, or annual pay raises fall under the category of special salary adjustments. The adjustments are recommended by the Office of Compensation and Benefits and require the approval of the Superintendent. Any such salary adjustment is subject to available funds. Special salary adjustment will be less than a 5% increase.

Permanently Increased Responsibilities

Special salary adjustments for permanently increased duties recognize new assignments which require greater skills, new knowledge, a greater level of authority and responsibility, or other changes in duties which enhance the value of a position to Chesterfield County Public Schools, but do not qualify for a reclassification of the position as determined by the Office of Compensation and Benefits and approved by the Superintendent.

If changed duties are considered substantial and justify a classification change, a reclassification will be recommended by the Office of Compensation and Benefits in association with the pay increase of 5%.

Increased workload with the same or similar duties does not justify a special pay increase. In the case of non-exempt employees, increased workload is compensated through payment of overtime or accumulation of compensatory leave time. In the case of exempt employees, workload fluctuations are considered a normal part of a job. Exempt employees do not qualify for overtime compensation.

Assignments which justify special salary adjustments for duties are typically the result of departmental reorganizations or job consolidation. They may also result from significant functions or programs being given to a department to perform.

Internal Salary Equity

Consideration is given to factors including, but not limited to, supervisory responsibilities, external competitiveness, special knowledge, skills, or abilities required, and/or length of service. Salary equity does not mean that all employees in the same classification have identical pay.

Re-employment within Six Months

An employee returning to a position within the same classification on the graded pay plan within six months from separation or the beginning of an approved leave of absence will return to the salary assigned at the time of separation.

Re-employment beyond Six Months

Employees returning to CCPS following a period of separation exceeding six months, will be placed according to the guidelines for "New Employee Salary Placement".

Reinstatement after Completion of Approved Leave of Absence

An employee returning to a position within the same classification within one year from the beginning of an approved leave of absence will return to the salary assigned at the time of separation. Employees returning to a position on a different salary grade will be placed according to the guidelines for promotion or demotion. Employees who return to employment after completion of an approved leave of absence will receive the annual salary increase, provided: (1) he/she completed more than half of the contract year at time of departure, and (2) other similarly classed employees receive an increase.

Pay Periods for Various Contract Lengths

All Chesterfield County Public School employees receive contract/assignment pay spread over 24 pay periods. Pay schedules are based on the calendar code assigned to your position.

The Pay Schedules for each school year are:

12 Month Calendar: July 1 through June 30

11 Month Calendar: August 1 through July 31

10 Month Calendar: September 1 through August 31

- When an employee changes positions; depending on the change, there may be a break in the employee receiving a paycheck. For example, an employee changes from a 12 month position to an 11 month position. While working the 12 month position, the employee receives 24 paychecks prorated from July through June. When working the 11 month position, he/she will receive 24 paychecks prorated from August through July. There is a 1 month break in paychecks for the month of July.

Position Analysis, Evaluation and Development

Position descriptions are developed by a position's supervisor and maintained in the Office of Compensation and Benefits. The position description is an important management tool for communicating with employees, determining the distribution of work and for organizational design. It is used for performance appraisals, recruitment, salary surveys, evaluations and job analysis. In addition, it is used for determining Fair Labor Standards Act (FLSA) exemptions, accommodations under the Americans with Disabilities Act (ADA) and for Workers Compensation and Disability Retirement requests. It is important that position descriptions accurately reflect the duties and responsibilities expected of employees assigned to that classification. Accordingly, the school division has implemented procedures to ensure that position descriptions are periodically reviewed.

- a. Positions are reviewed at the time a position becomes vacant as part of the recruitment process at the time a request is made to fill a vacant position.
- b. A position review may also be requested when an administrator/supervisor determines that the position description no longer accurately reflects the duties and responsibilities of the position. See Position Classification Review – Filled Position for details.
- c. Job templates and assistance in writing or revising a job description are available through the Office of Compensation and Benefits.

Position Classification Review – Vacant Position

Form PAC, a job description and an organizational chart are completed by the position's supervisor and must be approved by the appropriate Chief prior to submitting a request for classification review to the Office of Compensation and Benefits. The supervisor of the position should review the current position description noting any changes in work tasks or assignments. The supervisor of the position determines the duties and responsibilities of the position and the qualifications necessary to perform the job. The Office of Compensation and Benefits performs job evaluation and recommends the appropriate class to the Director of Compensation and Benefits. The vacancy announcement is based on the revised position description.

Position Classification Review – Filled Position

Form PAC, a revised job description and an organizational chart are completed by the position's supervisor and must be approved by the appropriate Chief prior to submitting a request for classification review to the Office of Compensation and Benefits. A position may require reclassification if the duties and have changed significantly over a period of time. When a supervisor identifies a position for reclassification, a review by the Office of Compensation and Benefits is requested. The supervisor of the position documents the revised duties and responsibilities of the position and qualifications necessary to perform the job. The Office of Compensation and Benefits performs job evaluation and recommends the appropriate classification.

FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Under the FLSA an employer must pay employees at least the minimum wage of 7.25 an hour and additionally compensate non-exempt employees who work in excess of 40 per week at an overtime rate. The overtime premium is one and one-half times the regular rate of pay or given compensatory time at the same rate for every overtime hour worked. Non-exempt employees who have worked more than their normal hours, but less than 40 for the week, are given compensatory time for up to 40 hours or are paid at their regular rate of pay if the compensatory time cannot be taken within 30 days.

The FLSA applies to all employees who are considered 'non-exempt' under the law. Employees not meeting the criteria for the exemption are covered by the Fair Labor Standards Act and are referred to as "non-exempt" employees. These employees must be paid or given compensatory time for all time worked.

Employees who are determined to be professional, managerial, or executive by definition outlined within the statute, are not covered by the FLSA and are referred to as "exempt" employees, meaning they are exempt from the statute requirements.

Job titles and their associated FLSA status are listed under the Graded Classifications table.

Non-Exempt Employees

- are not permitted to hold an extended responsibility position or extra job, which requires payment from Chesterfield County Public Schools (i.e. coach, dance team sponsor, etc.). With one exception, non-exempt employees may be hired to do sporadic work typically performed in after school athletic events (as defined by the FLSA guidelines) i.e. ticket taker. Payment must come from the Student Activities Funds. The time worked is reported on the employee's regular timesheet and submitted to payroll for payment and is subject to overtime.
- may not volunteer for any position without compensation (i.e. a club sponsor who normally does not receive a stipend).
- are not permitted to work on days outside their work assignment without additional compensation.
- may not be permitted to work under a Temporary Work Assignment during his or her normal annual work assignment.
- are compensated at the regular rate or compensatory time for hours up to 40 and overtime at time and one half the regular rate of pay or compensatory time is required for all hours worked beyond 40 hours per week. This includes work done after school hours.
- are prohibited from working more than one position, either full or part time.
- will not work overtime without the express approval of the supervisor.
- must keep an accurate time sheet of all hours worked.

Compensatory Time

In lieu of overtime compensation, non-exempt employees will receive compensatory time for up to 40 hours and at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked beyond 40. The compensatory time agreement form (Form No. AAA-FLSA02-located on the CCPS intranet) must be completed, signed and kept on file for the employee.

Compensatory time must be taken within one month from the time the work was completed. As long as the requested use of the compensatory time does not unduly disrupt the operation of the school division, the employee's request to use the time will be granted as requested. If the compensatory time is not used within thirty days, it must be converted to paid overtime and be submitted to the payroll department via the employee's time sheet. Compensatory time log sheets are located on the CCPS intranet.

Compensatory Time Sample Form

Form No. AAA-FLSA02

COMPENSATORY TIME AGREEMENT

In accordance with the Fair Labor Standards Act, Chesterfield County Public Schools will grant employees compensatory time off in lieu of monetary compensation for hours worked in excess of the assigned work schedule. I understand that compensatory time will be granted at straight time for all hours worked up to 40 hours and time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time must be taken within one month in which the work was completed or documentation will be submitted to payroll for payment of the compensatory time not taken.

Employee signature/date

Employee social security number

Refer to the back of this form for a worksheet that should be used for recording approved compensatory time.

Compensatory Time Earned			Compensatory Time Taken		
Date	Hours	Approved	Date	Hours	Approved

If compensatory leave has not been taken within 30 days of the time it was earned, please use the following procedures to process the time for payment:

1. Resubmit the time sheet for the affected week marked "REVISED".
2. For the day the compensatory leave was earned, place an "X" across the hours in the compensatory leave column and enter the hours that have not been taken as compensatory leave in the paid overtime column.

Principal/Supervisor Requirements

The requirements of the FLSA are unwavering; we must pay non-exempt employees overtime pay or grant the required compensatory time off for any time worked in excess of forty hours per week. No exceptions. Uncompensated overtime work increases the likelihood of compensatory and punitive damage claims levied against the school system. Principals and/or supervisors who do not follow these guidelines, may be subject to disciplinary action. Principals and supervisors must monitor the employees' work, must ensure that overtime provisions of this policy and the FLSA requirements are followed and must ensure that all employees are compensated for any overtime worked.

1.1. Managing the Work Week

Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from being paid additionally at their regular rate or at the overtime rate. One way commonly used to avoid overtime pay or compensatory leave is to rearrange the employee's work schedule. For example, if secretarial assistance is required in the evening for a special situation such as kindergarten enrollment, the administrator may allow an equal number of hours off that same week, thus ensuring that the total number of hours worked is the normal 40. Some situations will allow the compensatory time to be taken the following week without regard to overtime requirements.

Example:

An employee's normal schedule is 7 hours per day/35 per week. Monday and Tuesday the offices were closed due to inclement weather. The employee worked 9 hours and 30 minutes on Wednesday, 8 hours and 30 minutes on Thursday and 11 hours on Friday, thus he/she worked an additional 8 hours during those three days.

The two days the offices were closed, do not count towards the 40 hours for overtime calculation purposes, but the extra hours the employee worked entitle him/her to compensatory time for the 8 additional hours they actually worked. The principal has adjusted the employee's schedule the following week, where he/she will leave 2 hours early, Monday through Thursday to compensate him/her for the additional hours she worked the prior week.

Time Sheets

The FLSA requires that all non-exempt employees keep a time sheet. CCPS time sheets are located on the CCPS intranet and are the only approved form for timekeeping. The time sheet is a log of hours actually worked each day during a 7-day week. Many school employees are not normally scheduled for a full 40 hours per week; however, a single time sheet must be kept by each non-exempt employee showing all hours worked at all assignments. Time worked beyond the normal hours per week is compensated with compensatory leave or compensated at the regular rate of pay for the hours worked up to 40. Beyond 40 hours worked, the employee is eligible for compensatory leave or overtime pay at time and one-half.

Copies of the time sheets must be kept in a file at the work site and are subject to inspection by the Wage and Hour Division of the Department of Labor. It is important to remember that the law requires payment at the time and one-half rate *only when the hours worked exceed 40*. If the employee uses paid leave time (sick, annual, personal, inclement weather closes, etc.) during the workweek, those hours do not count toward the initial 40.

Example:

Maintenance workers are needed to work six hours on Saturday to finish a project. With the additional work on Saturday, the actual hours worked were 46 hours for the week. These workers will be paid or given compensatory at 1 ½ times the regular rate of pay/compensatory time for the six additional hours they worked beyond the 40.

One of the maintenance workers took two days of paid sick leave on Tuesday and Wednesday of that week. This employee worked six hours on Saturday as well. But, because the paid leave time does not count towards 40 for overtime purposes, this employee is not eligible for the overtime rate of 1 ½ times. The employee will be paid at his/her normal hourly rate for the actual work hours of 30 and 16 hours of paid time off.

CHESTERFIELD COUNTY PUBLIC SCHOOLS TIME SHEET FOR NON-EXEMPT EMPLOYEES (original to be submitted to the Finance Office only if paid overtime is reported)													Form No. AAA-FLSA01	
<i>All overtime must be approved by immediate supervisor prior to time worked.</i>													School/ Department:	
Name: _____													Location Code:	
SSN _____														
Wk Ending _____														
Date	Start	Finish	Start	Finish	Start	Finish	Total Hours Worked	Regular Hours Worked	Comp Time Earned	Paid Overtime Hours	Leave/Comp Hrs Taken	Funding Source (for paid OT)*		
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														
							Weekly Totals							

Notes:
The total of the row of shaded boxes (Regular Hours Worked, Comp Time Earned and Paid Overtime Hours) for each day must equal Total Hours Worked for each day.
Overtime hours are considered to be any hours worked beyond the employee's contractual day.
If overtime payment applies, payment will be made at the employee's regular rate of pay for hours worked up to 40 hours per week.
Overtime at time and one-half the employee's regular rate of pay will be paid for all hours worked beyond 40 hours per week.

*Please provide an explanation for any overtime worked that will be charged to a grant:

Employee Signature: _____	Date: _____	Approved by: _____	Date: _____
		OT funding approval	
		OT funding approval	
		OT funding approval	

Revised 08/05

Wait Time

Time spent by the employee while "waiting" to work is typically paid time and considered hours worked. The most common example of this includes a bus driver waiting for children at a field trip or athletic event. Employees waiting at the loading dock for arrival of the delivery truck are likewise "on the clock."

Special Education Instructional Assistants who ride the bus as part of their assignment, will be paid for the time the Assistant is engaged in the principal activity of aiding the assigned student(s) on the bus, i.e. starting with the pickup of the assigned student and ending with the drop off of the assigned student. The Instructional Assistant is not paid for travel time or mileage to or from the starting or ending point of a bus route.

Timesheet Notes

1. All non-exempt employees are required to record the hours actually worked each day during a 7-day week.
2. Starting and ending times should be reflective of the actual times the employee is working.
3. Employees must also complete leave forms for reporting absences for time and attendance purposes.
4. Copies of all timesheets must be kept on file at the work site in accordance with the CCPS records retention and disposition schedules.
5. Timesheets on which paid overtime is reported must be forwarded to the Payroll Department on a weekly basis.
6. Non-exempt employees located at a school that are considered to be on the clock or on call during their lunch break, would only record one start time and one finish time each day, not indicating the lunch break.
7. Non-exempt employees located at buildings other than schools generally are considered to be off the clock during lunch breaks and would consequently report more than one start and finish time for each day, which would include the start and end of the lunch period.
8. A funding source (operating fund, grants fund, or activity funds) must be indicated on the timesheet where any overtime payment is required. If the funding source is a grant, an explanation of the work performed during overtime must be provided. If the funding source is activity funds, please indicate in the funding source box (SAF- School Name). The approving administrator will be notified by the Payroll Department of the total amount due. Do not remit an activity fund check until this notification has been received.
9. It is the employee's responsibility to record all time worked and to get the appropriate approvals prior to submitting the time sheet to Payroll.
10. A temporary work assignment (TWA) must be completed for any employee performing work outside of his or her normal annual work assignment. For example, a technology resource assistant who comes to the school during the last week of August to set up the computers for the class and has not started his/her work assignment for the upcoming school year.

LUNCHES AND BREAKS

- Rest periods are not required, but if given, may be paid or unpaid depending on the circumstances. Rest periods of 20 minutes or less are counted as time worked in all circumstances. The employee is not considered "off the clock" for this amount of time and will be paid for the break.
- School employees normally have a lunch period of 20 to 30 minutes "on the clock," because of the unique nature of the work within the school building itself. In other words, the lunch break of 30 minutes is considered paid time. Normally, school personnel are on duty or on call during lunch. Even when an employee is on lunch break, he/she typically is available to handle unexpected situations. All personnel supervising students during lunch are "on the clock." In some situations, it may not be feasible to provide a break. Example; an instructional assistant works from 8 a.m. to 3:30 p.m. and takes a 30 minute lunch, but is on call during lunch and cannot leave the premises. The employee will be is paid for 7.5 hours for the day.
- Employees who work in a non-school location and are required to work 8 hours a day, may take up to one hour for lunch (breaks are counted towards the lunch hour). 30 minutes are paid and 30 minutes are unpaid. Scheduled hours of work will encompass 8.5 hours, which includes the hour for lunch/and or breaks that equal the same.
- It is expected that the employee take at least a 30 minute lunch daily. Occasionally, unforeseen operational issues may cause an employee not to be able to take at least a 30 minute lunch. If this happens, the supervisor will adjust the employee's schedule accordingly so the hours worked for the day do not exceed 8.
- Lunch periods that are waived, are not permitted to be saved or used later. If the break is not taken in the day, it is lost.
- Breaks or lunches should not normally be used to enable to an employee to arrive late or to leave early. Lunch times are established by the supervisor. For operational reasons, lunch times may not necessarily fall in the middle of the work period.
- Employees who request the use of paid leave, who have worked at least half their normal work day, and who leave at the start of the lunch period, will be assessed leave for the remaining hours of the work day after the lunch period.

Leave Slips

All employees must complete leave slips due to absences for any reason. All leave requests must be approved and signed by the employee's supervisor as well as department director where indicated on the form.

SUMMER SPORTS CAMP INCOME/EXPENSE WORKSHEET

The primary goal of summer athletic camps is to provide sound instructional programs to young people. The second goal is fund raising. All summer athletic camps are non-profit and must be carefully administered to ensure the highest quality program at a reasonable cost to students. The following are requirements to hire/compensate summer camp employees:

- Temporary Work Assignment (TWA) are required for all camp employees.
- Hourly rates indicated below are the maximum allowable per position. Minimum wage is \$7.25 per hour.
- Total hours – Camp Directors’ hours are based on twice the total hours of camp operation. All others may receive one additional hour for each day of operation, where applicable, for camp preparation and closing.
- Nepotism – The employment of spouses or other relatives is prohibited by the State and Local Government Conflict of Interest Act. All employment will be consistent with these requirements.

LOCATION: _____					
TYPE OF CAMP: _____					
DAYS OF OPERATION: _____					
HOURS OF OPERATION: (student contact time per day) _____					
NUMBER OF ANTICIPATED STUDENTS: _____					
COST PER STUDENT: \$ _____					
PROJECTED INCOME: \$ _____					
STAFF PROJECTIONS: Multiply number of workers by the hourly rate, x total hours x FICA (7.65%)					
JOB TITLE	RATE	#EMPS	HOURLY RATE	TOTAL HOURS	AMOUNT
CAMP DIRECTOR	\$15.00 per hour max		\$		\$
ASST DIRECTOR	\$12.00 per hour max		\$		\$
COACH/INSTRUCTOR	\$12.00 per hour max		\$		\$
STUDENT WORKER	\$ 7.25 per hour max		\$		\$
CONCESSION WORKER	\$ 7.25 per hour max		\$		\$
CERTIFIED ATHLETIC TRAINER	\$12.00 per hour max		\$		\$
GUEST SPEAKERS			\$		\$
STAFF TOTALS					\$
OTHER COSTS - EQUIPMENT AND SUPPLIES					
ITEM	DESCRIPTION				AMOUNT
PRINTING					\$
POSTAGE					\$
T-SHIRTS					\$
CONCESSIONS					\$
ATHLETIC EQUIPMENT					\$
TROPHIES					\$
OTHER					\$
TOTAL SUPPLY COSTS:					\$
CONTRIBUTION TO STUDENT ACTIVITY FUND (income minus expenses):				\$	
APPROVALS:		Camp Director: _____			
		Principal: _____			
		Director: _____			

TEMPORARY WORK ASSIGNMENTS (TWA)

Step 1: Hiring supervisor/administrator - Gather the information required for the TWA and provide it to the designated creator in the school or department.

- The TWA webform must be completed 10 work days prior to the employee's requested first work day. Workflow will route the request for required approvals.
- No work is to begin until Human Resources approval notification is received via email.
- Maximum hours for a TWA is 28 hours per week. This limit is generally applicable to all employees except those that are full-time and have an exempt FLSA status.

(a) If the request involves a current employee of Chesterfield County Public Schools, only the employee's ID or social security number is needed in Section 1 of the webform. The system will populate the remaining information.

(b) If the request involves an individual who is NOT a current employee of Chesterfield County Public Schools, the entire section 1 of the TWA webform should be completed. Additionally, before the individual may begin work, he/she will be required to report to the Human Resources Office for pre-employment processing (Please refer to the HR intranet for current requirements). Schools and Departments should not have individuals complete employment paperwork at their respective sites.

Step 2: School/Department Approval

- The TWA request is routed through workflow to all the appropriate individuals for approvals. Workflow then routes the request to the Office of Compensation and Benefits.

Step 3: Office of Compensation and Benefits - Pay Rate Establishment and Approval

- The Office of Compensation and Benefits verifies or establishes the rate of pay, designates whether the request is for a non-exempt position and falls under the Fair Labor Standards Act, and approves the request.
- Workflow then routes the request to the Office of Management and Budget or the Finance and Grants Office.

Step 4: Office of Management and Budget/Finance and Grants Office - Funding Approval

- The Office of Management and Budget or Finance and Grants Office certifies the available funding and approves the request. Workflow then routes the request to the Human Resources Office.

Step 5: Human Resources Office - Approval and Data Entry

- The Human Resources Office receives the request and then obtains/verifies all necessary employment paperwork.
- Once completed and approved, emails will be sent out to both the creator and approver of the TWA. Again, no work is to begin until Human Resources approval notification is received via email.
- Human Resources Systems then enters the data into IFAS and forwards the TWA to the Finance Office for payroll processing.

Step 6: Finance Office - Authorizing Payment

- The rate of pay for temporary work assignments reflects either an hourly or a flat rate of pay; therefore the administrator will authorize payment either on a pay period basis for hourly work or on a one-time basis when a flat rate job is completed.

(a) Hourly Rate of Pay: Hours worked by TWA employees must be approved on the CCPS Temporary Work Assignment Time Sheet (form FIN.003) and submitted weekly by the administrator to the Finance Office within established payroll cut off periods.

(b) Lump Sum Payment: When assignments based on a flat rate of pay are completed, the administrator must forward to the Finance Office a CCPS Time Sheet (For "Lump Sum Payment" – Temporary Work Assignment use only) (form FIN.004) certifying completion of the assignment and authorizing payment.

NOTE: WHEN PAYMENT IS MADE FROM STUDENT ACTIVITY FUNDS, A QUARTERLY BILL WILL BE SENT FROM PAYROLL AND THE SCHOOL CHECK SHOULD BE PROCESSED FOR THE PAYMENT AMOUNT PLUS 7.65% FOR THE EMPLOYER'S PORTION OF FICA TAX.

ADDITIONAL NOTES

- All non-exempt employees employed by The Chesterfield County School system are covered by the Fair Labor Standards Act (FLSA). Non-exempt employees may not work a TWA during their contract period. For more information on non-exempt employees please refer to the information pertaining to the Fair Labor Standards Act on page 8 located in this booklet.
- Virginia High School League lump sum payments may be submitted directly to the Finance Office for payment.
- Student activity funded activities paid as a lump sum, not listed on the temporary work assignment rate schedule, that meet FLSA and HR criteria, and approved by the principal and directors of elementary, middle or high school, may be submitted directly to the Finance Office for payment.
- Student workers must be assigned an hourly rate and may not be paid a lump sum.
- All rates must be approved by Compensation and Benefits Department. Refer to the rate schedule for temporary work assignments on page 36 for the most common areas. Areas not listed on the rate schedule, must be preapproved by the Compensation and Benefits Department prior to be offered or used.
- Nepotism: The employment of spouses or other relatives in certain reporting structures is prohibited by the "State and Local Government Conflict of Interest Act". All employment will be consistent with these requirements.
- The TWA /webform request can be denied at any point in the approval process for various reasons, such as incorrect dating or when a worker is already under a TWA/another pay assignment, etc.

**Chesterfield County Public Schools
2018/2019 Teacher Pay Scale**

**Chesterfield County Public Schools
2018/2019 Teacher Pay Scale**

Annual Salary Full Time VRS Eligible July 1, 2018							Hourly Rates Part time VRS Ineligible July 1, 2018			
EXP	BACHELOR'S Teacher	MASTER'S Teacher, HS Dean w/Bachelor's	PHD/Ed.D. Teacher, Speech w/Master's & CCC, HS Dean w/Master's	Counseling Coordinator w/Master's (12 mo)	Speech Therapist w/PHD/Ed.D. in field & CCC, HS Dean & Counseling Coordinator w/PHD/Ed.D.	Counseling Coordinator w/PHD/Ed.D. in Field (12 mo)	BACHELOR'S (Teacher)	MASTER'S (Teacher) HS Dean w/Bachelor's	PHD/Ed.D. (Teacher), Speech Therapist w/Master's & CCC, HS Dean & Counseling Coordinator w/Master's	Speech Therapist w/PHD/Ed.D. in Field & CCC, HS Dean & Counseling Coordinator w/PHD/Ed.D.
0	\$44,700	\$46,935	\$49,282	\$64,066	\$51,746	\$67,270	26.59	27.92	29.32	30.79
1	\$44,918	\$47,164	\$49,522	\$64,379	\$51,998	\$67,598	26.72	28.06	29.46	30.94
2	\$45,570	\$47,848	\$50,240	\$65,313	\$52,752	\$68,578	27.11	28.47	29.89	31.39
3	\$45,795	\$48,084	\$50,488	\$65,635	\$53,013	\$68,917	27.25	28.61	30.04	31.54
4	\$46,248	\$48,560	\$50,988	\$66,285	\$53,538	\$69,599	27.52	28.89	30.34	31.85
5	\$46,350	\$48,667	\$51,101	\$66,431	\$53,656	\$69,753	27.58	28.95	30.40	31.92
6	\$46,452	\$48,775	\$51,213	\$66,577	\$53,774	\$69,906	27.64	29.02	30.47	31.99
7	\$47,080	\$49,434	\$51,906	\$67,477	\$54,501	\$70,851	28.01	29.41	30.88	32.43
8	\$47,182	\$49,541	\$52,018	\$67,624	\$54,619	\$71,005	28.07	29.47	30.95	32.50
9	\$47,284	\$49,648	\$52,131	\$67,770	\$54,737	\$71,158	28.13	29.54	31.02	32.57
10	\$47,386	\$49,755	\$52,243	\$67,916	\$54,855	\$71,312	28.19	29.60	31.08	32.64
11	\$47,488	\$49,862	\$52,355	\$68,062	\$54,973	\$71,465	28.25	29.67	31.15	32.71
12	\$47,590	\$49,969	\$52,468	\$68,208	\$55,091	\$71,619	28.31	29.73	31.22	32.78
13	\$47,910	\$50,306	\$52,821	\$68,667	\$55,462	\$72,100	28.50	29.93	31.43	33.00
14	\$48,012	\$50,413	\$52,933	\$68,813	\$55,580	\$72,254	28.56	29.99	31.49	33.07
15	\$48,740	\$51,177	\$53,736	\$69,857	\$56,423	\$73,350	29.00	30.45	31.97	33.57
16	\$49,568	\$52,047	\$54,649	\$71,044	\$57,381	\$74,596	29.49	30.97	32.51	34.14
17	\$50,396	\$52,916	\$55,562	\$72,231	\$58,340	\$75,842	29.98	31.48	33.06	34.71
18	\$51,226	\$53,788	\$56,477	\$73,420	\$59,301	\$77,091	30.48	32.00	33.60	35.28
19	\$52,055	\$54,657	\$57,390	\$74,607	\$60,260	\$78,338	30.97	32.52	34.14	35.85
20	\$52,885	\$55,529	\$58,305	\$75,797	\$61,221	\$79,587	31.46	33.04	34.69	36.42
21	\$53,713	\$56,398	\$59,218	\$76,984	\$62,179	\$80,833	31.96	33.55	35.23	36.99
22	\$54,543	\$57,270	\$60,134	\$78,174	\$63,140	\$82,082	32.45	34.07	35.78	37.57
23	\$55,371	\$58,140	\$61,047	\$79,361	\$64,099	\$83,329	32.94	34.59	36.32	38.14
24	\$56,201	\$59,011	\$61,962	\$80,550	\$65,060	\$84,578	33.44	35.11	36.86	38.71
25	\$57,029	\$59,881	\$62,875	\$81,737	\$66,018	\$85,824	33.93	35.63	37.41	39.28
26	\$57,859	\$60,752	\$63,790	\$82,927	\$66,979	\$87,073	34.42	36.14	37.95	39.85
27	\$58,687	\$61,622	\$64,703	\$84,114	\$67,938	\$88,319	34.92	36.66	38.49	40.42
28	\$59,518	\$62,493	\$65,618	\$85,303	\$68,899	\$89,569	35.41	37.18	39.04	40.99
29	\$60,346	\$63,363	\$66,531	\$86,490	\$69,858	\$90,815	35.90	37.70	39.58	41.56
30	\$61,176	\$64,235	\$67,446	\$87,680	\$70,819	\$92,064	36.40	38.22	40.13	42.13
31	\$62,004	\$65,104	\$68,359	\$88,867	\$71,777	\$93,310	36.89	38.73	40.67	42.70
32	\$62,834	\$65,976	\$69,274	\$90,057	\$72,738	\$94,560	37.38	39.25	41.21	43.28
33	\$63,662	\$66,845	\$70,187	\$91,244	\$73,697	\$95,806	37.88	39.77	41.76	43.85
34	\$64,492	\$67,717	\$71,103	\$92,433	\$74,658	\$97,055	38.37	40.29	42.30	44.42

Teachers with a National Board Certification will receive from the Commonwealth of Virginia, a one-time \$5,000 stipend and a \$2,500 stipend thereafter for the life of the certificate. CCPS guarantees proposed State contributions. Current CCPS teachers who complete the National Board Certification process through CCPS and meet DOE eligibility receive a \$2,500 award administered through the Professional Development Office.

GRADED HOURLY RATES 2018-2019

CHESTERFIELD COUNTY PUBLIC SCHOOLS						
Graded Salary Scale						
2018-2019 School Year						
The annual is based on a 12-month, 260 days per year, 8 hrs per day calendar or 2080 hours per year. For positions working less than 2080 hours, refer to the alphabetical listing of positions						
GRADE LEVEL	Annual Salary			Hourly Rates		
	Min	Mid	Max	Min	Mid	Max
32	19,140	25,912	32,684	9.20169	12.45760	15.71352
33	21,870	29,609	37,348	10.51453	14.23504	17.95555
34	24,984	33,825	42,666	12.01171	16.26219	20.51266
34+5%	26,235	35,520	44,804	12.61294	17.07669	21.54044
35	28,547	38,647	48,748	13.72430	18.58031	23.43631
35+5%	29,978	40,580	51,182	14.41233	19.50948	24.60662
36	32,615	44,154	55,694	15.68016	21.22797	26.77578
36+5%	34,244	46,361	58,478	16.46359	22.28897	28.11435
37	37,265	50,449	63,634	17.91575	24.25449	30.59324
37+5%	39,127	52,971	66,815	18.81087	25.46676	32.12265
38	42,570	57,633	72,696	20.46642	27.70809	34.94977
38+5%	44,701	60,516	76,331	21.49097	29.09435	36.69774
38 (IST)	42,570	62,815	83,059	20.46642	30.19930	39.93218
39	48,640	65,850	83,059	23.38468	31.65843	39.93218
39+5%	51,072	69,143	87,214	24.55392	33.24189	41.92986
39 (IST)	48,640	71,768	94,896	23.38468	34.50384	45.62300
40	55,573	75,234	94,896	26.71769	36.17034	45.62300
40+5%	58,351	78,996	99,641	28.05358	37.97886	47.90415
40 (IST)	55,573	81,995	108,418	26.71769	39.42086	52.12403
41	63,491	85,954	108,418	30.52440	41.32421	52.12403
41 (IST)	63,491	93,681	123,871	30.52440	45.03879	59.55317
42	72,539	98,204	123,868	34.87447	47.21328	59.55210
43	82,875	112,197	141,519	39.84398	53.94097	68.03796
44	94,681	128,178	161,675	45.51995	61.62419	77.72842
44+5%	99,416	134,587	169,759	47.79594	64.70539	81.61484
45	108,186	146,464	184,743	52.01268	70.41562	88.81855

GRADED POSITION ALPHA 2018-2019

2018/2019		
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)		
Title	FLSA	Grade
Accountant	NE	37
Accountant Senior	NE	38
Acquisition Specialist	E	40IST
Admin Assistant	NE	37
Admin Assistant Sr.	NE	38
Admin Communities In Schools	E	42
Administrative Coordinator	E	42
Administrative Secretary	NE	36
Adult Continuing Education Specialist	E	41
Alternative Programs Coordinator	E	42
Annual Substitute Teacher	E	38+5%
Application Support Analyst	E	40IST
Area Manager of Student Transportation	E	41
Asbestos Specialist	NE	36+5%
Assessment Specialist (DDOT)	E	41
Assistant Dir Engineering and Construction	E	42
Assistant Dir Finance	E	42
Assistant Dir Food Services	E	41
Assistant Dir Maintenance	E	42
Assistant Dir Management and Budget	E	42
Assistant Dir Student Transportation	E	42
Assistant Dir Support Services	E	42
Assistant Principal Elementary	E	40
Assistant Principal High	E	41
Assistant Principal Middle	E	41
Assistant Project Manager	E	39
Assistant School Board Attorney	E	43
Assistive Technology Tech SE	NE	36
Associate Principal High	E	41
Associate Principal Middle	E	41
Automation Specialist	NE	37
Auxiliary Services Supervisor	E	39
AV Equipment Technician	NE	36
Benefits Technician	NE	35
Bilingual Interpreter	NE	36
Bilingual Interpreter Lead	NE	36+5%
Boiler Mechanic	NE	36+5%
Budget Analyst	E	40
Budget Analyst Senior	E	41
Budget Technician	NE	37

GRADED POSITION ALPHA Continued 2018-2019

2018/2019		
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)		
Title	FLSA	Grade
Build-A-House Coordinator	E	39
Building Automation Systems Analyst	NE	37+5%
Building Operations Supervisor Elementary	NE	37
Building Operations Supervisor Secondary	NE	37+5%
Bus Attendant Exceptional Ed	NE	35+5%
Bus Driver	NE	35+5%
Business Analyst	E	40
Business Systems Analyst	E	40IST
Capital Projects Manager	E	41
Carpenter	NE	36
Carpentry Lead	NE	38
Carpentry Supervisor	E	39
Chief Academic Officer	E	45
Chief Finance Officer	E	45
Chief of Schools	E	45
Chief of Staff	E	45
Chief Operations Officer	E	45
CIS Site Coordinator	E	39
Classified Development Specialist	E	41
Clinic Assistant	NE	34+5%
Communications Specialist	NE	39
Comp & Benefits Analyst	E	38
Compensation/Benefits Administrator	E	41
Conference Center Manager	NE	39
Constituent Services and Student Leadership Coordinator	E	42
Construction Contract Administrator	E	41
Construction Coordinator	E	40
Coord Assessment Remediation & Proj Lead the Way	E	40
Coord of Assessment & Remediation - Secondary	E	40
Coord Community Use Of Schools	NE	38
Coordinator Health Services SE	E	41
Coordinator Math/Science HS	E	41
Counseling Coordinator	E	42
Credentialing Specialist	E	41
Curriculum Coordinator	E	42
Custodial Contract Administrator/Supervisor	E	39
Custodian-Day Porter	NE	33
Database Administrator Senior	E	40IST
Database Services Coordinator	E	41IST
Deaf & Hard of Hearing Specialist	E	41

GRADED POSITION ALPHA Continued 2018-2019

2018/2019		
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)		
Title	FLSA	Grade
Director of Career and Technical Education	E	44
Director of Compensation & Benefits	E	44
Director of Construction	E	44
Director of Equity & Student Support Services	E	44
Director of Facilities and Maintenance	E	44
Director of Finance	E	44
Director of Food Services	E	44
Director of Management & Budget	E	44
Director of Student Transportation	E	44
Director of Government and Media Services	E	44
Director of Elementary School Leadership/Title I	E	44
Director of High School Leadership	E	44
Director of Middle School Leadership	E	44
Director of Organizational Development	E	44
Director of Special Education	E	44
Disability Support Coordinator	E	42
Division-Level Mental Health Support Specialist	E	40
Document Production Specialist	NE	35
Early Childhood Services Coordinator	E	42
Early College Academy Coordinator	E	42
Educational Interpreter/DHH Certified	NE	39+5%
Educational Interpreter/DHH II	NE	38+5%
Educational Interpreter/DHH III	NE	39
Electrical, Roofing, Plumbing Lead	NE	38
Electrician	NE	36+5%
Electronics Team Leader	NE	37+5%
Elementary Curriculum Specialist	E	41
Employee Wellness Coordinator	E	41
Employment and Training Technician	NE	37
Energy Management Coordinator	E	39
Energy Management Engineer	E	41
Enterprise Systems Analyst	E	40IST
ESL Coordinator	E	42
Evaluation, Intervention, and School Improvement Crd.	E	42
Exec Asst & Clerk School Board	E	41
Executive Director Communications and Community Outreach	E	44+5%
Executive Director Constituent Services and Student Leadership	E	44+5%
Executive Director Human Resources and Employee Services	E	44+5%
Executive Director of Technology Services	E	44+5%
Facility Services Coordinator	E	39

GRADED POSITION ALPHA Continued 2018-2019

2018/2019		
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)		
Title	FLSA	Grade
Facility Services Supervisor	E	39
Family and Community Engagement Coordinator	E	42
Family and Community Engagement GE/SE	E	39
Field Supv Food & Nutrition Services	E	39
Financial Analyst	E	40
Financial Analyst-One Solution Liaison	E	40
Financial Compliance & Security Crd	E	38
Fire Det & Sprnklr Equip Tech	NE	36
Fiscal Technician II	NE	35
Fiscal Technician III	NE	36
Fixed Assets Clerk	NE	36
Food & Nutrition Service Asst Mgr.	NE	34+5%
Food & Nutrition Service Manager in Training	NE	34+5%
Food Services Associate	NE	32
Food Services Employment Support Specialist	NE	38
General Maintenance Mechanic	NE	35
Gifted Education Coordinator	E	42
Gifted Specialist	E	41
Grants Administrator	E	41
Graphic Design/Web Specialist	E	38
Head Start and VPI Specialist	E	41
Head Start Instructional Asst	NE	34
Head Start Support Specialist	NE	37
Hearing Impaired Assistant	NE	35
Home School Support Specialist	E	38
Homebound Instruction Specialist	E	41
Human Resource Assistant	NE	37
Human Resource Administrator	E	41
Human Resource Coordinator	E	42
Human Resources Technician	NE	35
HVAC Mechanic	NE	36+5%
HVAC Supervisor	E	39
HVAC Team Leader	NE	38
IA ESL	NE	34
IA GE Technician	NE	34
IA GE Title I	NE	34
IA GE VA Preschool Initiative	NE	34
IA GE/GE Library	NE	34
IA SE	NE	34+5%
Instructional Development Specialist	E	41

GRADED POSITION ALPHA Continued 2018-2019

2018/2019		
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)		
Title	FLSA	Grade
Instructional Grants Specialist	E	41
Instructional Resources Specialist	E	41
Instructional Technology Coordinator	E	42
Intervention Training Specialist - PBIS/RP/TIC	E	41
Kitchen Equipment Technician	NE	36+5%
Kitchen Equipment Technician Team Leader	NE	37+5%
Lead Accountant	E	39
Lead Administrative Asst	NE	38+5%
Lead Network Analyst	E	40IST
Lead Programmer Analyst	E	40IST
Lead Technology Support Analyst	E	40IST
Lead Technology Systems Analyst	E	40IST
Library Assistant	NE	34
Library Assistant Senior	NE	35
Library Services Specialist	E	41
Licensed Practical Nurse	NE	37
Local Area Network Technician	NE	38IST
Locksmith	NE	36
Mail Distribution Carrier	NE	33
Mail Distribution Team Leader	NE	35
Manager of Custodial Services	E	40
Manager Food Services	NE	36+5%
Masonry/Tile Tech	NE	36
McKinney Vento Liaison	E	39+5%
Media Technician	NE	38
Medicaid Specialist	E	41
Music Therapist	E	40
Network Analyst	E	39IST
Network Coordinator	E	41IST
Nurse Supervisor/Excep Ed	E	41
Occupational/Physical Therapist	E	40
Office Administrator	NE	37
Office Assistant	NE	33
Office Assistant Sr	NE	34
Office Machine Repair Technician	NE	36
Office Manager	NE	36
Office Manager Sr	NE	37
Online Learning Coordinator	E	42
Online Training Development Specialist	E	41
Operations Analyst	E	40IST

GRADED POSITION ALPHA Continued 2018-2019

2018/2019		
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)		
Title	FLSA	Grade
OT/PT Specialist	E	41
OT/PT Technician	NE	36
Painter	NE	36
Payroll Manager	E	42
Payroll Specialist	NE	37
Payroll Systems Coordinator	E	42
PBL Training Specialist	E	41
Pest Control Specialist	NE	36+5%
Planning Administrator	E	41
Plumber	NE	36+5%
Principal Detention Home	E	42
Principal Elementary	E	42
Principal High School	E	43
Principal Middle School	E	43
Print Shop Team Leader	NE	36+5%
Printer	NE	35
Prof Develop Integration Specialist	E	41
Professional Development Coordinator	E	42
Prog Tech III/Program Tech III Security	NE	36
Program Specialist	E	41
Program Tech I	NE	34
Program Tech I Special Ed	NE	35
Program Technician II	NE	35
Program Technician III	NE	36
Psychological Services Coordinator	E	42
Psychologist / Psychologist NCSP	E	40
Purchasing Coordinator	NE	38
Quality Control Inspector	NE	37
Records Support Specialist	E	38
Report Writer/SIS Support	E	38IST
Research Specialist	E	41
Residency Technician	NE	37
RN/RN Exceptional Ed	E	40
Roofer	NE	36
Routing Coordinator	NE	36
Safety and Security Asst. Manager	E	39+5%
Safety and Security Manager	E	41
School Social Worker /School Social Worker C-SSWS	E	40
School Board Attorney	E	44
School Counseling Technician	NE	35

GRADED POSITION ALPHA Continued 2018-2019

2018/2019		
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)		
Title	FLSA	Grade
School Improvement Specialist	E	41
School Security Officer	NE	35
School Technology Services Coordinator	E	41IST
Secondary Curriculum Specialist	E	41
Secondary SPED & Transition Support Specialist	E	41
Secondary SPED Specialist	E	41
Secretary	NE	35
Secretary Special Education	NE	35
Security Analyst	E	40IST
Security Electronic Equip Tech	NE	36
Senior Payroll Specialist	E	39
Senior Programmer Analyst	E	39IST
Service Crew	NE	34
Service Crew Team Leader	NE	35
Shop Equipment Mechanic	NE	36
Student Information System Specialist	E	40IST
SIS Application Specialist	E	39IST
SIS System Specialist	E	39IST
Skilled Fac Mech/Glazier	NE	36
Social and Emotional Intervention Specialist	E	41
Social Worker Coordinator	E	42
Special Assistant, Deputy School Board Clerk	NE	39
Special Education and Transition Services Coordinator	E	42
Special Education Nursing Specialist	E	41
Special Placement Specialist	E	41
Special Projects Development Specialist	E	41
SPED & 504 Compliance Specialist	E	41
Speech and Language Specialist	E	41
Storekeeper	NE	34
Strategic Planning and Innovation Coordinator	E	42
Student Activities Director	E	41
Student Conduct, Intervention & Response Specialist	E	41
Student Data Mgt Specialist	E	39IST
Student Growth Specialist	E	41
Student Health Coordinator	E	42
Student Trans Coordinator	NE	36
Student Trans School Bus Driver Trainer	NE	36
Student Wellness Specialist	E	41
Summer Session Specialist	E	41
Supervisor Custodial Services	NE	37

GRADED POSITION ALPHA Continued 2018-2019

2018/2019		
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)		
Title	FLSA	Grade
Supervisor Electrical, Fire Sys & Plumbing	E	39
Supervisor HR Information Systems	E	39
Supervisor Office Equip & Electronics	E	39
Supervisor Print Shop	E	39
Supervisor of Routing and Technology	E	39
Technology Resource Assistant	NE	35
Technology Support Analyst	NE	39IST
Technology Systems Specialist	NE	39IST
Telecom Install & Repair Tech	NE	36
Testing/Career Ctr Coordinator	NE	38
Title I Specialist	E	41
Transition Employment Technician	NE	36
Truck Operator Asst	NE	33
Tutor Monitor	NE	35
Vending Machine Technician	NE	36
Vision & Assistive Tech Specialist	E	41
Vision Program Technician	NE	35
VPI+ Grant Specialist	E	41
Water Treatment Operator	NE	36+5%
Web Administrator	E	39IST
Zone Supervisor-Custodial Services	NE	37

GRADED POSITION BY GRADE 32 - 35

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
32					9.20169	15.71352		
	Food Services Associate			NE	11.00000	18.75000		
33	Custodian-Day Porter	8	260	NE	10.51453	17.24799	21,870	35,876
	Mail Distribution Carrier	8	260	NE			21,870	35,876
	Office Assistant	6	200	NE			12,617	20,698
		8	260	NE			21,870	35,876
	Truck Operator Asst	8	260	NE			21,870	35,876
34	Head Start Instructional Asst	7.5	207	NE	12.01171	20.51267	18,648	31,846
	IA ESL	6	200	NE			14,414	24,615
	IA GE (CA)	6	200	NE			14,414	24,615
	IA GE Technician	6.5	200	NE			15,615	26,666
	IA GE Title I	7.5	207	NE			18,648	31,846
	IA GE VA Preschool Initiative	7.5	207	NE			18,648	31,846
	IA GE/GE Library	6	200	NE			14,414	24,615
	Library Assistant	8	211	NE			20,276	34,625
	Office Assistant Sr	6	200	NE			14,414	24,615
	Program Tech I	8	260	NE			24,984	42,666
	Service Crew	8	260	NE			24,984	42,666
	Storekeeper	8	260	NE			24,984	42,666
34+5%	Clinic Assistant	6.5	205	NE	12.61294	21.54044	16,807	28,703
	Food & Nutrition Service Asst Mgr.	7	203	NE			17,923	30,609
	Food & Nutrition Service Manager in Training	7	203	NE			17,923	30,609
	IA SE	6.5	200	NE			16,397	28,003
35	Associate Kitchen Equipment Technician	8	260	NE	13.72430	23.43631	28,547	48,748
	Benefits Technician	8	260	NE			28,547	48,748
	Document Production Specialist	8	260	NE			28,547	48,748
	Fiscal Technician II	8	260	NE			28,547	48,748
	General Maintenance Mechanic	8	260	NE			28,547	48,748
	Hearing Impaired Assistant	6.5	200	NE			17,842	30,467
	Human Resources Technician	8	260	NE			28,547	48,748
	Library Assistant Senior	8	260	NE			28,547	48,748
		7.5	206	NE			21,204	36,209
	Mail Distribution Team Leader	8	260	NE			28,547	48,748
	Printer	8	260	NE			28,547	48,748
	Program Tech I Special Ed	8	260	NE			28,547	48,748
		6.5	200	NE			17,842	30,467
	Program Technician II	8	260	NE			28,547	48,748
	School Counseling Technician	8	260	NE			28,547	48,748
	School Security Officer	7.25	200	NE			19,900	33,983
	Secretary	8	200	NE			21,959	37,498
		8	237	NE			26,021	44,435
		8	260	NE			28,547	48,748

GRADED POSITION BY GRADE 35 – 36

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
35 cont	Secretary Special Education	8	200	NE	13.72430	23.43653	21,959	37,498
	Service Crew Team Leader	8	260	NE			28,547	48,748
	Technology Resource Assistant	7	200	NE			19,214	32,811
	Tutor Monitor	7.25	200	NE			19,900	33,983
	Vision Program Technician	6.5	200	NE			17,842	30,467
35+5%	Bus Attendant Exceptional Ed	6	202	NE	14.41234	24.60662	17,468	29,823
	Bus Driver	6	202	NE			17,468	29,823
		8	202	NE			23,290	39,764
36	Administrative Secretary	8	237	NE	15.68016	26.77578	29,730	50,767
		8	260	NE			32,615	55,694
	Assistive Technology Tech SE	8	237	NE			29,730	50,767
	AV Equipment Technician	8	260	NE			32,615	55,694
	Bilingual Interpreter	7	200	NE			21,952	37,486
	Carpenter	8	260	NE			32,615	55,694
	Fire Det & Sprnklr Equip Tech	8	260	NE			32,615	55,694
	Fiscal Technician III	8	260	NE			32,615	55,694
	Fixed Assets Clerk	8	260	NE			32,615	55,694
	Locksmith	8	260	NE			32,615	55,694
	Masonry/Tile Tech	8	260	NE			32,615	55,694
	Office Machine Repair Technician	8	260	NE			32,615	55,694
	Office Manager	8	260	NE			32,615	55,694
	OT/PT Technician	8	222	NE			27,848	47,554
	Painter	8	260	NE			32,615	55,694
	Program Technician III	7.25	200	NE			22,736	38,825
		6	205	NE			19,287	32,934
	Prog Tech III/Program Tech III Security	8	260	NE			32,615	55,694
	Roofer	8	260	NE			32,615	55,694
	Routing Coordinator	8	260	NE			32,615	55,694
	Security Electronic Equip Tech	8	260	NE			32,615	55,694
	Shop Equipment Mechanic	8	260	NE			32,615	55,694
	Skilled Fac Mech/Glazier	8	260	NE			32,615	55,694
	Student Trans Coordinator	8	260	NE			32,615	55,694
	Student Trans Sch Bus Driver Trainer	8	260	NE			32,615	55,694
	Telecom Install & Repair Tech	8	260	NE			32,615	55,694
	Transition Employment Technician	6.5	200	NE			20,384	34,809
	Vending Machine Technician	8	260	NE			32,615	55,694

GRADED POSITION BY GRADE 36+5% - 37+5%

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
36+5%	Asbestos Specialist	8	260	NE	16.46359	28.11435	34,244	58,478
	Bilingual Interpreter Lead	7	200	NE			23,049	39,360
	Boiler Mechanic	8	260	NE			34,244	58,478
	Electrician	8	260	NE			34,244	58,478
	HVAC Mechanic	8	260	NE			34,244	58,478
	Kitchen Equipment Technician	8	260	NE			34,244	58,478
	Manager Food Services	8	205	NE			27,000	46,108
		8	206	NE			27,132	46,332
	Pest Control Specialist	8	260	NE			34,244	58,478
	Plumber	8	260	NE			34,244	58,478
	Print Shop Team Leader	8	260	NE			34,244	58,478
	Water Treatment Operator	8	260	NE			34,244	58,478
37	Accountant	8	260	NE	17.91575	30.59323	37,265	63,634
	Admin Assistant	8	260	NE			37,265	63,634
	Automation Specialist	8	260	NE			37,265	63,634
	Budget Technician	8	260	NE			37,265	63,634
	Building Operations Supervisor Elem	8	260	NE			37,265	63,634
	Employment and Training Technician	8	260	NE			37,265	63,634
	Head Start Support Specialist	8	237	NE			33,968	58,005
	HR Assistant	8	260	NE			37,265	63,634
	Licensed Practical Nurse	6.5	200	NE			23,290	39,771
	Office Administrator	8	260	NE			37,265	63,634
	Office Manager Sr	8	260	NE			37,265	63,634
	Payroll Specialist	8	260	NE			37,265	63,634
	Quality Control Inspector	8	260	NE			37,265	63,634
	Residency Technician	7.25	237	NE			30,784	52,567
	Supv Custodial Services	8	260	NE			37,265	63,634
	Zone Supervisor Custodial Services	8	260	NE			37,265	63,634
37+5%	Building Automation Systems Analyst	8	260	NE	18.81087	32.12266	39,127	66,815
	Building Operations Supervisor Scndry	8	260	NE			39,127	66,815
	Electronics Team Leader	8	260	NE			39,127	66,815
	Kitchen Equipment Technician Team Leader	8	260	NE			39,127	66,815

GRADED POSITION BY GRADE 38 – 39

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
38	Accountant Senior	8	260	NE	20.46642	34.94977	42,570	72,696
	Admin Assistant Sr	8	260	NE			42,570	72,696
	Carpentry Lead	8	260	NE			42,570	72,696
	Comp & Benefits Analyst	8	260	E			42,570	72,696
	Coord Community Use Of Schools	8	260	NE			42,570	72,696
	Electrical, Roofing, Plumbing Lead	8	260	NE			42,570	72,696
	Food Service Employment Support Specialist	8	260	NE			42,570	72,696
	Graphic Design/Web Specialist	8	260	E			42,570	72,696
	Home School Support Specialist	8	260	E			42,570	72,696
	HVAC Team Leader	8	260	NE			42,570	72,696
	Media Technician	8	260	NE			42,570	72,696
	Purchasing Coordinator	8	260	NE			42,570	72,696
	Records Support Specialist	8	260	E			42,570	72,696
	Testing/Career Ctr Coordinator	8	221	NE			36,185	61,791
38+5%	Annual Substitute Teacher	8	200	E	25.12506	25.12506	40,200	40,200
	Educational Interpreter/DHH II	7.25	205	NE	21.49097	36.69773	31,941	54,542
	Lead Administrative Asst	8	260	NE			52,260	52,260
38IST	Local Area Network Technician	8	260	NE	20.46642	39.93218	42,570	83,059
	Report Writer/SIS Support	8	260	E			42,570	83,059
39	Assistant Project Managers	8	260	E	23.38468	39.93218	48,640	83,059
	Auxiliary Services Supervisor	8	260	e			48,640	83,059
	Build-A-House Coordinator	8	215	E			40,222	68,683
	Carpentry Supervisor	8	260	E			48,640	83,059
	CIS Site Coordinator	8	211	E	28.40685	39.93218	47,951	67,406
	Communications Specialist	8	260	NE			48,640	83,059
	Conference Center Manager	8	260	NE			48,640	83,059
	Custodial Contract Administrator/Supervisor	8	260	E			48,640	83,059
	Deputy School Board Clerk	8	260	NE			48,640	83,059
	Educational Interpreter/DHH III	7.25	205	NE			34,755	59,349
	Energy Management Coordinator	8	260	E			48,640	83,059
	Facility Services Supervisor	8	260	E			48,640	83,059
	Facility Services Coordinator	5.6	260	E			34,048	58,141
	Family and Community Engagement GE/SE	8	237	E	25.29452	39.93218	47,958	75,711
	Field Supv Food & Nutrition Services	8	260	E			48,640	83,059
	HVAC Supervisor	8	260	E			48,640	83,059
	Lead Accountant	8	260	E			48,640	83,059
	Senior Payroll Specialist	8	260	E			48,640	83,059
	Special Assistant to the Superintendent	8	260	NE			48,640	83,059

GRADED POSITION BY GRADE 39 - 40

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLS A	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
39 cont	Supervisor Electrical, Fire Sys & Plumbing	8	260	E	23.38468	39.93218	48,640	83,059
	Supervisor HR Information Systems	8	260	E			48,640	83,059
	Supervisor Office Equip & Electronics	8	260	E			48,640	83,059
	Supervisor Print Shop	8	260	E			48,640	83,059
	Supervisor of Routing and Technology	8	260	E			48,640	83,059
39+5%	Educational Interpreter/DHH Certified	7.25	205	NE	24.55392	41.92986	36,493	62,318
	McKinney Vento Support Specialist	8	260	E			51,072	87,214
	Safety and Security Asst. Manager	8	260	E			51,072	87,214
39IST	Network Analyst	8	260	E	23.38468	45.62299	48,640	94,896
	Senior Programmer Analyst	8	260	E			48,640	94,896
	SIS Application Specialist	8	260	E			48,640	94,896
	SIS System Specialist	8	260	E			48,640	94,896
	Student Data Mgt Specialist	8	260	E			48,640	94,896
	Technology Support Analyst	8	260	NE			48,640	94,896
	Technology Systems Specialist	8	260	NE			48,640	94,896
	Web Administrator	8	260	E			48,640	94,896
40	Assistant Principal Elementary	8	237	E	26.71769	45.62299	50,657	86,501
	Budget Analyst	8	260	E			55,573	94,896
	Business Analyst	8	260	E			55,573	94,896
	Construction Coordinator	8	260	E			55,573	94,896
	Coord Assessment Remediation & Proj Lead the Way	8	237	E			50,657	86,501
	Coord of Assessment & Remediation - Secondary	8	237	E			50,657	86,501
	Division-Level Mental Health Support Specialist	8	218	E			46,596	79,566
	Financial Analyst	8	260	E			55,573	94,896
	Financial Analyst-One Solution Liaison	8	260	E			55,573	94,896
	Manager of Custodial Services	8	260	E			55,573	94,896
	Music Therapist	8	235	E			50,229	85,771
	Occupational/Physical Therapist	8	211	E	28.40685	45.62299	47,951	77,012
	Psychologist / Psychologist NCSP	8	218	E	27.49705	45.62299	47,955	79,566
		8	237	E			52,134	86,501
		8	260	E			57,194	94,896
	Registered Nurse	8	218	E	27.49705	45.62299	47,955	79,566
	School Social Worker/School Social Worker C-SSWS	8	218	E	27.49705	45.62299	47,955	79,566
		8	237	E			52,134	86,501
	Wellness Coordinator	8	260	E			57,194	94,896

GRADED POSITION BY GRADE 40IST - 41

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
40IST	Acquisition Specialist	8	260	E	26.71769	52.12403	55,573	108,418
	Application Support Analyst	8	260	E			55,573	108,418
	Business Systems Analyst	8	260	E			55,573	108,418
	Database Administrator Senior	8	260	E			55,573	108,418
	Enterprise Systems Analyst	8	260	E			55,573	108,418
	Lead Network Analyst	8	260	E			55,573	108,418
	Lead Programmer Analyst	8	260	E			55,573	108,418
	Lead Technology Support Analyst	8	260	E			55,573	108,418
	Lead Technology Systems Analyst	8	260	E			55,573	108,418
	Operations Analyst	8	260	E			55,573	108,418
	Security Analyst	8	260	E			55,573	108,418
	Student Information System Specialist	8	260	E			55,573	108,418
41	Adult Continuing Education Specialist	8	260	E	30.52440	52.12403	63,491	108,418
	Area Manager of Student Transportation	8	260	E			63,491	108,418
	Assessment Specialist (DDOT)	8	260	E			63,491	108,418
	Associate Principal High	8	260	E			63,491	108,418
	Associate Principal Middle	8	260	E			63,491	108,418
	Assistant Dir Food Services	8	260	E			63,491	108,418
	Assistant Principal High	8	237	E			57,874	98,827
	Assistant Principal Middle	8	237	E			57,874	98,827
	Budget Analyst Senior	8	260	E			63,491	108,418
	Capital Projects Manager	8	260	E			63,491	108,418
	Classified Development Specialist	8	260	E			63,491	108,418
	Compensation/Benefits Administrator	8	260	E			63,491	108,418
	Construction Contract Administrator	8	260	E			63,491	108,418
	Coordinator Health Services SE	8	260	E			63,491	108,418
	Coordinator Math/Science HS	8	260	E			63,491	108,418
	Credentialing Specialist	8	260	E			63,491	108,418
	Deaf & Hard of Hearing Specialist	8	260	E			63,491	108,418
	Elementary Curriculum Specialist	8	260	E			63,491	108,418
	Employee Wellness Coordinator	8	260	E			63,491	108,418
	Energy Management Engineer	8	260	E			63,491	108,418
	Exec Assistant & Clerk School Board	8	260	E			63,491	108,418
	Gifted Specialist	8	260	E			63,491	108,418
	Grants Administrator	8	260	E			63,491	108,418
	Head Start and VPI Specialist	8	260	E			63,491	108,418
	Homebound Instruction Specialist	8	260	E			63,491	108,418
	HR Administrator	8	260	E			63,491	108,418

GRADED POSITION BY GRADE 41 – 41IST

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
41 cont	Instructional Development Specialist	8	260	E	30.52440	52.12403	63,491	108,418
	Instructional Grants Specialist	8	260	E			63,491	108,418
	Instructional Resources Specialist	8	260	E			63,491	108,418
	Intervention Training Specialist - PBIS/RP/TIC	8	260	E			63,491	108,418
	Library Services Specialist	8	260	E			63,491	108,418
	Medicaid Specialist	8	260	E			63,491	108,418
	Nurse Supervisor/Excep Ed	8	260	E			63,491	108,418
	Online Training Development Specialist	8	260	E			63,491	108,418
	OT/PT Specialist	8	260	E			63,491	108,418
	PBL Training Specialist	8	260	E			63,491	108,418
	Planning Administrator	8	260	E			63,491	108,418
	Prof Develop Integration Specialist	8	260	E			63,491	108,418
	Program Specialist	8	260	E			63,491	108,418
	Research Specialist	8	260	E			63,491	108,418
	Safety and Security Manager	8	260	E			63,491	108,418
	School Improvement Specialist	8	260	E			63,491	108,418
	Secondary Curriculum Specialist	8	260	E			63,491	108,418
	Secondary SPED & Transition Support Specialist	8	260	E			63,491	108,418
	Secondary SPED Specialist	8	260	E			63,491	108,418
	Social and Emotional Intervention Specialist	8	260	E			63,491	108,418
	Special Education Nursing Specialist	8	260	E			63,491	108,418
	Speical Education Specialist	8	260	E			63,491	108,418
	Special Placement Specialist	8	260	E			63,491	108,418
	Special Projects Development Specialist	8	260	E			63,491	108,418
	SPED & 504 Compliance Specialist	8	260	E			63,491	108,418
	Speech and Language Specialist	8	260	E			63,491	108,418
	Student Activities Director	8	237	E			57,874	98,827
	Student Conduct, Intervention & Response Specialist	8	260	E			63,491	108,418
	Student Growth Specialist	8	260	E			63,491	108,418
	Student Wellness Specialist	8	260	E			63,491	108,418
Summer Session Specialist	8	260	E			63,491	108,418	
Title I Specialist	8	260	E			63,491	108,418	
Vision & Assistive Tech Specialist	8	260	E			63,491	108,418	
VPI+ Grant Specialist	8	260	E			63,491	108,418	
41IST	Database Services Coordinator	8	260	E	30.52440	59.55318	63,491	123,871
	Network Coordinator	8	260	E			63,491	123,871
	School Technology Services Coordinator	8	260	E			63,491	123,871

GRADED POSITION BY GRADE 42 - 43

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
42	Admin Communities In Schools	8	260	E	34.87446	59.55210	72,539	123,868
	Administrative Coordinator	8	260	E			72,539	123,868
	Alternative Programs Coordinator	8	260	E			72,539	123,868
	Asst Dir Engineering and Construction	8	260	E			72,539	123,868
	Asst Dir Finance	8	260	E			72,539	123,868
	Asst Dir of Maintenance	8	260	E			72,539	123,868
	Asst Dir Management and Budget	8	260	E			72,539	123,868
	Asst Dir Support Services	8	260	E			72,539	123,868
	Assistant Dir Student Transportation	8	260	E			72,539	123,868
	Constituent Services and Student Leadership Coordinator	8	260	E			72,539	123,868
	Counseling Coordinator	8	260	E			72,539	123,868
	Curriculum Coordinator	8	260	E			72,539	123,868
	Disability Support Coordinator	8	260	E			72,539	123,868
	Early Childhood Services Coordinator	8	260	E			72,539	123,868
	Early College Academy Coordinator	8	260	E			72,539	123,868
	ESL Coordinator	8	260	E			72,539	123,868
	Evaluation, Intervention, and School Improvement Coordinator	8	260	E			72,539	123,868
	Family and Community Engagement Coordinator	8	260	E			72,539	123,868
	Gifted Education Coordinator	8	260	E			72,539	123,868
	Human Resource Coordinator	8	260	E			72,539	123,868
	Instructional Technology Coordinator	8	260	E			72,539	123,868
	Online Learning Coordinator	8	260	E			72,539	123,868
	Payroll Manager	8	260	E			72,539	123,868
	Payroll Systems Coordinator	8	260	E			72,539	123,868
	Principal Detention Home	8	260	E	41.27404	59.55210	85,850	123,868
	Principal Elementary	8	260	E	41.27404	59.55210	85,850	123,868
	Professional Development Coordinator	8	260	E			72,539	123,868
	Project Manager	8	260	E			72,539	123,868
	Psychological Services Coordinator	8	260	E			72,539	123,868
	Senior Project Manager	8	260	E			72,539	123,868
	Social Worker Coordinator	8	260	E			72,539	123,868
	Special Education and Transition Services Coordinator	8	260	E			72,539	123,868
	Strategic Planning and Innovation Coordinator	8	260	E			72,539	123,868
	Student Health Coordinator	8	260	E			72,539	123,868
43	Assistant School Board Attorney	8	260	E	39.84397	68.03795	82,875	141,519
	Principal High School	8	260	E	50.98558	68.03795	106,050	141,519
	Principal Middle School	8	260	E	46.12981	68.03795	95,950	141,519

GRADED POSITION BY GRADE 44 - 45

CHESTERFIELD COUNTY PUBLIC SCHOOLS								
Graded Pay Plan 2018/2019								
E = Exempt / NE = Non Exempt FLSA (NE IS SUBJECT TO THE FAIR STANDARDS LABOR ACT)								
Grade	Title	Hours	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
44	Director of Career and Technical Education	8	260	E	45.51995	77.72842	94,682	161,675
	Director of Compensation & Benefits	8	260	E			94,682	161,675
	Director of Construction	8	260	E			94,682	161,675
	Director of Equity & Student Support Services	8	260	E			94,682	161,675
	Director of Facilities and Maintenance	8	260	E			94,682	161,675
	Director of Finance	8	260	E			94,682	161,675
	Director of Food Services	8	260	E			94,682	161,675
	Director of Management & Budget	8	260	E			94,682	161,675
	Director of Student Transportation	8	260	E			94,682	161,675
	Director of Government and Media Services	8	260	E			94,682	161,675
	Director of Elementary School Leadership/Title I	8	260	E			94,682	161,675
	Director of High School Leadership	8	260	E			94,682	161,675
	Director of Middle School Leadership	8	260	E			94,682	161,675
	Director of Organizational Development	8	260	E			94,682	161,675
	Director of Special Education	8	260	E			94,682	161,675
	School Board Attorney	8	260	E			94,682	161,675
44+5%	Executive Director of Communications and Community Outreach	8	260	E	47.79595	81.61485	99,416	169,759
	Executive Director of Constituent Services and Student Leadership	8	260	E			99,416	169,759
	Executive Director Human Resources and Employee Services	8	260	E			99,416	169,759
	Executive Director of Technology Services	8	260	E			99,416	169,759
45	Chief Academic Officer	8	260	E	52.01268	88.81855	108,186	184,743
	Chief Finance Officer	8	260	E			108,186	184,743
	Chief of Schools	8	260	E			108,186	184,743
	Chief of Staff	8	260	E			108,186	184,743
	Chief Operations Officer	8	260	E			108,186	184,743

SUBSTITUTE RATE SCHEDULE

SUBSTITUTE RATE SCHEDULE 2018 - 2019				
TITLE	HOURS PER DAY	HOURLY RATE	HALF-DAY RATE	DAILY RATE
Classroom Teachers, Elementary School Librarian	6.5		\$43	\$85
Licensed, Degreed or Non-Degreed with minimum of 60 hours of college credit.				
After 20 consecutive days in same position; retro to start of assignment	8		\$99	\$197
Bus Driver	n/a	\$14.41		
Clinic	6.5		\$28	\$56
Family Life Educators	8		\$99	\$197
Food Services Associate	n/a	\$10.00		
Instructional Assistant - ESL and Pre-K	6		\$22	\$44
Instructional Assistant - Special Education	6.5		\$26	\$51
Program Tech I SE	6.5		\$28	\$56
Tutor Monitor	6.5		\$24	\$48
Technology Resource Assistant	6.5		\$24	\$48
After 20 consecutive days in same position; retro to start of assignment	7		\$44	\$88

All other jobs require prior approval from the appropriate Executive Director or designee and are filled through the use of temporary work assignments. Rates for these positions are determined in the Office of Compensation and Benefits.

TEMPORARY WORK ASSIGNMENT (TWA) RATES

TEMPORARY WORK ASSIGNMENT 2018 - 2019 School Year	
<i>Verification that the incumbent holds the requirement(s) listed is the responsibility of the employee who is requesting the TWA</i>	
TITLE	RATE
After School Administrator (restricted to exempt employees. Oversees Teachers working with students after school)	\$25.50
After School Monitor (oversees students staying afterschool)	\$15.00
Athletic Event Workers (not used for coaching)	\$15.00
Bilingual Interpreter	\$25.00
Bus Driver (currently employed as CCPS Bus Driver)	hourly rate
Bus Driver (not currently employed as Bus Driver)	\$14.41
Carver Career Academy Night School (Must hold a valid Virginia teaching license)	teacher's scale/FT work experience credit given
Clerical (general office duties, office assist)	\$9.62
Clerical (secretarial, SOL clerical)	\$12.31
Custodian (retired CCPS Custodian)	\$11.00
Detention (after school/Saturday)	\$15.00
Educational Interpreter/DHH (VQAS II/III Certified or EIPA 3.0)	\$20.05
Facilities Helper (Summer)	\$8.42
Food Service Associate (Retired CCPS Food Service Manager)	\$13.00
Food Service Manager/Assistant Manager (Retired CCPS Food Service Manager)	\$15.50
Locker Maintenance (changing locker combinations over the summer)	\$7.25
Nursing Instructor (Registered Nurse)	\$24.68
Professional Development Training Participant (licensed teachers only)	\$10.00
Professional Development Training Participant (Non-Exempt Employees attending outside contractual hours)	\$7.25
Site Coordinator (restricted to exempt employees)	\$25.50
Social Worker (licensed)	\$24.43
SOL Testing Coordinator	\$22.29
Registered Nurse	\$27.50

TEMPORARY WORK ASSIGNMENT (TWA) RATES Continued

TEMPORARY WORK ASSIGNMENT 2018 - 2019 School Year	
<i>Verification that the incumbent holds the requirement(s) listed is the responsibility of the employee who is requesting the TWA</i>	
TITLE	RATE
Tutors	
Before/After School Remediation PALS, SOL Requirement: Incumbent has an expired teaching license and/or minimum of bachelor's degree.	\$20.65
Instructional Tutor Licensed Requirement: Incumbent holds a valid teaching license.	\$22.29
Instructional Tutor Non Licensed Requirement: ESOL education/certifications, bilingual tutor or background that includes professional certification or equivalent, related college coursework. Delivers instruction but is not a licensed teacher.	\$15.00
Peer Tutor School Students; High School Student; tutoring, assisting students, peer mentoring.	\$8.00
Student Monitor Provides a supervised and structured environment for students i.e. cafeteria, etc.	\$7.42
Testing/AP Proctor	\$15.00
Transportation Trainer (currently employed bus driver w/CCPS)	hourly rate
Assignments below may only be filled by currently licensed teachers	
Adult Ed Instructor	\$22.29
Curriculum Development	\$22.29
Driver's Ed Instructor	\$22.29
Homebound Teacher (includes ESY & Summer Homebound)	\$23.40
Professional Development Training Presenter	\$22.29
VGLA Scoring	\$22.29
<p>Only one pay assignment will be permitted at a time for part time employees, SRP, or substitutes. Non-exempt employees are not permitted to perform temporary work assignments during their contractual calendar.</p> <p>Positions that are not listed will be based on the graded pay plan for the comparable position. Temporary Work Assignment rates for areas not listed will be determined and approved by the Office of Compensation and Benefits. This includes TWAs paid out of Student Activity Funds.</p> <p>Student workers must be paid an hourly rate and may not be paid a lump sum.</p>	

HIGH SCHOOL ACADEMIC STIPEND

SCALE GRADE	APPROVED POSITIONS	PER SCHOOL	SEASON	PAYMENT SCHEDULE
4	ACADEMIC TEAM	1	WINTER	WINTER
2	DEBATE ASSISTANT	1	WINTER	WINTER
4	DEBATE HEAD	1	WINTER	WINTER
2	JUNIOR CLASS SPONSOR	1	SPRING	SPRING
1	MAGAZINE	1	SPRING	SPRING
4	NEWSPAPER	1	SPRING	SPRING
3	SENIOR CLASS SPONSOR	1	SPRING	SPRING
3	STUDENT GOVERNMENT	1	SPRING	SPRING
4	YEARBOOK	1	SPRING	SPRING

APPROVED POSITIONS	POSITIONS PER SCHOOL	MIN-MAX	PAYMENT SCHEDULE
Department Chair: Core: Language Arts, Math, Science and Social Studies Non-Core: Health/P.E., Fine Arts, World Languages, Vocational Education	8		
Minimum of 4 teaching FTE's, core subject area, regular stipend and planning period		\$657 - \$1,144	SEMESTER
Excess of 21 teaching FTE's, core subject area, double stipend and planning period		\$1,314 - \$2,288	SEMESTER
Minimum of 4, and up to and including 8 teaching FTE's, non-core subject area, double stipend, no personal planning period		\$1,314 - \$2,288	SEMESTER
More than 8 teaching FTE's, non-core subject area, regular stipend and planning period		\$657 - \$1,144	SEMESTER
WEB CURATOR	1	\$500	SEMESTER
SPECIALTY CENTER COORDINATOR**	1	\$1,373	SEMESTER
<p>**Daily functions and teaching assignments are determined by the school principal with consideration of the needs of the school. Must teach 2 classes during semester to be eligible for stipend.</p>			

MIDDLE SCHOOL ACADEMIC STIPEND

SCALE GRADE	APPROVED POSITIONS	PER SCHOOL	SEASON	PAYMENT SCHEDULE
1	NEWSPAPER OR MAGAZINE	1	SPRING	SPRING
2	STUDENT GOVERNMENT	1	SPRING	SPRING
4	YEARBOOK	1	SPRING	SPRING

APPROVED POSITIONS	POSITIONS PER SCHOOL	RATE	PAYMENT SCHEDULE
DEPARTMENT CHAIR: Minimum of 4 teaching FTE's, Core: Language Arts, Math, Science and Social Studies Non-Core: Health/P.E., Fine Arts (includes World Languages and Electives) No additional planning period provided	6	\$1,193	SEMESTER
WEB CURATOR	1	\$500	SEMESTER

MIDDLE AND HIGH SCHOOL ACADEMIC STIPEND SCALE

ACADEMIC AND ATHLETIC SUPPLEMENTS PAY SCALE 2017 - 2018				
EXPERIENCE	GR 1	GR 2	GR 3	GR 4
0-2	884	1,061	1,273	1,527
3	904	1,085	1,302	1,562
4-10	925	1,109	1,331	1,598
11	945	1,134	1,361	1,634
12	967	1,160	1,392	1,670
13	988	1,186	1,423	1,708
14	1,011	1,213	1,455	1,746
15	1,033	1,240	1,488	1,786
16	1,057	1,268	1,521	1,826
17	1,080	1,296	1,556	1,867
18	1,105	1,326	1,591	1,909
19	1,130	1,355	1,627	1,952
20	1,155	1,386	1,663	1,996
21	1,181	1,417	1,701	2,041
22	1,207	1,449	1,739	2,087
23	1,235	1,482	1,778	2,133
24	1,262	1,515	1,818	2,181
25	1,291	1,549	1,859	2,231
26	1,320	1,584	1,901	2,281
27	1,350	1,619	1,943	2,332
28	1,380	1,656	1,987	2,385
29	1,411	1,693	2,032	2,438
30+	1,443	1,731	2,078	2,493

HIGH SCHOOL ATHLETIC STIPEND

SCALE GRADE	APPROVED POSITIONS	PER SCHOOL	SEASON	PAYMENT SCHEDULE
3	ASST ATHLETIC DIR	1	FALL, WINTER, SPRING	FALL, WINTER, SPRING
3	BAND ASSISTANT	1	FALL	FALL
4	BASEBALL ASSISTANT	1	SPRING	SPRING
6	BASEBALL HEAD	1	SPRING	SPRING
5	BASKETBALL ASSISTANT - BOYS	1	WINTER	WINTER
5	BASKETBALL ASSISTANT - GIRLS	1	WINTER	WINTER
5	BASKETBALL FRESHMAN ASST - BOYS	1	WINTER	WINTER
5	BASKETBALL FRESHMAN ASST - GIRLS	1	WINTER	WINTER
7	BASKETBALL HEAD - BOYS	1	WINTER	WINTER
7	BASKETBALL HEAD - GIRLS	1	WINTER	WINTER
2	CHEERLEADER FRESHMAN	1	FALL, WINTER	FALL, WINTER
3	CHEERLEADER HEAD	1	FALL, WINTER	FALL, WINTER
2	CHEERLEADER ASSISTANT	1	FALL, WINTER	FALL, WINTER
5	CROSS COUNTRY HEAD - BOYS	1	FALL	FALL
5	CROSS COUNTRY HEAD - GIRLS	1	FALL	FALL
1	DANCE TEAM	1	FALL, WINTER	FALL, WINTER
D2	DRAMA	2	ANNUAL	CONTRACT
4	FIELD HOCKEY ASSISTANT	1	FALL	FALL
6	FIELD HOCKEY HEAD	1	FALL	FALL
6	FOOTBALL ASSISTANT	5	FALL	FALL
6	FOOTBALL FRESHMAN ASSISTANT	1	FALL	FALL
8	FOOTBALL HEAD	1	FALL	FALL
1	FORENSICS ASSISTANT	1	WINTER	WINTER
3	FORENSICS HEAD	1	WINTER	WINTER
4	GOLF HEAD	1	FALL	FALL
M3	INSTRUMENTAL	varies	ANNUAL	CONTRACT
4	LACROSSE ASSISTANT - BOYS	1	SPRING	SPRING
4	LACROSSE ASSISTANT - GIRLS	1	SPRING	SPRING
6	LACROSSE HEAD - BOYS	1	SPRING	SPRING
6	LACROSSE HEAD - GIRLS	1	SPRING	SPRING
4	SOCCER ASSISTANT - BOYS	1	SPRING	SPRING
4	SOCCER ASSISTANT - GIRLS	1	SPRING	SPRING
6	SOCCER HEAD - BOYS	1	SPRING	SPRING
6	SOCCER HEAD - GIRLS	1	SPRING	SPRING
4	SOFTBALL ASSISTANT	1	SPRING	SPRING
6	SOFTBALL HEAD	1	SPRING	SPRING
M2	STRINGS	varies	ANNUAL	CONTRACT
4	SWIM ASSISTANT - BOYS	1	WINTER	WINTER
4	SWIM ASSISTANT - GIRLS	1	WINTER	WINTER
6	SWIM HEAD - BOYS	1	WINTER	WINTER
6	SWIM HEAD - GIRLS	1	WINTER	WINTER
4	TENNIS HEAD - BOYS	1	SPRING	SPRING
4	TENNIS HEAD - GIRLS	1	SPRING	SPRING
4	TRACK INDOOR HEAD - BOYS	1	WINTER	WINTER
4	TRACK INDOOR HEAD - GIRLS	1	WINTER	WINTER
4	TRACK OUTDOOR ASSISTANT - GIRLS	1	SPRING	SPRING
4	TRACK OUTDOOR ASSISTANT -BOYS	1	SPRING	SPRING
6	TRACK OUTDOOR HEAD - BOYS	1	SPRING	SPRING
6	TRACK OUTDOOR HEAD - GIRLS	1	SPRING	SPRING
M2	VOCAL	varies	ANNUAL	CONTRACT
4	VOLLEYBALL ASSISTANT - BOYS	1	FALL	FALL
4	VOLLEYBALL ASSISTANT - GIRLS	1	FALL	FALL
6	VOLLEYBALL HEAD	2	FALL	FALL
2	WEIGHT ROOM SUPV	1	FALL, WINTER, SPRING	FALL, WINTER, SPRING
5	WRESTLING ASSISTANT	1	WINTER	WINTER
7	WRESTLING HEAD	1	WINTER	WINTER

MIDDLE SCHOOL ATHLETIC STIPEND

SCALE GRADE	APPROVED POSITIONS	PER SCHOOL	SEASON	PAYMENT SCHEDULE
4	BASKETBALL HEAD - BOYS	1	WINTER	WINTER
4	BASKETBALL HEAD - GIRLS	1	FALL	FALL
5.1	CHEERLEADER	1	FALL, WINTER	FALL, WINTER
4	CROSS COUNTRY	1	FALL	FALL
3	CROSS COUNTRY ASSISTANT	1	FALL	FALL
D1	DRAMA	1	ANNUAL	CONTRACT
M1	INSTRUMENTAL	varies	ANNUAL	CONTRACT
4	SOCCER HEAD - BOYS	1	FALL	FALL
4	SOCCER HEAD - GIRLS	1	SPRING	SPRING
M1	STRINGS	varies	ANNUAL	CONTRACT
3	TRACK OUTDOOR ASSISTANT - BOYS	1	SPRING	SPRING
3	TRACK OUTDOOR ASSISTANT - GIRLS	1	SPRING	SPRING
4	TRACK OUTDOOR HEAD - BOYS	1	SPRING	SPRING
4	TRACK OUTDOOR HEAD - GIRLS	1	SPRING	SPRING
M1	VOCAL	varies	ANNUAL	CONTRACT
INTRAMURALS (270 hour yearly limit)				
		HOURS	FALL, WINTER, SPRING	FALL, WINTER, SPRING
		10 hours	\$407	
		20 hours	\$610	
		30 hours	\$916	
<p>Intramurals are an organized sport or academic activity that is individualized by the school for a sport or academic activity that isn't already budgeted for. The intramural stipend is not to be used for coaching positions that are already listed.</p>				

ATHLETIC STIPEND PAYSACLE

ATHLETIC STIPEND PAYSACLE 2018 - 2019									
EXPERIENCE	GR 1	GR 2	GR 3	GR 4	GR 5.1	GR 5	GR 6	GR 7	GR 8
0	893	1,071	1,285	1,543	926	1,851	2,221	2,666	3,199
1-3	902	1,082	1,298	1,558	935	1,869	2,243	2,692	3,230
4	922	1,107	1,328	1,594	956	1,912	2,295	2,754	3,305
5-11	943	1,132	1,358	1,630	978	1,955	2,347	2,816	3,379
12	964	1,157	1,389	1,666	1,000	1,999	2,399	2,879	3,455
13	986	1,183	1,420	1,704	1,022	2,044	2,453	2,944	3,533
14	1,008	1,210	1,452	1,742	1,045	2,090	2,509	3,010	3,612
15	1,031	1,237	1,484	1,781	1,069	2,137	2,565	3,078	3,694
16	1,054	1,265	1,518	1,821	1,093	2,186	2,623	3,147	3,777
17	1,078	1,293	1,552	1,862	1,117	2,235	2,682	3,218	3,862
18	1,102	1,322	1,587	1,904	1,143	2,285	2,742	3,290	3,949
19	1,127	1,352	1,623	1,947	1,168	2,336	2,804	3,364	4,037
20	1,152	1,383	1,659	1,991	1,195	2,389	2,867	3,440	4,128
21	1,178	1,414	1,696	2,036	1,221	2,443	2,931	3,518	4,221
22	1,205	1,445	1,735	2,081	1,249	2,498	2,997	3,597	4,316
23	1,232	1,478	1,774	2,128	1,277	2,554	3,065	3,678	4,413
24	1,259	1,511	1,813	2,176	1,306	2,611	3,134	3,760	4,512
25	1,288	1,545	1,854	2,225	1,335	2,670	3,204	3,845	4,614
26	1,317	1,580	1,896	2,275	1,365	2,730	3,276	3,932	4,718
27	1,346	1,616	1,939	2,326	1,396	2,792	3,350	4,020	4,824
28	1,377	1,652	1,982	2,379	1,427	2,854	3,425	4,110	4,932
29	1,408	1,689	2,027	2,432	1,459	2,919	3,502	4,203	5,043
30+	1,439	1,727	2,072	2,487	1,492	2,984	3,581	4,297	5,157

MUSIC STIPEND PAYSCALE

MUSIC STIPEND PAYSCALE 2018 - 2019			
EXPERIENCE	M1	M2	M3
0	1,366	1,968	3,400
1-3	1,380	1,988	3,434
4,5	1,411	2,032	3,511
6-11	1,443	2,079	3,591
12	1,476	2,125	3,672
13	1,509	2,173	3,755
14	1,542	2,221	3,839
15	1,578	2,272	3,926
16	1,613	2,323	4,014
17	1,650	2,375	4,104
18	1,686	2,429	4,197
19	1,725	2,483	4,291
20	1,764	2,539	4,388
21	1,803	2,596	4,487
22	1,843	2,655	4,588
23	1,885	2,715	4,690
24	1,927	2,775	4,797
25	1,970	2,838	4,904
26	2,016	2,901	5,014
27	2,061	2,968	5,127
28	2,106	3,034	5,242
29	2,154	3,103	5,361
30+	2,203	3,172	5,481

DRAMA STIPEND PAYSCALE

DRAMA STIPEND PAYSCALE 2018 - 2019		
EXPERIENCE	D1	D2
0	1,072	1,851
1-3	1,082	1,870
4	1,107	1,912
5-11	1,132	1,955
12	1,157	1,999
13	1,183	2,044
14	1,210	2,090
15	1,237	2,137
16	1,265	2,186
17	1,293	2,235
18	1,322	2,285
19	1,352	2,336
20	1,383	2,389
21	1,414	2,443
22	1,445	2,498
23	1,478	2,554
24	1,511	2,611
25	1,545	2,670
26	1,580	2,730
27	1,616	2,792
28	1,652	2,854
29	1,689	2,919
30+	1,727	2,984

ELEMENTARY SCHOOL STIPEND

STIPEND - ELEMENTARY SCHOOL			
APPROVED POSITIONS	POSITIONS PER SCHOOL	RATE	PAYMENT SCHEDULE
Department chair: K-5 - One per grade level	6	\$500	ANNUAL
Department chair (CONTENT AREAS) - 4 ESOL - 1 Special Education - 1 Resource - 1	7	\$500	ANNUAL
WEB CURATOR	1	\$500	SEMESTER
STIPEND NOTES			
<p>FTE= 1 full time position or the equivalent number of part time teaching positions to equal one full time position.</p> <p>If a Principal determines the need for a core Department Chair to teach a 5th class, the employee will be paid an additional .2 FTE. Core Department chair incumbents may not teach more than 5 classes at any time.</p> <p>In the event that an employee cannot complete the stipend assignment, the stipend payment will be prorated based on the percentage completed.</p> <p>Special Education Department Chair duties are performed by the Special Education Coordinator as part of their job function.</p> <p>Only teachers that are assigned students and teaching duties are eligible to receive Department Chair and Specialty Center stipend. A minimum of two classes taught per semester is required.</p>			
PAYMENT SCHEDULE FOR STIPEND			
<p>ANNUAL Stipend paid 50% at the end of each semester</p> <p>CONTRACT Added to base salary</p> <p>FALL Paid at the end of November</p> <p>SEMESTER Paid at the end of November and paid again at the end of May</p> <p>SPRING Paid at the end of May</p> <p>WINTER Paid at the end of February</p>			