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Chesterfield County Public Schools  
Innovative. Engaging. Relevant.

# **Chesterfield County Public Schools Coordinated Pay Plan**

**2019 - 2020  
School Year**  
Effective July 1, 2019

**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.*

# 2019 - 2020 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 plan. 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 employee's 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, skills and abilities. Additionally, market analysis is conducted as needed and internal and external equity is considered.

The annual compensation plan adopted by the School Board as a result of the approved budget 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. Employees, who reach the top of their scale, will receive the approved increase providing there is sufficient funding available.

## Teacher Salary Information

### Salary Placement

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

- a. Credit for teaching experience on a year-for-year basis, is granted when 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;
  - 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 credible experience for salary placement.

### Compensation for a doctorate degree and/or certifications

- a. Master's or doctorate degree, if degree is related to the job assignment (doctorate in field) and if the degree was awarded by a regionally accredited institution.
- b. 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.
- c. 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 in January through CCPS and meet DOE eligibility criteria will receive a \$2,500 award administered through the Organizational Development Office.

### Movement on Salary Scale for Teachers Employed Less than Full Time

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

### Teacher Travel

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 authorized by the human resource administrator and instructional director.

### FTE Allocation for Split MS/HS Teaching Positions

Teachers will receive additional contractual pay for teaching a class that is: (i) in excess of the number of classes prescribed by the 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. Such additional pay shall be 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.)

## Graded Salary Information

### Salary Placement

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 may 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 credible experience for salary placement purposes.

### 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).

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

### 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.

### Promotional Adjustments for same position going from Middle School to High School

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. Employees transferring to another position within the same pay grade will receive no change to their hourly rate of pay.
- 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), and may be reduced by more than 5%, as salary placement will be based on consideration of 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.

## Graded Salary Information...continued

## **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 circumstances. "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 or designee. The salary for a reclassified employee is determined by applying the guidelines for "Promotion" or "Transfer to a Position in a Lower Pay Grade", as appropriate.

## **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 or designee. 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 or designee. Any such salary adjustment is subject to available funds. Special salary adjustment will typically 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.

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**

In determining 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".

## **Graded Salary Information...continued**

### **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 any annual salary increase approved by the School Board 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.

### **Employee Calendar Months**

Employees are paid on either a 10, 11, or 12 month calendar. The work months that correspond to each calendar are as follows:

10 Month Calendar: Pay period is from September 1 through August 31

11 Month Calendar: Pay period is from August 1 through July 31

12 Month Calendar: Pay period is from July 1 through June 30

### **Pay Cycles for Various Contract Lengths**

All Chesterfield County Public School employees receive contract/assignment pay spread over 24 pay periods, regardless of their position contract length. It is important to note, however, that pay cycles change when an employee moves to a job position with a different contract length. Such change may result in a month's lapse in pay. If an employee's contract length changes from 12 months to 11 months; from 11 months to 10 months; or from an extended contract to a regular contract the employee should contact the Payroll Office to determine impact on the pay cycle.

Example: An employee changes from a 12 month contract position to an 11 month contract position. While working the 12 month position, the employee receives 24 paychecks prorated from July through June. When working the 11 month position, the employee will receive 24 paychecks prorated from August through July. There is a 1 month lapse 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 to inform 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 to assist in the processing of Workers Compensation and Disability Retirement requests. It is important that position descriptions accurately reflect the duties and responsibilities expected of employees assigned to respective position classifications. Accordingly, the school division has implemented procedures to ensure that position descriptions are periodically reviewed.

- a. As a part of the recruitment process, the position descriptions of vacant positions are reviewed prior to position advertisement. 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.
- b. 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**

When there is an indication that a vacant position is not properly classified, a position classification review may be requested. To initiate a position classification review, the supervisor of the vacant position must submit a Position Action Form (PAC), approved and signed by an appropriate Chief level position, along with a revised job description and an organizational chart, to the Office of Compensation and Benefits. The Office of Compensation and Benefits shall perform a job evaluation and determine the appropriate position classification.

### **Position Classification Review – Filled Position**

When there is an indication that a currently filled position is not properly classified, a position classification review may be requested. To initiate a position classification review, the supervisor of the position must submit a PAC form, approved and signed by an appropriate Chief level position, along with a revised job description and an organizational chart, to the Office of Compensation and Benefits. A position may require reclassification if the duties have changed significantly over a period of time. The Office of Compensation and Benefits shall perform a job evaluation and determine the appropriate position classification.

## **Fair Labor Standards Acts**



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 physically 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 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.

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**

- a. are prohibited from working more than one full-time or part-time position, except as approved by the Office of Compensation and Benefits in accordance with School Board Policy Appendix A Section 9;
- b. are prohibited from working a temporary work assignment (TWA) during the contractual/normal annual work assignment period;
- c. are permitted 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 must be reported on the employee’s regular timesheet and submitted to payroll for payment and is subject to overtime;
- d. may not volunteer for any position without compensation (i.e. a club sponsor who normally does not receive a stipend);
- e. are not permitted to work on days outside their work assignment without additional compensation;
- f. Shall be compensated at the regular rate or with compensatory time for hours up to 40 and overtime/compensatory time at time and one half the regular rate of pay for all hours worked beyond 40 per week. This includes work done after school hours;
- g. shall not work overtime without the express approval of the supervisor;
- h. must keep an accurate time sheet of all hours worked.

### **Principal/Supervisor Requirements**

The requirements of the FLSA are unwavering; non-exempt employees must be paid overtime pay or granted 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, ensure that overtime provisions of this policy and the FLSA requirements are followed and ensure that all employees are compensated for any overtime worked.

### **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 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 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 for the additional hours worked the prior week.

# Fair Labor Standards Act...continued

## Compensatory Time

In lieu of overtime compensation, non-exempt employees shall 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 CNET 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 shall 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 timesheet. Compensatory time log sheets are located on CNET.

## Compensatory Time Sample Form

Form No. AAA-FLSA02

### COMPENSATORY TIME AGREEMENT

In accordance with the Fair Labor Standards Act, Chesterfield County Public Schools shall 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.

## Fair Labor Standards Act...continued

### Time Sheets

The FLSA requires that all non-exempt employees keep a timesheet. CCPS time sheets are located on CNET 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, or personal) or if there is an inclement weather closing or holiday 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. 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.

Please note that CCPS follows the 7 minute rule when reporting time on the timesheets. For example, an employee arrives for an 8 am shift at 8:07 their time would count them at here at 8 am. However, if they arrived at 8:08 am it would round their time to 8:15 am.

### 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. Approval for leave before or after holidays will be based on operational or administrative needs. Leave taken on parent/teacher conference days is discouraged except in emergency situations or when required for SRP participants working only during instructional days.

### 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

CHESTERFIELD COUNTY PUBLIC SCHOOLS													Form No. AAA-RSA01	
TIME SHEET FOR NON-EXEMPT EMPLOYEES													School/ Department:	
<i>(original to be submitted to the Finance Office only if paid overtime is reported)</i>													Location Code:	
<i>All overtime must be approved by immediate supervisor prior to time worked.</i>														
Name:														
SSN:														
Work Site:														
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														
<p><b>NOTES:</b>            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.</p> <p>*Please provide an explanation for any overtime worked that will be charged to a grant</p>														
Employee Signature: _____				Date: _____				Approved by: _____				Date: _____		
								OT funding approval						
								OT funding approval						
								OT funding approval						

## 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. Copies of all timesheets must be kept on file at the work site in accordance with the CCPS records retention and disposition schedules.
4. Timesheets on which paid overtime is reported must be forwarded to the Payroll Department on a weekly basis.
5. 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.
6. 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.
7. 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.
8. It is the employee's responsibility to record all time worked and to obtain the appropriate approvals prior to submitting the timesheet to the timekeeper.
9. 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.
10. Employees must also complete leave forms for reporting absences for time and attendance purposes

## 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 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 non-exempt 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 an employee to arrive late or 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.

# 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 Assignments (TWA) are required for all camp employees.
- The 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, total hours and FICA (7.65%).

JOB TITLE	RATE	#EMPS	HOURLY RATE	TOTAL HOURS	AMOUNT
CAMP DIRECTOR	\$15.45 per hour max		\$		\$
ASST DIRECTOR	\$12.36 per hour max		\$		\$
COACH/INSTRUCTOR	\$12.36 per hour max		\$		\$
STUDENT WORKER	\$7.47 per hour max		\$		\$
CONCESSION WORKER	\$7.47 per hour max		\$		\$
CERTIFIED ATHLETIC TRAINER	\$12.36 per hour max		\$		\$
GUEST SPEAKERS			\$		\$
<b>STAFF TOTALS</b>					\$

## OTHER COSTS - EQUIPMENT AND SUPPLIES

ITEM	DESCRIPTION	AMOUNT
PRINTING		\$
POSTAGE		\$
T-SHIRTS		\$
CONCESSIONS		\$
ATHLETIC EQUIPMENT		\$
TROPHIES		\$
OTHER		\$
<b>TOTAL SUPPLY COSTS:</b>		\$

CONTRIBUTION TO STUDENT ACTIVITY FUND (income minus expenses):	\$ _____
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<b>APPROVALS:</b>	Camp Director: _____ Principal: _____ Director: _____
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## Temporary Work Assignments (TWA) Procedures

**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 Office approval notification is received via email.
- The maximum working 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 CNet site 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 or denies the request.
- If the request is approved, 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, including licensure, if applicable.
- 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 OneSolution and forwards the TWA to the Office of Finance for payroll processing.

### Step 6: Office of Finance - 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 Office of Finance 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 Office of Finance 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 monthly bill will be sent from Payroll and the school check should be processed for the invoice amount. This amount will include an additional 7.65% for the employer's portion of FICA tax.

## **Additional Notes Regarding TWAs**

- 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 6 located in this booklet.
- Virginia High School League lump sum payments may be submitted directly to the Office of Finance 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 Office of Finance for payment.
- Student workers must be assigned an hourly rate and may not be paid a lump sum.
- All rates must be approved by the Office of Compensation and Benefits. 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 pre-approved by the Office of Compensation and Benefits prior to being 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.
- Individuals applying for TWA positions must disclose close family members who are employees of Chesterfield County Public Schools in order to avoid any supervisory conflicts.
- No individual can request a temporary work assignment for himself or herself.
- The TWA /webform request may 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.

### **Intra and Extracurricular Activities**

Employees may receive a monetary stipend for athletic and other extracurricular activities. Such monetary stipend shall be separate and apart from the employees' benefits base pay (not included in determining retirement earnings). Stipends shall be compensated in accordance with the established teaching, athletic and academic salary schedules. When performing athletic and other extracurricular activities, employees may only be compensated for working one job at a time.



# Teacher Pay Scale 2019-2020

Annual Salary Full Time VRS Eligible July 1, 2019							Hourly Rates Part Time VRS Ineligible July 1, 2019			
EXP	Bachelor's Teacher (200/8)	Master's Teacher (Speech Therapist & HS Dean w/ Bachelor's) (200/8)	PHD Teacher (Speech Therapist w/Master's & CCC or HS Dean w Masters)	Counseling Coordinator w/Masters (12 mo)	Speech Therapist with PHD & CCC or HS Dean or Counseling Coordinator w/PHD (200/8)	Counseling Coordinator w/PHD in Field (12 mo)	Bachelor's Teacher hourly	Master's Teacher, (Speech Therapist & HS Dean with Bachelor's) hourly	PHD/Ed. D Teacher (Speech Therapist w/Master & CCC or HS Dean or Counseling Coordinator with Master's) hourly	PHD/Ed.D in field for Speech Therapist w/CCC or HS Dean or Counseling Coordinator hourly
0	\$45,817	\$48,108	\$50,513	\$65,667	\$53,039	\$68,951	\$27.06	\$28.41	\$29.83	\$31.32
1	\$46,041	\$48,343	\$50,760	\$65,988	\$53,298	\$69,288	\$27.39	\$28.76	\$30.20	\$31.71
2	\$46,266	\$48,579	\$51,008	\$66,310	\$53,558	\$69,626	\$27.53	\$28.90	\$30.35	\$31.86
3	\$46,937	\$49,283	\$51,748	\$67,272	\$54,335	\$70,635	\$27.92	\$29.32	\$30.79	\$32.33
4	\$47,168	\$49,527	\$52,003	\$67,604	\$54,603	\$70,984	\$28.06	\$29.47	\$30.94	\$32.49
5	\$47,635	\$50,017	\$52,518	\$68,273	\$55,144	\$71,687	\$28.34	\$29.76	\$31.25	\$32.81
6	\$47,740	\$50,127	\$52,634	\$68,424	\$55,265	\$71,845	\$28.40	\$29.82	\$31.31	\$32.88
7	\$47,845	\$50,238	\$52,750	\$68,575	\$55,387	\$72,003	\$28.47	\$29.89	\$31.38	\$32.95
8	\$48,492	\$50,917	\$53,463	\$69,502	\$56,136	\$72,977	\$28.85	\$30.29	\$31.81	\$33.40
9	\$48,597	\$51,027	\$53,579	\$69,652	\$56,258	\$73,135	\$28.91	\$30.36	\$31.88	\$33.47
10	\$48,702	\$51,138	\$53,694	\$69,803	\$56,379	\$73,293	\$28.98	\$30.42	\$31.95	\$33.54
11	\$48,808	\$51,248	\$53,810	\$69,953	\$56,501	\$73,451	\$29.04	\$30.49	\$32.01	\$33.62
12	\$48,913	\$51,358	\$53,926	\$70,104	\$56,622	\$73,609	\$29.10	\$30.56	\$32.08	\$33.69
13	\$49,018	\$51,469	\$54,042	\$70,255	\$56,744	\$73,767	\$29.16	\$30.62	\$32.15	\$33.76
14	\$49,347	\$51,815	\$54,405	\$70,727	\$57,126	\$74,263	\$29.36	\$30.83	\$32.37	\$33.99
15	\$49,452	\$51,925	\$54,521	\$70,878	\$57,247	\$74,422	\$29.42	\$30.89	\$32.44	\$34.06
16	\$50,202	\$52,712	\$55,348	\$71,952	\$58,115	\$75,550	\$29.87	\$31.36	\$32.93	\$34.58
17	\$51,055	\$53,608	\$56,288	\$73,175	\$59,103	\$76,834	\$30.38	\$31.89	\$33.49	\$35.16
18	\$51,908	\$54,504	\$57,229	\$74,398	\$60,090	\$78,117	\$30.88	\$32.43	\$34.05	\$35.75
19	\$52,763	\$55,401	\$58,171	\$75,623	\$61,080	\$79,404	\$31.39	\$32.96	\$34.61	\$36.34
20	\$53,616	\$56,297	\$59,112	\$76,845	\$62,067	\$80,688	\$31.90	\$33.49	\$35.17	\$36.93
21	\$54,471	\$57,195	\$60,054	\$78,071	\$63,057	\$81,974	\$32.41	\$34.03	\$35.73	\$37.52
22	\$55,324	\$58,090	\$60,995	\$79,293	\$64,045	\$83,258	\$32.92	\$34.56	\$36.29	\$38.10
23	\$56,179	\$58,988	\$61,938	\$80,519	\$65,034	\$84,545	\$33.42	\$35.09	\$36.85	\$38.69
24	\$57,032	\$59,884	\$62,878	\$81,741	\$66,022	\$85,828	\$33.93	\$35.63	\$37.41	\$39.28
25	\$57,887	\$60,781	\$63,821	\$82,967	\$67,012	\$87,115	\$34.44	\$36.16	\$37.97	\$39.87
26	\$58,740	\$61,677	\$64,761	\$84,189	\$67,999	\$88,399	\$34.95	\$36.69	\$38.53	\$40.46
27	\$59,595	\$62,575	\$65,704	\$85,415	\$68,989	\$89,685	\$35.46	\$37.23	\$39.09	\$41.04
28	\$60,448	\$63,470	\$66,644	\$86,637	\$69,976	\$90,969	\$35.96	\$37.76	\$39.65	\$41.63
29	\$61,303	\$64,368	\$67,587	\$87,863	\$70,966	\$92,256	\$36.47	\$38.30	\$40.21	\$42.22
30	\$62,156	\$65,264	\$68,527	\$89,085	\$71,953	\$93,539	\$36.98	\$38.83	\$40.77	\$42.81
31	\$63,011	\$66,162	\$69,470	\$90,310	\$72,943	\$94,826	\$37.49	\$39.36	\$41.33	\$43.40
32	\$63,864	\$67,057	\$70,410	\$91,533	\$73,931	\$96,110	\$38.00	\$39.90	\$41.89	\$43.98
33	\$64,719	\$67,955	\$71,353	\$92,758	\$74,920	\$97,396	\$38.50	\$40.43	\$42.45	\$44.57
34	\$65,572	\$68,851	\$72,293	\$93,981	\$75,908	\$98,680	\$39.01	\$40.96	\$43.01	\$45.16

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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 Pay Scale 2019-2020

The annual is based on a 12-month, 260 days/year, 8 hrs/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
33	22,198	30,053	37,908	10.67225	14.44857	18.22488
34	25,359	34,333	43,306	12.19189	16.50612	20.82035
34+5%	26,628	36,052	45,476	12.80213	17.33284	21.86355
35	28,975	39,227	49,479	13.93016	18.85901	23.78785
35+5%	30,427	41,188	51,949	14.84471	19.80212	24.97572
36	33,104	44,816	56,529	15.91536	21.54639	27.17742
36+5%	34,758	47,056	59,355	16.71054	22.62330	28.53607
37	37,824	51,206	64,588	18.18449	24.61831	31.05214
37+5%	39,714	53,765	67,817	19.09303	25.84876	32.60449
37IST	37,824	55,805	73,786	18.18449	26.82925	35.47402
38	43,209	58,497	73,786	20.77342	28.12371	35.47402
38+5%	45,372	61,424	77,476	21.81333	29.53077	37.24821
38 IST	43,209	63,757	84,305	20.77342	30.65229	40.53116
39	49,370	66,837	84,305	23.73545	32.13331	40.53116
39+5%	51,838	70,180	88,522	24.92223	33.74052	42.55881
39 IST	49,370	72,845	96,319	23.73545	35.02140	46.30735
40	56,406	76,363	96,319	27.11846	36.71290	46.30735
40+5	59,227	80,181	101,135	28.47438	38.54854	48.62271
40 IST	56,406	83,225	110,044	27.11846	40.01217	52.90589
41	64,443	87,244	110,044	30.98227	41.94407	52.90589
41 IST	64,443	95,086	125,729	30.98227	45.71437	60.44648
42	73,627	99,677	125,729	35.39759	47.92148	60.44648
43	84,119	113,880	143,642	40.44164	54.75008	69.05853
44	96,102	130,101	164,100	46.20275	62.54855	78.89435
44+5%	100,907	136,606	172,305	48.51288	65.67597	82.83906
45	109,809	148,661	187,514	52.79287	71.47185	90.15083

## Graded Position by Alpha

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Title	FLSA	Grade
Access Control Technician	NE	37
Accountant	NE	37
Accountant Senior	NE	38
Accounts Receivable Specialist	NE	37
Administrative Assistant	NE	37
Administrative Assistant Sr.	NE	38
Administrative Secretary	NE	36
Administrator of Communities In Schools	E	42
Annual Substitute Teacher	E	38+5%
Application Developer/SIS LD Program Analyst	E	40IST
Application Support Analyst	E	40IST
Area Manager of Student Transportation	E	41
Asbestos Specialist	NE	36+5%
Assessment Specialist	E	41
Assistant Director of Finance	E	42
Assistant Director of Facility Support	E	42
Assistant Director of Food Services	E	42
Assistant Director of Human Resources	E	42
Assistant Director of Maintenance	E	42
Assistant Director of Management and Budget	E	42
Assistant Director of Recruitment	E	42
Assistant Director of Student Transportation	E	42
Assistant Manager of Safety and Security	E	39+5%
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 Elementary	E	40
Associate Principal High	E	41
Associate Principal Middle	E	41
Automation Specialist	NE	37
Benefits Administrator	E	41
Benefits Technician	NE	35
Bilingual Interpreter	NE	36
Boiler Mechanic	NE	36+5%
Budget Analyst	E	40
Budget Analyst Senior	E	41
Budget Technician	NE	37
Build-A-House Coordinator	E	39

## Graded Position by Alpha

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Title	FLSA	Grade
Building Automation Systems Analyst	NE	37+5%
Building Operations Supervisor Elementary	NE	37
Building Operations Supervisor Secondary	NE	37+5%
Bus Attendant	NE	35+5%
Bus Driver	NE	35+5%
Bus Driver Trainer	NE	36
Bus Driver/Auxiliary Trainer	NE	35.50%
Business Analyst	E	40
Business Process Manager	E	40IST
Business Systems Analyst	E	40IST
Capital Projects Manager	E	41
Carpenter	NE	36
Carpentry Lead	NE	38
Carpentry Supervisor	NE	39
Chief Academic Officer	E	45
Chief Finance Officer	E	45
Chief of Schools	E	45
Chief Operations Officer	E	45
CIS Site Coordinator Elementary	E	39
CIS Site Coordinator Secondary	E	39
Clinic Assistant	NE	34+5%
Compensation & Benefits Analyst	E	38
Compensation Administrator	E	41
Conference Center Technician	NE	37
Construction Contract Administrator	E	41
Construction Project Manager	E	41
Coordinator of Alternative Programs	E	42
Coordinator of Assessment Remediation & Project Lead the Way	E	40
Coordinator of Community Use Of Schools	NE	38
Coordinator of Constituent Services and Student Leadership	E	42
Coordinator of Curriculum	E	42
Coordinator of Database Services	E	41IST
Coordinator of Disability Support	E	42
Coordinator of Early Childhood Services	E	42
Coordinator of Employee Wellness	E	41
Coordinator of ESL	E	42
Coordinator of Family and Community Engagement	E	42
Coordinator of Gifted Education	E	42
Coordinator of Networks	E	41IST
Coordinator of Professional Development	E	42
Coordinator of Psychological Services	E	42

## Graded Position by Alpha

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Title	FLSA	Grade
Coordinator of Research and Evaluation	E	42
Coordinator of School Counseling	E	42
Coordinator of School Technology Services	E	41IST
Coordinator of Social Workers	E	42
Coordinator of Special Education and Transition Services	E	42
Coordinator of Student Health	E	42
Coordinator of Title 1	E	41
Custodian-Day Porter	NE	33
Capital Projects Manager	E	41
Carpenter	NE	36
Carpentry Lead	NE	38
Chief Academic Officer	E	45
Chief Finance Officer	E	45
Customer Service Coordinator	NE	37
Database Administrator Senior	E	40IST
Deputy School Board Clerk	NE	39
Deputy Superintendent	E	no grade
Director of Career and Technical Education	E	44
Director of Compensation & Benefits	E	44
Director of Construction	E	44
Director of Curriculum Development and Supt	E	44
Director of Elementary School Leadership	E	44
Director of Elementary School Leadership/Title I	E	44
Director of Equity and 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 Government, Policy and Media Services	E	44
Director of High School Leadership	E	44
Director of Instructional Innovation	E	44
Director of Management & Budget	E	44
Director of Middle School Leadership	E	44
Director of School Improvement	E	44
Director of Special Education	E	44
Director of Student Transportation	E	44
Division-Level Mental Health Support Specialist	E	40
Division Mental Health Intervention Specialist	E	40
Division Testing Support Specialist	NE	38
Document Production Specialist	NE	35
Electrician	NE	36+5%
Energy Management Engineer	E	41

## Graded Position by Alpha

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Title	FLSA	Grade
Enterprise Systems Analyst	E	40IST
Enterprise System Administrator	E	40IST
Executive Assistant & 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 HR and Talent Management	E	44+5%
Executive Director of Technology Services	E	44+5%
Facility Services Supervisor	E	39
Family and Community Engagement GE/SE	E	39
Field Supervisor - Chef	E	39
Field Supervisor - Marketing	E	39
Field Supervisor - Nutrition	E	39
Field Supervisor - Special Programs	E	39
Field Supervisor - Staff Develop	E	39
Finance Specialist	NE	36
Financial Analyst	E	40
Financial Analyst - One Solution Liaison	E	40
Financial Compliance & Security Coordinator	E	38
Fire Detection & Sprinkler Equip Tech	NE	36
Fiscal Technician II	NE	35
Fiscal Technician III	NE	36
Fixed Assets Clerk	NE	36
Food Services Associate	NE	33
Food & Nutrition Services Employment Support Specialist	E	38
Food & Nutrition Services Manager	NE	36+5%
Food & Nutrition Services Manager in Training	NE	34+5%
General Maintenance Mechanic	NE	35
Grants Administrator	E	41
Graphic Design/Web Specialist	E	38
Head Start Instructional Assistant	NE	34
Hearing Impaired Assistant	NE	35
Home School Support Specialist	E	38
Human Resource Administrator	E	41
Human Resources Assistant	NE	37
Human Resources Technician	NE	35
HVAC Helper	NE	35
HVAC Mechanic	NE	36+5%
HVAC Team Leader	NE	38
IA ESL	NE	34
IA GE/GE Library	NE	34
IA GE (CA)	NE	34

## Graded Position by Alpha

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Title	FLSA	Grade
IA GE Title I	NE	34
IA GE VA Preschool Initiative	NE	34
IA SE	NE	34+5%
Kitchen Equipment Technician	NE	36+5%
Kitchen Equipment Technician Team Leader	NE	37+5%
Lead Accountant	E	39
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
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 Business (Food Service)	E	40
Manager of Capital Projects	E	41
Manager of CIS Program	E	41
Manager of Construction Project	E	41
Manager of Custodial Services	E	40
Manager of Payroll	E	42
Manager of Preventative Maintenance	E	39
Manager of Safety and Security	E	41
Masonry/Tile Tech	NE	36
McKinney Vento Liaison	E	39+5%
Media Technician	E	39
Medicaid Support Specialist	E	39
Music Therapist	E	40
Network Analyst	E	39IST
Nurse - LPN	NE	37
Nurse - RN/RN Exceptional Education	E	40
Occupational/Physical Therapist	E	40
Occupational/Physical Therapy Technician	NE	36
Office Administrator	NE	37
Office Assistant	NE	33
Office Assistant Sr.	NE	34
Office Manager	NE	36
Office Manager Sr.	NE	37
Operations Analyst	E	40IST

## Graded Position by Alpha

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Title	FLSA	Grade
Painter	NE	36
Payroll Specialist	NE	37
Pest Control Specialist	NE	36+5%
Planning Administrator	E	41
Plumber	NE	36+5%
Principal Detention Home	E	42
Principal Elementary School	E	42
Principal High School	E	43
Principal Middle School	E	43
Print Shop Team Leader	NE	36+5%
Printer	NE	35
Program Technician I	NE	34
Program Technician I Special Ed	NE	35
Program Technician II	NE	35
Program Technician III	NE	36
Program Technician III Security	NE	36
Psychologist / Psychologist NCSP	E	40
Purchasing Coordinator	NE	38
Records Support Specialist	E	38
Report Writer/SIS Support	E	38IST
Residency Technician	NE	37
Roofer	NE	36
Routing Coordinator	NE	36
School Board Attorney	E	44
School Counseling Technician	NE	35
School Security Officer	NE	35
School Social Worker /School Social Worker C-SSWS	E	40
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
Senior SIS Specialist	E	40IST
Service Crew	NE	34
Service Crew Team Leader	NE	35
Shop Equipment Mechanic	NE	36
Sign Language Interpreter	NE	39
Sign Language Interpreter DHH Certified	NE	39+5%
Sign Language Interpreter Sr.	NE	39+5%
SIS Application Specialist	E	39IST



## Graded Position by Alpha

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Title	FLSA	Grade
SIS System Specialist	E	39IST
Skilled Facilities Mechanic-Glazier	NE	36
Special Assistant to the Superintendent	NE	39
Specialist - Adult Continuing Education	E	41
Specialist - Assessment (DDOT)	E	41
Specialist - Classified Development	E	41
Specialist - Credentialing	E	41
Specialist - Deaf & HI	E	41
Specialist - Development	E	41
Specialist - Early Childhood Special Ed	E	41
Specialist - Educational Data	E	41
Specialist - Elementary Literacy Curriculum	E	41
Specialist - Elementary Math Curriculum	E	41
Specialist - Elementary Science Curriculum	E	41
Specialist - Elementary Social Studies Curriculum	E	41
Specialist - Gifted	E	41
Specialist - Head Start and VPI	E	41
Specialist - Homebound Instruction	E	41
Specialist - Instructional Grants	E	41
Specialist - Instructional Resources	E	41
Specialist - Intervention Training - PBIS/RP/TIC	E	41
Specialist - Learning Experience Design	E	41
Specialist - Library Services	E	41
Specialist - Medicaid	E	41
Specialist - Online Training Development	E	41
Specialist - OT/PT	E	41
Specialist - PBL Training	E	41
Specialist - Programs	E	41
Specialist - Research	E	41
Specialist - Results Driven Accountability	E	41
Specialist - School Improvement	E	41
Specialist - Secondary Curriculum	E	41
Specialist - Secondary SPED & Transition Support	E	41
Specialist - Social and Emotional Intervention	E	41
Specialist - Special Education Nursing	E	41
Specialist - Special Education Nursing	E	41
Specialist - Special Placement	E	41
Specialist - Special Projects Development	E	41
Specialist - SPED & 504 Compliance	E	41
Specialist - Speech and Language	E	41
Specialist - Student Conduct, Intervention & Response	E	41

## Graded Position by Alpha

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Title	FLSA	Grade
Specialist - Student Growth	E	41
Specialist - Student Wellness	E	41
Specialist - Summer Session	E	41
Specialist - Title I	E	41
Specialist - Vision & Assistive Tech	E	41
Specialist - VPI+ Grant	E	41
Storekeeper	NE	34
Student Activities Director	E	41
Student Data Management Specialist	E	39IST
Student Information System Specialist	E	40IST
Student Transportation Coordinator	NE	36
Supervisor of Auxiliary Services	E	39
Supervisor of Carpentry	E	39
Supervisor of Custodial Services	NE	39
Supervisor of Electrical, Fire Sys & Plumbing	E	39
Supervisor of HVAC	E	39
Supervisor of Nurses	E	41
Supervisor of Nurses Exceptional Ed	E	41
Supervisor of Office Equip & Electronics	E	39
Supervisor of Print Shop	E	39
Supervisor of Routing and Technology	E	39
Technology Support Analyst	NE	39IST
Technology Systems Specialist	NE	39IST
Telecom Install & Repair Tech	NE	37IST
Testing and Career Center Coordinator	NE	38
Transition Employment Technician	NE	36
Truck Operator Assistant	NE	33
Tutor Monitor	NE	35
Vending Machine Technician	NE	36
Virtual Course Facilitator	E	38+5%
Vision Program Technician	NE	35
Warehouse Lead	NE	38
Water Treatment Operator	NE	36+5%
Web Administrator	E	39IST
Writer/Editor	NE	39

## Positions by Grade

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Grade	Title	Hrs	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
33	Custodian-Day Porter	8	260	NE	\$10.67225	\$17.50671	\$ 22,198	\$ 36,414
	Custodian-Day Porter - Floater	8	260	NE			\$ 22,198	\$ 36,414
	Food & Nutrition Services Associate	varies	185	NE	\$11.16500	\$19.03125		
	Mail Distribution Carrier	8	260	NE			\$ 22,198	\$ 36,414
	Office Assistant	6	200	NE			\$ 12,807	\$ 21,008
		8	260	NE			\$ 22,198	\$ 36,414
	Truck Operator Asst	8	260	NE			\$ 22,198	\$ 36,414
34	Head Start Instructional Asst	7.5	207	NE	\$12.19189	\$20.82036	\$ 18,928	\$ 32,324
	IA ESL	6	200	NE			\$ 14,630	\$ 24,984
	IA GE (CA)	6	200	NE			\$ 14,630	\$ 24,984
	IA GE Title I	7.5	207	NE			\$ 18,928	\$ 32,324
	IA GE VA Preschool Initiative	7.5	207	NE			\$ 18,928	\$ 32,324
	IA GE/GE Library	6	200	NE			\$ 14,630	\$ 24,984
	Library Assistant	8	211	NE			\$ 20,580	\$ 35,145
	Office Assistant Sr	6	200	NE			\$ 14,630	\$ 24,984
	Program Technician I	8	260	NE			\$ 25,359	\$ 43,306
	Program Technician I Special Ed	6.5	200	NE			\$ 15,849	\$ 27,066
	Service Crew	8	260	NE			\$ 25,359	\$ 43,306
Storekeeper	8	260	NE			\$ 25,359	\$ 43,306	
34+5%	Clinic Assistant	6.5	205	NE	\$12.80213	\$21.86355	\$ 17,059	\$ 29,133
	Food & Nutrition Service Manager in Training	7	203	NE			\$ 18,192	\$ 31,068
	IA SE	6.5	200	NE			\$ 16,643	\$ 28,423
35	Benefits Technician	8	260	NE	\$13.93016	\$23.78785	\$ 28,975	\$ 49,479
	Document Production Specialist	8	260	NE			\$ 28,975	\$ 49,479
	Fiscal Technician II	8	260	NE			\$ 28,975	\$ 49,479
	General Maintenance Mechanic	8	260	NE			\$ 28,975	\$ 49,479
	Hearing Impaired Assistant	6.5	200	NE			\$ 18,109	\$ 30,924
	Human Resources Technician	8	260	NE			\$ 28,975	\$ 49,479
	HVAC Helper	8	260	NE			\$ 28,975	\$ 49,479
	Library Assistant Senior	8	260	NE			\$ 28,975	\$ 49,479
		7.5	206	NE			\$ 21,522	\$ 36,752
	Mail Distribution Team Leader	8	260	NE			\$ 28,975	\$ 49,479
	Printer	8	260	NE			\$ 28,975	\$ 49,479
	Program Tech I Special Ed	8	260	NE			\$ 28,975	\$ 49,479
		6.5	200	NE			\$ 18,109	\$ 30,924
	Program Technician II	8	260	NE			\$ 28,975	\$ 49,479
	School Counseling Technician	8	260	NE			\$ 28,975	\$ 49,479
	School Security Officer	7.25	200	NE			\$ 20,199	\$ 34,492
	Secretary	8	200	NE			\$ 22,288	\$ 38,061
		8	237	NE			\$ 26,412	\$ 45,102
		8	260	NE			\$ 28,975	\$ 49,479
		8	200	NE			\$ 22,288	\$ 38,061
Secretary Special Education	8	200	NE			\$ 22,288	\$ 38,061	
Service Crew Team Leader	8	260	NE			\$ 28,975	\$ 49,479	
Technology Resource Assistant	7	200	NE			\$ 19,502	\$ 33,303	
Tutor Monitor	7.25	200	NE			\$ 20,199	\$ 34,492	
Vision Program Technician	6.5	200	NE			\$ 18,109	\$ 30,924	
35+5%	Bus Attendant	6	202	NE	\$15.59471	\$25.72572	\$ 18,901	\$ 31,180
	Bus Driver	6	202	NE			\$ 18,901	\$ 31,180
		8	202	NE			\$ 25,201	\$ 41,573
	Bus Driver/Auxiliary Trainer	8	202	NE	\$16.59471	\$26.72572	\$ 26,817	\$ 43,189

## Positions by Grade

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Grade	Title	Hrs	Days	FLSA	Hourly Rates		Annual Salary		
					Min	Max	Min	Max	
36	Administrative Secretary	8	260	NE	\$15.91536	\$27.17742	\$ 33,104	\$ 56,529	
	Assistive Technology Tech SE	8	237	NE			\$ 30,176	\$ 51,528	
	Bilingual Interpreter	7	200	NE			\$ 22,282	\$ 38,048	
	Bus Driver Trainer	8	202	NE	\$16.91536	\$28.17742	\$ 27,335	\$ 45,535	
	Carpenter	8	260	NE			\$ 33,104	\$ 56,529	
	Fire & Sprinkler Equip Tech	8	260	NE			\$ 33,104	\$ 56,529	
	Fiscal Technician III	8	260	NE			\$ 33,104	\$ 56,529	
	Fixed Assets Clerk	8	260	NE			\$ 33,104	\$ 56,529	
	Locksmith	8	260	NE			\$ 33,104	\$ 56,529	
	Masonry/Tile Tech	8	260	NE			\$ 33,104	\$ 56,529	
	Office Manager	8	260	NE			\$ 33,104	\$ 56,529	
	Occupational/Physical Therapy Technician	8	222	NE			\$ 28,266	\$ 48,267	
	Painter	8	260	NE			\$ 33,104	\$ 56,529	
	Program Technician III		7.25	200	NE			\$ 23,077	\$ 39,407
			6	205	NE			\$ 19,576	\$ 33,428
	Prog Tech III/Program Tech III Security	8	260	NE			\$ 33,104	\$ 56,529	
	Roofer	8	260	NE			\$ 33,104	\$ 56,529	
	Routing Coordinator	8	260	NE			\$ 33,104	\$ 56,529	
	Security Electronic Equip Tech	8	260	NE			\$ 33,104	\$ 56,529	
	Shop Equipment Mechanic	8	260	NE			\$ 33,104	\$ 56,529	
	Skilled Fac Mech/Glazier	8	260	NE			\$ 33,104	\$ 56,529	
	Student Transportation Coordinator	8	237	NE			\$ 30,176	\$ 51,528	
	Transition Employment Technician	6.5	200	NE			\$ 20,690	\$ 35,331	
Vending Machine Technician	8	260	NE			\$ 33,104	\$ 56,529		
36+5%	Asbestos Specialist	8	260	NE	\$16.71054	\$28.53607	\$ 34,758	\$ 59,355	
	Bilingual Interpreter Lead	7	200	NE			\$ 23,395	\$ 39,950	
	Boiler Mechanic	8	260	NE			\$ 34,758	\$ 59,355	
	Electrician	8	260	NE			\$ 34,758	\$ 59,355	
	HVAC Mechanic	8	260	NE			\$ 34,758	\$ 59,355	
	Kitchen Equipment Technician	8	260	NE			\$ 34,758	\$ 59,355	
	Food & Nutrition Services Manager		8	205	NE			\$ 27,405	\$ 46,799
			8	206	NE			\$ 27,539	\$ 47,027
	Pest Control Specialist	8	260	NE			\$ 34,758	\$ 59,355	
	Plumber	8	260	NE			\$ 34,758	\$ 59,355	
	Print Shop Team Leader	8	260	NE			\$ 34,758	\$ 59,355	
	Water Treatment Operator	8	260	NE			\$ 34,758	\$ 59,355	
	37	Access Control Technician	8	260	NE	\$18.18449	\$31.05213	\$ 37,824	\$ 64,588
		Accountant	8	260	NE			\$ 37,824	\$ 64,588
Accounts Receivable Specialist		8	260	NE			\$ 37,824	\$ 64,588	
Administrative Assistant		8	260	NE			\$ 37,824	\$ 64,588	
Automation Specialist		8	260	NE			\$ 37,824	\$ 64,588	
Budget Technician		8	260	NE			\$ 37,824	\$ 64,588	
Building Operations Supervisor Elem		8	260	NE			\$ 37,824	\$ 64,588	
Conference Center Technician		8	260	NE			\$ 37,824	\$ 64,588	
Finance Specialist		8	260	NE			\$ 37,824	\$ 64,588	
Head Start Support Specialist		8	237	NE			\$ 34,478	\$ 58,875	
HR Assistant		8	260	NE			\$ 37,824	\$ 64,588	
Office Administrator		8	260	NE			\$ 37,824	\$ 64,588	
Office Manager Sr		8	260	NE			\$ 37,824	\$ 64,588	
Nurse - LPN		6.5	200	NE			\$ 23,640	\$ 40,368	
Payroll Specialist		8	260	NE			\$ 37,824	\$ 64,588	
Residency Technician		7.25	237	NE			\$ 31,245	\$ 53,355	
Supervisor of Custodial Services		8	260	NE			\$ 37,824	\$ 64,588	

## Positions by Grade

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Grade	Title	Hrs	Days	FLSA	Hourly Rates		Annual Salary		
					Min	Max	Min	Max	
<b>37+5%</b>	Building Automation Systems Analyst	8	260	NE	\$19.09303	\$32.60450	\$ 39,714	\$ 67,817	
	Building Operations Supervisor Secondary	8	260	NE			\$ 39,714	\$ 67,817	
	HVAC Chiller Mechanic	8	260	NE			\$ 39,714	\$ 67,817	
	Kitchen Equipment Technician Team Leader	8	260	NE			\$ 39,714	\$ 67,817	
<b>37IST</b>	Technician - AV Equipment	8	260	NE	\$18.18449	\$35.47402	\$ 37,824	\$ 73,786	
	Technician - Office Repair	8	260	NE			\$ 37,824	\$ 73,786	
	Technician - Telecom	8	260	NE			\$ 37,824	\$ 73,786	
<b>38</b>	Accountant Sr.	8	26	NE	\$20.77342	\$35.47402	\$ 43,209	\$ 73,786	
	Administrative Assistant Sr	8	260	NE			\$ 43,209	\$ 73,786	
	Carpentry Lead	8	260	NE			\$ 43,209	\$ 73,786	
	Compensation & Benefits Analyst	8	260	E			\$ 43,209	\$ 73,786	
	Coordinator of Community Use Of Schools	8	260	NE			\$ 43,209	\$ 73,786	
	Division Testing Support Specialist	8	260	NE			\$ 43,209	\$ 73,786	
	Food Service Employment Support Specialist	8	260	NE			\$ 43,209	\$ 73,786	
	Graphic Design/Web Specialist	8	260	E			\$ 43,209	\$ 73,786	
	Home School Support Specialist	8	260	E			\$ 43,209	\$ 73,786	
	HVAC Team Leader	8	260	NE			\$ 43,209	\$ 73,786	
	Media Technician	8	260	NE			\$ 43,209	\$ 73,786	
	Purchasing Coordinator	8	260	NE			\$ 43,209	\$ 73,786	
	Records Support Specialist	8	260	E			\$ 43,209	\$ 73,786	
	Testing/Career Ctr Coordinator	8	221	NE			\$ 36,727	\$ 62,718	
	Warehouse Lead	8	260	NE			\$ 43,209	\$ 73,786	
	<b>38+5%</b>	Annual Substitute Teacher	8	200	E	\$25.50194	\$25.50194	\$ 40,803	\$ 40,803
		Educational Interpreter/DHH II	7.25	205	NE	\$21.81333	\$37.24820	\$ 37,902	\$ 37,902
Virtual Course Facilitator		8	200	E			\$ 40,803	\$ 40,803	
<b>38IST</b>	Local Area Network Technician	8	260	NE	\$20.77342	\$40.53116	\$ 43,209	\$ 84,305	
	Report Writer/SIS Support	8	260	E			\$ 43,209	\$ 84,305	
<b>39</b>	Assistant Project Manager	8	260	E	\$23.73545	\$40.53116	\$ 49,370	\$ 84,305	
	Auxiliary Services Supervisor	8	260	E			\$ 49,370	\$ 84,305	
	Build-A-House Coordinator	8	215	E			\$ 40,825	\$ 69,714	
	CIS Site Coordinator Secondary	8	237	E	\$28.83295	\$40.53116	\$ 54,667	\$ 76,847	
	CIS Site Coordinator Elementary	8	211	E	\$28.83295	\$40.53116	\$ 48,670	\$ 68,417	
	Deputy School Board Clerk	8	260	NE			\$ 59,973	\$ 84,305	
	Energy Management Coordinator	8	260	E			\$ 59,973	\$ 84,305	
	Family and Community Engagement GE/SE	8	237	E	\$25.67394	\$40.53116	\$ 48,678	\$ 76,847	
	Field Supervisor - Chef	8	260	E			\$ 53,402	\$ 84,305	
	Field Supervisor - Marketing	8	260	E			\$ 53,402	\$ 84,305	
	Field Supervisor - Nutrition	8	260	E			\$ 53,402	\$ 84,305	
	Field Supervisor - Special Programs	8	260	E			\$ 53,402	\$ 84,305	
	Field Supervisor - Staff Develop	8	260	E			\$ 49,370	\$ 84,305	
	Lead Accountant	8	260	E			\$ 49,370	\$ 84,305	
	Manager of Preventative Maintenance	8	260				\$ 49,370	\$ 84,305	
	Medicaid Support Specialist	8	260	E			\$ 49,370	\$ 84,305	
	Senior Payroll Specialist	8	260	E			\$ 49,370	\$ 84,305	
	Special Assistant to the Superintendent	8	260	NE			\$ 49,370	\$ 84,305	
	Supervisor of Auxiliary Services	8	260	E			\$ 49,370	\$ 84,305	
	Supervisor of Carpentry	8	260	E			\$ 49,370	\$ 84,305	
	Supervisor of Custodial Services	8	260	E			\$ 49,370	\$ 84,305	
	Supervisor of Electrical, Fire Sys & Plumbing	8	260	E			\$ 49,370	\$ 84,305	
	Supervisor of Facility Services	8	260	E			\$ 49,370	\$ 84,305	
	Supervisor of HVAC	8	260	E			\$ 49,370	\$ 84,305	
	Supervisor of Office Equip & Electronics	8	260	E			\$ 49,370	\$ 84,305	
	Supervisor of Print Shop	8	260	E			\$ 49,370	\$ 84,305	
	Supervisor of Routing and Techology	8	260	NE			\$ 49,370	\$ 84,305	
	Writer/Editor	8	260	E			\$ 49,370	\$ 84,305	

## Positions by Grade

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Grade	Title	Hrs	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
<b>39+5%</b>	McKinney Vento Support Specialist	8	260	E	\$24.92223	\$42.55881	\$ 51,838	\$ 88,522
	Sign Language Interpreter DHH Certified	7.25	205	NE			\$ 37,041	\$ 63,253
		8	215	NE			\$ 42,866	\$ 73,201
	Assistant Manager of Safety and Security	8	260	E			\$ 51,838	\$ 88,522
<b>39IST</b>	Network Analyst	8	260	E	\$23.73545	\$46.30733	\$ 49,370	\$ 96,319
	Senior Programmer Analyst	8	260	E			\$ 49,370	\$ 96,319
	SIS Application Specialist	8	260	E			\$ 49,370	\$ 96,319
	SIS System Specialist	8	260	E			\$ 49,370	\$ 96,319
	Student Data Mgt Specialist	8	260	E			\$ 49,370	\$ 96,319
	Technology Support Analyst	8	260	NE			\$ 49,370	\$ 96,319
	Technology Systems Specialist	8	260	NE			\$ 49,370	\$ 96,319
	Web Administrator	8	260	E			\$ 49,370	\$ 96,319
<b>40</b>	Assistant Principal Elementary	8	237	E	\$27.11846	\$46.30733	\$ 51,417	\$ 87,799
		8	260	E			\$ 56,406	\$ 96,319
	Associate Principal Elementary	8	260	E			\$ 56,406	\$ 96,319
	Budget Analyst	8	260	E			\$ 56,406	\$ 96,319
	Business Analyst	8	260	E			\$ 56,406	\$ 96,319
	Construction Coordinator	8	260	E			\$ 56,406	\$ 96,319
	Coordinator of Assess Rem & Proj Lead the Way	8	237	E			\$ 51,417	\$ 87,799
	Division-Level Mental Health Support Specialist	8	218	E			\$ 47,295	\$ 80,760
	Division Mental Health Intervention Specialist	8	218	E			\$ 47,295	\$ 80,760
	Financial Analyst	8	260	E			\$ 56,406	\$ 96,319
	Financial Analyst-One Solution Liaison	8	260	E			\$ 56,406	\$ 96,319
	Manager of Custodial Services	8	260	E			\$ 56,406	\$ 96,319
	Manager of Business (Food Service)	8	260	E			\$ 56,406	\$ 96,319
	Music Therapist	8	235	E			\$ 50,983	\$ 87,058
	Nurse - RN/RN Except Educ	8	218	E	\$28.32500	\$46.30733	\$ 49,399	\$ 80,760
	Occupational/Physical Therapist	8	211	E	\$28.83952	\$46.30733	\$ 48,681	\$ 78,167
	Psychologist / Psychologist NCSP	8	218	E	\$28.90951	\$47.30733	\$ 50,418	\$ 82,504
		8	237	E			\$ 54,812	\$ 89,695
		8	260	E			\$ 60,132	\$ 98,399
	School Social Worker/School Social Worker C-SSWS	8	218	E	\$27.90951	\$46.30733	\$ 48,674	\$ 80,760
		8	237	E			\$ 52,916	\$ 87,799
<b>40IST</b>	Application Developer/SIS LD Program Analyst	8	260	E	\$27.11846	\$52.90589	\$ 56,406	\$110,044
	Application Support Analyst	8	260	E			\$ 56,406	\$110,044
	Business Process Manager	8	260	E			\$ 56,406	\$110,044
	Business Systems Analyst	8	260	E			\$ 56,406	\$110,044
	Database Administrator Senior	8	260	E			\$ 56,406	\$110,044
	Enterprise Systems Administrator	8	260	E			\$ 56,406	\$110,044
	Enterprise Systems Analyst	8	260	E			\$ 56,406	\$110,044
	Lead Network Analyst	8	260	E			\$ 56,406	\$110,044
	Lead Programmer Analyst	8	260	E			\$ 56,406	\$110,044
	Lead Technology Support Analyst	8	260	E			\$ 56,406	\$110,044
	Lead Technology Systems Analyst	8	260	E			\$ 56,406	\$110,044
	Operations Analyst	8	260	E			\$ 56,406	\$110,044
	Security Analyst	8	260	E			\$ 56,406	\$110,044
	Senior SIS Specialist	8	260	E			\$ 56,406	\$110,044
	Student Information System Specialist	8	260	E			\$ 56,406	\$110,044

## Positions by Grade

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Grade	Title	Hrs	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
41	Area Manager of Student Transportation	8	260	E	\$30.98227	\$52.90589	\$ 64,443	\$110,044
	Assistant Principal Secondary	8	237	E			\$ 58,742	\$100,310
		8	260	E			\$ 64,443	\$110,044
	Associate Principal Secondary	8	260	E			\$ 64,443	\$110,044
	Benefits Administrator	8	260	E			\$ 64,443	\$110,044
	Budget Analyst Senior	8	260	E			\$ 64,443	\$110,044
	Compensation Administrator	8	260	E			\$ 64,443	\$110,044
	Construction Contract Administrator	8	260	E			\$ 64,443	\$110,044
	Coordinator of Employee Wellness	8	260	E			\$ 64,443	\$110,044
	Coordinator of School Health Services SE	8	260	E			\$ 64,443	\$110,044
	Coordinator of Title I	8	260	E			\$ 64,443	\$110,044
	Energy Management Engineer	8	260	E			\$ 64,443	\$110,044
	Exec Asst & Clerk School Board	8	260	E			\$ 64,443	\$110,044
	Grants Administrator	8	260	E			\$ 64,443	\$110,044
	Human Resources Administrator	8	260	E			\$ 64,443	\$110,044
	Manager of Capital Projects	8	260	E			\$ 64,443	\$110,044
	Manager of CIS Program	8	260	E			\$ 64,443	\$110,044
	Manager of Construction Project	8	260	E			\$ 64,443	\$110,044
	Manager of Safety and Security	8	260	E			\$ 64,443	\$110,044
	Nurse Supervisor/Excep Ed	8	260	E			\$ 64,443	\$110,044
	Planning Administrator	8	260	E			\$ 64,443	\$110,044
	Specialist - Adult Continuing Education	8	260	E			\$ 64,443	\$110,044
	Specialist - Assessment (DDOT)	8	260	E			\$ 64,443	\$110,044
	Specialist - Classified Development	8	260	E			\$ 64,443	\$110,044
	Specialist - Credentialing	8	260	E			\$ 64,443	\$110,044
	Specialist - Deaf & Hard of Hearing	8	260	E			\$ 64,443	\$110,044
	Specialist - Development	8	260	E			\$ 64,443	\$110,044
	Specialist - Early Childhood Special Ed	8	260	E			\$ 64,443	\$110,044
	Specialist - Educational Data	8	260	E			\$ 64,443	\$110,044
	Specialist - Elementary Literacy Curriculum	8	260	E			\$ 64,443	\$110,044
	Specialist - Elementary Math Curriculum	8	260	E			\$ 64,443	\$110,044
	Specialist - Elementary Science Curriculum	8	260	E			\$ 64,443	\$110,044
	Specialist - Elementary Social Studies Curriculum	8	260	E			\$ 64,443	\$110,044
	Specialist - Gifted	8	260	E			\$ 64,443	\$110,044
	Specialist - Head Start and VPI	8	260	E			\$ 64,443	\$110,044
	Specialist - Homebound Instruction	8	260	E			\$ 64,443	\$110,044
	Specialist - Instructional Grants	8	260	E			\$ 64,443	\$110,044
	Specialist - Instructional Resources	8	260	E			\$ 64,443	\$110,044
	Specialist - Intervention Training - PBIS/RP/TIC	8	260	E			\$ 64,443	\$110,044
	Specialist - Learning Experience Design Specialist	8	260	E			\$ 64,443	\$110,044
	Specialist - Library Services Specialist	8	260	E			\$ 64,443	\$110,044
Specialist - Medicaid	8	260	E			\$ 64,443	\$110,044	
Specialist - Online Training Development	8	260	E			\$ 64,443	\$110,044	
Specialist - OT/PT	8	260	E			\$ 64,443	\$110,044	
Specialist - PBL Training	8	260	E			\$ 64,443	\$110,044	
Specialist - Prof Develop Integration	8	260	E			\$ 64,443	\$110,044	
Specialist - Programs	8	260	E			\$ 64,443	\$110,044	
Specialist - Research	8	260	E			\$ 64,443	\$110,044	
Specialist - Results Driven Accountability	8	260	E			\$ 64,443	\$110,044	
Specialist - School Improvement	8	260	E			\$ 64,443	\$110,044	
Specialist - Secondary Curriculum	8	260	E			\$ 64,443	\$110,044	

## Positions by Grade

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Grade	Title	Hrs	Days	FLSA	Hourly Rates		Annual Salary		
					Min	Max	Min	Max	
41 cont	Specialist - Secondary SPED	8	260	E			\$ 64,443	\$110,044	
	Specialist - Secondary SPED & Transition Support	8	260	E			\$ 64,443	\$110,044	
	Specialist - Social and Emotional Intervention	8	260	E			\$ 64,443	\$110,044	
	Specialist - Special Education	8	260	E	\$30.98227	\$52.90589	\$ 64,443	\$110,044	
	Specialist - Special Placement	8	260	E			\$ 64,443	\$110,044	
	Specialist - Special Projects Development	8	260	E			\$ 64,443	\$110,044	
	Specialist - SPED & 504 Compliance	8	260	E			\$ 64,443	\$110,044	
	Specialist - Speech and Language	8	260	E			\$ 64,443	\$110,044	
	Specialist - Student Conduct, Intervention & Response	8	260	E			\$ 64,443	\$110,044	
	Specialist - Student Growth	8	260	E			\$ 64,443	\$110,044	
	Specialist - Student Wellness	8	260	E			\$ 64,443	\$110,044	
	Specialist - Summer Session	8	260	E			\$ 64,443	\$110,044	
	Specialist - Vision & Assistive Technology	8	260	E			\$ 64,443	\$110,044	
	Specialist -Special Education Nursing	8	260	E			\$ 64,443	\$110,044	
	Student Activities Director	8	237	E			\$ 58,742	\$100,310	
411ST	Coordinator of Database Services	8	260	E	\$30.98227	\$60.44648	\$ 64,443	\$125,729	
	Coordinator of Networks	8	260	E			\$ 64,443	\$125,729	
	Coordinator of School Technology Services	8	260	E			\$ 64,443	\$125,729	
42	Administrator of Communities In Schools	8	260	E	\$35.39758	\$60.44538	\$ 73,627	\$125,726	
	Administrative Coordinator	8	260	E			\$ 73,627	\$125,726	
	Assistant Director of Facility Support	8	260	E			\$ 73,627	\$125,726	
	Assistant Director of Finance	8	260	E			\$ 73,627	\$125,726	
	Assistant Director of Food Service	8	260	E			\$ 73,627	\$125,726	
	Assistant Director of Human Resources	8	260	E			\$ 73,627	\$125,726	
	Assistant Director of Maintenance	8	260	E			\$ 73,627	\$125,726	
	Assistant Director of Management and Budget	8	260	E			\$ 73,627	\$125,726	
	Assistant Director of Recruitment	8	260	E			\$ 73,627	\$125,726	
	Assistant Director of Student Transportation	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Alternative Programs	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Constituent Services and Student Leadership	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Counseling	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Curriculum	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Disability Support	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Early Childhood Services	8	260	E			\$ 73,627	\$125,726	
	Coordinator of ESL	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Family and Community Engagement	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Gifted Education	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Instructional Technology	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Online Learning	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Professional Development	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Psychological Services	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Research and Evaluation	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Social Worker	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Special Education and Transition Services	8	260	E			\$ 73,627	\$125,726	
	Coordinator of Student Health	8	260	E			\$ 73,627	\$125,726	
	Payroll Manager	8	260	E			\$ 73,627	\$125,726	
	Principal Detention Home	8	260	E	\$41.89327	\$59.55210	\$ 87,138	\$130,886	
	Principal Elementary	8	260	E	\$41.89327	\$62.92596	\$ 87,138	\$130,886	
	Senior Project Manager	8	260	E			\$ 73,627	\$125,726	
	43	Assistant School Board Attorney	8	260	E	\$40.44163	\$69.05852	\$ 84,119	\$143,642
		Principal High School	8	260	E	\$51.75048	\$74.06346	\$107,641	\$154,052
Principal Middle School		8	260	E	\$46.82163	\$68.49471	\$ 97,389	\$142,469	



## Positions by Grade

E=Exempt/NE=Non Exempt (NE is subject to the Fair Standards Labor Act)

Grade	Title	Hrs	Days	FLSA	Hourly Rates		Annual Salary	
					Min	Max	Min	Max
<b>44</b>	Director of Career and Technical Education	8	260	E	\$46.20275	\$78.89435	\$ 96,102	\$164,100
	Director of Compensation & Benefits	8	260	E			\$ 96,102	\$164,100
	Director of Construction	8	260	E			\$ 96,102	\$164,100
	Director of Curriculum Development and Supt	8	260	E			\$ 96,102	\$164,100
	Director of Elementary School Leadership	8	260	E			\$ 96,102	\$164,100
	Director of Elementary School Leadership/Title I	8	260	E			\$ 96,102	\$164,100
	Director of Equity and Student Support Services	8	260	E			\$ 96,102	\$164,100
	Director of Facilities and Maintenance	8	260	E			\$ 96,102	\$164,100
	Director of Finance	8	260	E			\$ 96,102	\$164,100
	Director of Food Services	8	260	E			\$ 96,102	\$164,100
	Director of Government, Policy and Media Services	8	260	E			\$ 96,102	\$164,100
	Director of Health Services	8	260	E			\$ 96,102	\$164,100
	Director of High School Leadership	8	260	E			\$ 96,102	\$164,100
	Director of Instructional Innovation	8	260	E			\$ 96,102	\$164,100
	Director of Management & Budget	8	260	E			\$ 96,102	\$164,100
	Director of Middle School Leadership	8	260	E			\$ 96,102	\$164,100
	Director of Organizational Development	8	260	E			\$ 96,102	\$164,100
	Director of School Improvement	8	260	E			\$ 96,102	\$164,100
	Director of Special Education	8	260	E			\$ 96,102	\$164,100
	Director of Student Transportation	8	260	E			\$ 96,102	\$164,100
	School Board Attorney	8	260	E			\$ 96,102	\$164,100
<b>44+5%</b>	Executive Director Communications and Community Outreach	8	260	E	\$48.51289	\$82.83907	\$100,907	\$172,305
	Executive Director Constituent Svcs and Student Leadership	8	260	E			\$100,907	\$172,305
	Executive Director HR and Talent Mgmt	8	260	E			\$100,907	\$172,305
	Executive Director of Technology Services	8	260	E			\$100,907	\$172,305
<b>45</b>	Chief Academic Officer	8	260	E	\$52.79287	\$90.15083	\$109,809	\$187,514
	Chief Finance Officer	8	260	E			\$109,809	\$187,514
	Chief of Schools	8	260	E			\$109,809	\$187,514
	Chief Operations Officer	8	260	E			\$109,809	\$187,514
<b>No graded</b>	Deputy Superintendent	8	260	E			N/A	N/A

## Substitute Rate Schedule

Title	Hours per day	Hourly rate	Half-day rate	Daily rate
<b>Classroom Teachers, Elementary School Librarian</b>	6.5		\$43.78	\$87.55
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		\$101.46	\$202.92
<b>Bus Driver</b>	n/a	\$15.59		
<b>Clinic</b>	6.5		\$28.84	\$57.68
<b>Family Life Educators</b>	8		\$101.46	\$202.92
<b>Food Services Associate</b>	n/a	\$10.30		
<b>Instructional Assistant - ESL and Pre-K</b>	6		\$22.66	\$45.32
<b>Instructional Assistant - Special Education</b>	6.5		\$26.27	\$52.53
<b>Program Tech I SE</b>	6.5		\$28.84	\$57.68
<b>Tutor Monitor</b>	6.5		\$24.72	\$49.44
<b>Technology Resource Assistant</b>	6.5		\$24.72	\$49.44
After 20 consecutive days in same position; retro to start of assignment	7		\$45.32	\$90.64
<p><b>Please note:</b></p> <p>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.</p>				

## Temporary Work Assignment

Title	Rate	Title (instructional and student tutors)	Rate
<b>After School Administrator</b> (restricted to exempt employees. Oversees Teachers working with students after school)	\$26.27	<b>Instructional Tutor Licensed</b> Requirement: Incumbent holds a valid teaching license.	\$22.96
<b>After School Monitor</b> (oversees students staying after school)	\$15.45	<b>Before/After School Remediation PALS, SOL</b> Requirement: Incumbent has an expired teaching license and/or minimum of bachelor's degree.	\$21.27
<b>Bilingual Interpreter</b>	\$25.75		
<b>Bus Driver</b> (current CCPS Bus Driver)	hourly rate	<b>Instructional Tutor Non Licensed</b> Requirement: Background that includes professional certification or equivalent, related college coursework. Delivers instruction but is not a licensed teacher.	\$15.45
<b>Bus Driver</b> (not current CCPS Bus Driver)	\$15.59		
<b>Bus Driver Transportation Trainer</b> (currently employed bus driver w/CCPS)	hourly rate		
<b>Clerical</b> (general office duties, office asst)	\$9.91	<b>High School Tutor School Students</b> High School Student; tutoring, assisting students, peer mentoring.	\$8.24
<b>Clerical</b> (secretarial, SOL clerical)	\$12.68		
<b>Custodian</b> (retired CCPS Custodian)	\$11.33	<b>Student Monitor</b> Provides a supervised and structured environment for students i.e. cafeteria, etc.	\$7.64
<b>Detention</b> (after school/Saturday)	\$15.45		
<b>Educational Interpreter/DHH</b> (VQAS II/III Certified or EIPA 3.0)	\$20.65	<b>Nursing Instructor</b> (Registered Nurse)	\$25.42
<b>Event Workers</b>	\$15.45	<b>Assignments below may only be filled by currently licensed teachers</b>	
<b>Facilities Helper</b>	\$8.67	<b>Adult Ed Instructor</b>	\$22.96
<b>Food Service Associate</b> (Retired CCPS Food Service Manager)	\$13.39	<b>Carver Career Academy Night School</b>	Teacher's scale
<b>Food Service Manager/Assistant Manager</b> (Retired CCPS Food Service Mgr)	\$15.97	<b>Curriculum Development</b>	\$22.96
<b>Locker Maintenance</b>	\$7.47	<b>Driver's Ed Instructor</b>	\$22.96
<b>Professional Development Training Participant</b> (licensed teachers only)	\$10.30	<b>Homebound Teacher</b>	\$24.10
<b>Professional Development Training Participant</b> (Non-Exempt Employees attending outside contractual hours)	\$7.47	<b>Homebound Case Mgr/Lead Lab Teacher</b>	\$26.27
<b>Site Coordinator</b> (exempt employees)	\$26.27	<b>Professional Development Training Presenter</b>	\$22.96
<b>Social Worker</b> (licensed)	\$25.16	<b>VGLA Scoring</b>	\$22.96
<b>SOL Testing Coordinator</b>	\$22.96		
<b>Testing/AP Proctor</b>	\$15.45		
<b>Registered Nurse</b>	\$28.32		

Temporary Work Assignments are not permitted for the following:

Non-Exempt employees (during their contractual calendar), SRP participants, part-time employees or substitutes.

Temporary Work Assignment rates for areas not listed, will be determined and approved by the office of Compensation and Benefits. Positions that are not listed will be based on the graded pay plan for the comparable position. Student workers must be paid an hourly rate and may not be paid a lump sum.

## 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	Seasons	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	WINTER	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
	10 hours	\$419
	20 hours	\$628
	30 hours	\$943

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. The intramural stipend is not to be used for coaching positions that are already listed.

## Middle and High School Athletic Stipend Scale

EXPERIENCE	GR 1	GR 2	GR 3	GR 4	GR 5.1	GR 5	GR 6	GR 7	GR 8
0	906	1,087	1,305	1,566	939	1,879	2,255	2,706	3,247
1	919	1,103	1,324	1,589	953	1,907	2,288	2,745	3,295
2-4	929	1,114	1,337	1,605	963	1,925	2,311	2,773	3,327
5	950	1,140	1,368	1,641	985	1,970	2,364	2,837	3,404
6-12	971	1,166	1,399	1,678	1,007	2,014	2,417	2,900	3,480
13	993	1,192	1,430	1,716	1,030	2,059	2,471	2,966	3,559
14	1,016	1,219	1,462	1,755	1,053	2,106	2,527	3,032	3,639
15	1,038	1,246	1,495	1,794	1,077	2,153	2,584	3,101	3,721
16	1,062	1,274	1,529	1,835	1,101	2,202	2,642	3,170	3,804
17	1,086	1,303	1,563	1,876	1,126	2,251	2,701	3,242	3,890
18	1,110	1,332	1,598	1,918	1,151	2,302	2,762	3,315	3,977
19	1,135	1,362	1,634	1,961	1,177	2,354	2,824	3,389	4,067
20	1,161	1,393	1,671	2,005	1,203	2,407	2,888	3,465	4,158
21	1,187	1,424	1,709	2,051	1,230	2,461	2,953	3,543	4,252
22	1,213	1,456	1,747	2,097	1,258	2,516	3,019	3,623	4,348
23	1,241	1,489	1,787	2,144	1,286	2,573	3,087	3,705	4,446
24	1,269	1,522	1,827	2,192	1,315	2,631	3,157	3,788	4,546
25	1,297	1,557	1,868	2,241	1,345	2,690	3,228	3,873	4,648
26	1,326	1,592	1,910	2,292	1,375	2,750	3,300	3,960	4,752
27	1,356	1,627	1,953	2,343	1,406	2,812	3,375	4,049	4,859
28	1,387	1,664	1,997	2,396	1,438	2,875	3,450	4,141	4,969
29	1,418	1,701	2,042	2,450	1,470	2,940	3,528	4,234	5,080
30+	1,450	1,740	2,088	2,505	1,503	3,006	3,607	4,329	5,195

## Music and Drama Stipend Scale

Exp.	Music			Exp.	Drama	
	M1 Middle School	M2 Vocal/String	M3 Instrumental		D1 Middle School	D2 High School
0	1,387	1,998	3,451	0	1,088	1,879
1	1,407	2,027	3,502	1	1,104	1,907
2-4	1,421	2,047	3,537	2-4	1,115	1,926
5-6	1,453	2,093	3,617	5	1,140	1,970
7-12	1,486	2,141	3,699	6-12	1,166	2,014
13	1,520	2,189	3,782	13	1,192	2,059
14	1,555	2,238	3,868	14	1,219	2,106
15	1,589	2,288	3,954	15	1,246	2,153
16	1,625	2,340	4,044	16	1,274	2,202
17	1,662	2,393	4,134	17	1,303	2,251
18	1,699	2,446	4,228	18	1,332	2,302
19	1,737	2,502	4,323	19	1,362	2,354
20	1,777	2,558	4,420	20	1,393	2,407
21	1,817	2,615	4,519	21	1,424	2,461
22	1,858	2,674	4,622	22	1,456	2,516
23	1,899	2,734	4,725	23	1,489	2,573
24	1,942	2,796	4,831	24	1,522	2,631
25	1,985	2,859	4,941	25	1,557	2,690
26	2,030	2,924	5,051	26	1,592	2,750
27	2,076	2,988	5,165	27	1,627	2,812
28	2,123	3,057	5,281	28	1,664	2,875
29	2,170	3,125	5,400	29	1,701	2,940
30	2,219	3,196	5,521	30	1,740	3,006

## High School Academic Stipend

Stipend Scale	Approved Positions	Positions per School	Seasons	Payment Schedule
4	ACADEMIC TEAM	1	WINTER	WINTER
2	DEBATE ASSISTANT	1	WINTER	WINTER
4	DEBATE HEAD	1	WINTER	WINTER
1	FORENSIC ASSISTANT	1	WINTER	WINTER
3	FORENSIC 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

Stipend Scale				
Experience	GR 1	GR 2	GR 3	GR 4
0	897	1,077	1,292	1,550
1-3	910	1,092	1,311	1,573
4	931	1,118	1,341	1,609
5-11	952	1,143	1,371	1,646
12	974	1,168	1,402	1,683
13	996	1,195	1,434	1,720
14	1,018	1,222	1,466	1,759
15	1,041	1,249	1,499	1,799
16	1,064	1,277	1,533	1,839
17	1,088	1,306	1,567	1,881
18	1,113	1,335	1,602	1,923
19	1,138	1,365	1,638	1,966
20	1,163	1,396	1,675	2,010
21	1,190	1,427	1,713	2,056
22	1,216	1,460	1,752	2,102
23	1,244	1,492	1,791	2,149
24	1,272	1,526	1,831	2,197
25	1,300	1,560	1,872	2,247
26	1,330	1,595	1,915	2,297
27	1,359	1,631	1,958	2,349
28	1,390	1,668	2,002	2,402
29	1,421	1,706	2,047	2,456
30+	1,453	1,744	2,093	2,511



## Middle School Academic Stipend

Stipend Scale	Approved Positions	Positions per school	Season	Payment Schedule
1	NEWSPAPER OR MAGAZINE	1	SPRING	SPRING
2	STUDENT GOVERNMENT	1	SPRING	SPRING
4	YEARBOOK	1	SPRING	SPRING

Stipend Scale				
Experience	GR 1	GR 2	GR 3	GR 4
0	897	1,077	1,292	1,550
1-3	910	1,092	1,311	1,573
4	931	1,118	1,341	1,609
5-11	952	1,143	1,371	1,646
12	974	1,168	1,402	1,683
13	996	1,195	1,434	1,720
14	1,018	1,222	1,466	1,759
15	1,041	1,249	1,499	1,799
16	1,064	1,277	1,533	1,839
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22	1,216	1,460	1,752	2,102
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25	1,300	1,560	1,872	2,247
26	1,330	1,595	1,915	2,297
27	1,359	1,631	1,958	2,349
28	1,390	1,668	2,002	2,402
29	1,421	1,706	2,047	2,456
30+	1,453	1,744	2,093	2,511

## Middle and High School Additional Academic Stipend

Middle School Approved Positions	Positions Per School	Min-Max	Payment Schedule
<b>DEPARTMENT CHAIR:</b> 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	\$1,229	SEMESTER
<b>WEB CURATOR</b>	1	\$515	SEMESTER

High School Approved Positions	Positions Per School	Min-Max	Payment Schedule
<b>DEPARTMENT CHAIR:</b> 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, <b>core</b> subject area, regular supplement and planning period		\$677 - \$1,178	SEMESTER
Excess of 21 teaching FTE's, <b>core</b> subject area, double supplement and planning period		\$1,353 - \$2,358	SEMESTER
Minimum of 4, and up to and including 8 teaching FTE's, <b>non-core</b> subject area, double supplement, no personal planning period		\$1,353 - \$2,358	SEMESTER
More than 8 teaching FTE's, <b>non-core</b> subject area, regular supplement and planning period		\$677 - \$1,178	SEMESTER
<b>WEB CURATOR</b>	1	\$515	SEMESTER
<b>SPECIALTY CENTER COORDINATOR**</b>	1	\$1,414	SEMESTER
**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 supplement.			

## Elementary School Stipend

APPROVED ELEMENARY SCHOOL POSITIONS	POSITIONS PER SCHOOL	MIN-MAX	PAYMENT SCHEDULE
<b>DEPARTMENT CHAIR:</b> K-5 - One per grade level	6	\$515	ANNUAL
Lead Teacher (CONTENT AREAS) - 4 ESOL - 1 Special Education - 1 Resource - 1	7	\$515	ANNUAL
<b>WEB CURATOR</b>	1	\$515	SEMESTER
<b>SUPPLEMENT NOTES</b>			
<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>Intramurals are an organized sport that is individualized by the school for a sport that isn't already budgeted for. The intramural supplement is not to be used for coaching positions that are already listed.</p> <p>In the event that an employee cannot complete the supplement assignment, the supplement 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 supplements. A minimum of two classes taught per semester is required.</p>			
<b>PAYMENT SCHEDULE FOR SUPPLEMENTS</b>			
<p><b>ANNUAL</b> Supplement paid 50% at the end of each semester</p> <p><b>CONTRACT</b> Added to base salary</p> <p><b>FALL</b> Paid in November</p> <p><b>SEMESTER</b> Paid in November and paid again in May</p> <p><b>SPRING</b> Paid in May</p> <p><b>WINTER</b> Paid in February</p>			

## 2019 Summer Session

<b>Position</b>	<b>Rate</b>
Assistant Site Coordinator	\$4,184.38
Assistant Testing Coordinator	\$4,326.00
Central Office Liaisons	\$4,326.00
Clinic Assistant	\$10.30
Coordinator & Assistant Coordinator - Split	\$4,703.24
Counseling Coordinator	\$5,222.10
Counseling Coordinator - Academy	\$5,222.10
Elementary Supervisor	\$5,222.10
ESOL Liaison - Academy	\$25.75
ESOL Site Coordinator	\$5,222.10
Graduation Planner	\$1,442.00
Home School Liaison	\$1,030.00
Instructional Assistant - General Ed.	\$9.27
Instructional Assistant - Special Ed.	\$10.30
Librarian	\$25.75
Licensed Practical Nurse	\$2980.25
Office (Building) Liaison - Academy	\$4,326.00
SAT Coordinator	\$5,222.10
Secondary Supervisor	\$5,222.10
Secretary	\$11.33
Secretary - SAT Academy	\$11.33
Secretary - SOL Academy	\$12.68
Security Monitor	\$10.30
Site Coordinator	\$5,222.10
Site Coordinator - Split	\$2,611.05
SOL Coordinator	\$5,222.10
Special Education Consultant Teacher	\$25.75
Special Education Coordinator - Academy	\$5,222.10
Substitute - Instructional Assistant - Gen Ed	\$9.27
Substitute - Instructional Assistant - Special Ed	\$10.30
Substitute - Secretary	\$11.33
Substitute Assistant Site Coordinator	\$25.75
Substitute Site Coordinator	\$25.75
Substitute Teacher - Degreed	\$25.75
Substitute Teacher - Non-Degreed	\$12.36
Summer Session Office Liaison	\$4,326.00
Teacher	\$25.75