



**DIVISION OF HUMAN RESOURCES**

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

**2016-2017  
SALARY  
SCHEDULES**

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# 2016-2017 Salary Schedules

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

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## COMPENSATION AND PAY PLAN

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

Base pay for classroom teachers and those other selected, certificated individuals whose work day is spent working directly with students or whose work product solely benefits the instruction of children, shall be determined by the State of Alabama Teacher's Salary Matrix. From time to time, the State of Alabama publishes certain salary matrices for other types of employees. In those situations in which the State publishes a State Salary Matrix for a particular group of employees, the State Salary Matrix shall control.

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

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

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

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

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

A copy of the System's compensation or pay plan for the current year is available in the administrative offices and shall be posted on the System's Internet website.

**Step Advancement:** Each eligible classified employee and certified personnel not paid on the teacher's salary matrix shall advance one step on the salary schedule each budget year (currently October 1 of each year). In years in which proration is declared in the state's Educational Trust Fund, causing a reduction in funding to the System, or in years in which local education tax revenues fall below the level received in the preceding fiscal year, the Board may by unanimous vote cause step movement not to occur. Employees not paid on a state salary matrix who are not assigned to a salary schedule or who have reached the highest step on their salary schedule shall receive, every three years, a cost of living increase equal to 1.5% of their current salary contemporaneously with the step advancement of other eligible employees. In those years in which the Board votes to cause step movement not to occur, no cost of living increase shall be granted. **Employees whose annual,**

**summative evaluation is less than satisfactory shall not advance to the next step. The state of Alabama authorized a salary increase for educational employees beginning on October 1, 2016. The raise specified by the state was set to be a 4% raise if an employee's salary was less than \$75,000 and 2% if more than \$75,000.00. The Board of School Commissioners for Mobile County, at its regular board meeting on August 22, 2016, voted unanimously to extend the 4% raise to all employees..**

Employees paid on a state salary schedule (the "State Salary Matrix or Schedule") shall progress automatically to the next appropriate step.

**Assignment to Pay Grade:** Consistent with economic and job market indicators, the Assistant Superintendent or Executive Manager of Human Resources (the pay plan administrator) may recommend to the Superintendent the initial assignment or re-assignment of a job title to a specific pay grade, salary schedule and/or step. Additionally, the Superintendent retains the right to recommend the initial assignment and/or reassignment of a job title to a specific pay grade, salary schedule and/or step. The annual publication of the compensation or pay plan (i.e., salary schedules) shall reflect any adjustments made. The state of Alabama recently authorized the hire of Adjunct Instructors. The rates of pay for these specialized, often part time, instructors may vary greatly based on the type of instruction involved. The Superintendent and Executive Manager of Human Resources are authorized to negotiate such reasonable salaries as necessary to hire said Adjunct Instructors.

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

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

If a principal or assistant principal is transferred, either voluntarily or otherwise to a position other than principal or assistant principal, or if he or she applies for and is recommended and approved for a central office position, the salary shall be paid on the appropriate step for the new position. Experience in the System will be a major factor in determining appropriate step placement.

A principal who is re-assigned or voluntarily accepts a position of assistant principal will be placed on the Assistant Principal Step Salary Schedule at the same step he or she occupied as a principal. If the principal had earlier been placed on a higher step as an incentive, his/her step will be reduced by the amount of the incentive to determine the appropriate step placement.

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

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

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

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

- New employees with limited work experience in the job title to which they are being hired shall be placed generally at the zero (Step 0) step of the assigned step salary schedule.
- With the Superintendent's approval, new employees may be placed at any other step above Step Zero for documented programmatic reasons. In no case, however, will a new hire be placed at the highest step of the pay grade.
- Former employees, who previously left the System in good standing, and are rehired in the same position that they were in previously, may be placed on the same step that the employee was on at the time they left the System. For example, a bookkeeper who resigned in good standing at step 12, who is rehired as a bookkeeper five years later, will be placed on step 12 at the time of her rehire. Employee's that are rehired in a different position will be placed at the appropriate step for the new position. This provision will be applicable to any former employee rehired after January 1, 2012 and has no retroactive applicability. This provision applies specifically to classified employees. The Executive Manager of Human Resources shall have authority to adjust the step at which the employee is rehired as necessary to reflect changes in the salary schedule that have occurred since the respective employees left the system.

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

**I. Definitions:**

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

**II. General Procedures:**

**A. Miscellaneous, General:**

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

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

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

1. Computing Salaries for CNP Managers – Please see number B.5. below.
2. **Procedures for administration of Clerical/Technical and Manual Trades Salary Schedules.**
  - a. **General.**
    1. Twelve-month clerical/technical and manual trades employees work eight (8) hours per day and in accordance to the calendar established for the ensuing year. All ten-month classified employees work eight (8) hours per day.
    2. Time schedules for clerical/technical and manual trades personnel may be designated by the Superintendent, Human Resources, or the immediate supervisor of said personnel. In all cases, the Superintendent, Human Resources, or immediate supervisor in charge shall have the right to establish time schedules to encompass the workday excluding lunch.
3. **GUIDELINES FOR AIDES**
  - a. Bus aides work 182 days per year. They are paid according to the number of hours the bus runs. (Example: 2 hours in the morning and 2 hours in the afternoon = paid for 4 hours per day).
4. **GUIDELINES FOR CNP ASSISTANTS**
  - a. All CNP assistants hired after July 1, 1990, will be hired as either six to seven hour workers only. By special permission, a three-hour worker may be hired at larger schools.
  - b. CNP Assistants work 187 days.
5. **GUIDELINES FOR CNP MANAGERS**
  - a. The salaries of CNP managers are based on the average daily meals served.
  - b. Effective October 1, 2014, no CNP Manager shall suffer a decrease in pay as a result of a decrease in the average daily meals served.
  - c. Effective October 1, 2014, all CNP Managers currently paid on CN 06 will be moved to the appropriate step on CN 05. The appropriate step will be the next highest step on CN 05 above the CNP Manager's current salary. CN 06 will be eliminated and all CNP Managers will be paid on CN 05 going forward. CNP Managers paid on CN 04, the highest scale, will be grandfathered into their current salary and shall receive their salary and appropriate step increases until the CNP Manager on CN 04 leaves the system or voluntarily accepts another position in the System. In the event that a CNP Manager paid on CN 04 accepts another CNP Manager position in the system, he or she will be placed on the appropriate step on CN 05.
  - d. Any currently employed CNP Manager whose base salary decreased between October 1, 2011 and October 1, 2014 as a result of a decrease in the number of average daily meals served shall receive a one time lump sum payment equal to the amount of base salary lost as a result of a decrease in the average daily meals served during the aforementioned time period. CNP Managers who voluntarily accepted a position at a school with a lower ADM are not eligible for this one time lump sum payment.



6. **GUIDELINES FOR BUS DRIVERS**

- a. All bus drivers must meet insurability requirements provided by the insurance carriers who provide vehicular insurance to the Mobile County Public School System.
- b. With input from principals, bus driver/bus aide personnel will be evaluated by the routing specialist.
- c. Bus driver’s responsibilities include, but are not limited to the following: pre-and post-trip inspection, cleanliness of bus, necessary paper work, parent conferences at the local school, CDL re-certification, drug testing, physical exams, annual reflex test, and other conferences as needed.

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

- a. A pay scale for extended day workers must follow these procedures and guidelines. This scale is used to determine the amount of pay per hour in which extended day workers i.e. *Day Care* workers are to be compensated.
- b. Information about the Day Care program is handled through the principal and supplemented by the Human Resources Division.
- c. Effective August 1, 2014, all extended day workers must have a completed personnel file in Human Resources prior to their names being submitted to the Board for approval. All extended day worker applicants must provide and/or complete the following: an online application, official high school or college transcript from a regionally accredited school (or a GED), a letter of recommendation from the principal (for the vacant position), fingerprints/background clearance, a copy of their driver’s license and social security card and must satisfactorily take a drug screen following established system procedures.
- d. Day Care workers who are not already System employees are considered “miscellaneous hourly workers” and receive no benefits. **These specific workers cannot work over 19.5 hours per week.** Effective August 1, 2014, no further “miscellaneous hourly workers” may be utilized as day care workers. All workers in the day care must be hired as system employees as extended day workers. Extended Day Workers may not substitute for MCPSS in any capacity.
- e. Individual regular, full time employees who work extra or substitute in an extended day program (i.e., aides, custodians, bus drivers, CNP assistants, etc.) may not work over a total of 40 hours per week (including the hours worked in their full-time positions).
- f. The Day Care program coordinator or the principal of the school/location should govern the hours worked to ensure that employees do not exceed the specified working hours.
- g. If a full-time, classified, employee working in a Day Care program should, by mistake, exceed a total of 40 hours (regular job hours plus Day Care hours), the principal must authorize overtime to be paid the classified employee from *Day Care* funds at the employee’s *overtime rate*. Any overtime required is the responsibility of the local school.
- h. Day care revenues are to be deposited in the local school bank account and are subject to audit by the Local School Accounting Department.
- i. Salaries paid by the Central Office to Day Care Workers shall be reimbursed by the school as required by the Division of Business Operations.
- j. Some Exceptions apply for Council Elementary

8. **Day Care Hourly Pay Scale for extended day workers and MCPSS Classified employees**

<b>Day Care Workers</b>		<b>On-Site Lead Workers</b>	
No Experience	FMW	0 – 2 Years Experience	FMW plus 3.00
1 Year Experience	FMW plus .50	2 – 4 Years Experience	FMW plus 4.00
2 Years Experience	FMW plus 1.00	4 – 6 Years Experience	FMW plus 5.00
3 Years Experience	FMW plus 1.50	6 – 8 Years Experience	FMW plus 6.00
4 Years Experience	FMW plus 2.00	8+ Years Experience	FMW plus 7.00
5+ Years Experience	FMW plus 2.50		
<b>Special Subject Instructors:</b>			
Physical Fitness: \$ 10.00		Handicraft and Arts: \$10.00	Computers: \$ 17.50

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

FMW = Federal Minimum Wage

9. Experience – Only MCPSS Experience is considered for the pay scale set forth above.

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

The salary of a teacher who becomes a 260-day administrator will be paid on the Administrative/Professional (AP) salary schedule for 260 days. The new 260-day salary of an employee whose previous salary has been paid according to the teacher salary matrix but is moving to a new position listed on the AP salary schedule will be equivalent to the salary paid on the same step and rank as a 260-day teacher plus an additional 4% salary adjustment and then placed on the step in the AP salary schedule that is immediately higher in salary after the 4% is calculated. The step cannot exceed step 25 and may be reduced additional steps depending on the number of years' experience of current 240/260-day administrators performing the same basic functions. The new 260-day administrator will be placed at least one step below current 260-day administrators who have been in their positions at least one (1) year performing the same functions. If there are current 240/260-day administrators with more the five (5) years' experience in the position, the new 260-day administrator will be placed at least two steps below the current 240/260-day administrators performing the same functions.

2. Salary placement for principals and assistant principals will be reviewed annually based on the assigned school's enrollment as reflected on the annual Average Daily Membership (ADM) annual report. At the beginning of the new employment year (July 1), the principal and assistant principal will be placed on the appropriate salary schedule which will reflect the decrease in enrollment (i.e., salaries will be reduced). If there is an increase in ADM which results in a change on the appropriate salary schedule placement, the principal and assistant principal will be placed on the appropriate salary schedule which is based on ADM. The increase in salary will be retroactive to July 1 of the employment year. If there is a decrease in enrollment which would result in a change on the appropriate salary schedule placement, the principal and assistant principal will retain the higher salary through the end of the employment year (June 30), except that the Superintendent reserves the right to waive a decrease in a Principal or Assistant Principal's salary solely in those situations in which a decrease in enrollment is directly attributable to the separation of a School District from the Mobile County Board of Education. In such a situation, the Superintendent will direct the Executive Manager of Human Resources, in writing, that the decrease in enrollment at a particular school or schools is directly attributable to a separation or proposed separation of a school or group of schools for the purpose of forming a new School System. Upon receipt of such a Directive, the Executive Manager of Human Resources will adjust, if necessary, the salary of a school administrator who has suffered or will suffer a decrease in salary due only to a decrease in enrollment related to the formation of a new school system. This right of the Superintendent will only be effective from July 1, 2011 forward and shall not be applied retroactively to any Principal or Assistant Principal who received a decrease or adjustment in salary due to the formation of a new school system prior to July 1, 2011 . If there is a decrease in enrollment which would result in a change on the salary schedule placement, the contract principal will retain the higher salary until the end of his contract period. At the beginning of the new contract period, the contract principal will be placed on the appropriate salary schedule which will reflect the decrease in enrollment (i.e., salary will be reduced). The waiver of a salary adjustment due to a decrease in enrollment related to the formation of a new school district also applies to Contract Principals.

The amount of salary to be paid an administrator whose pay grade has been designated as "open" shall not exceed the base amount paid the Superintendent and shall not be less than the highest base salary of an executive director already employed in the system.

3. If an existing or current full-time twelve-month employee who is paid on the Administrative/Professional (AP) pay grade receives AA certification or a doctoral degree from an accredited institution, \$3,867 will be added to the current salary for AA and \$4,282 for a doctorate. Employees who work less than 12 months per year who receive a higher degree in accordance with policy will receive a prorated increase. The Assistant Superintendent or Executive Manager of Human Resources shall make the final decision as to whether a degree is job related or whether a University or College issuing a degree has the proper accreditation.

**D. Experience Credit:**

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

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

2. **PROCEDURES FOR EXPERIENCE CREDIT**

- a. Experience credit for determining salary shall be given for all **verified full-time satisfactory, public school teaching experience in the field** for which the previous public school system paid a full-time salary. Experience credit for verified part-time satisfactory, public school teaching experience in the field for which the previous public school system paid a part-time salary based on a teacher salary matrix shall receive experience credit in proportion to the percent of time/he/she worked when compared to a full-time employee, as certified by his/her employer. **No experience credit will be given for unpaid days and/or unpaid leave.** The employee shall be responsible for requesting verification of prior experience from the designated personnel official and for making certain that the form sent is acceptable by Mobile County. **Experience credit cannot be granted until this form has been completed and notarized or stamped with the school system's seal and received in the Division of Human Resources.**
- b. When experience verification is received during the first year of hire, credit will be given retroactively to the date of hire. Experience credit received after the first year of hire will be given retroactively to the beginning of the school year in which the documentation is received and NOT date of hire.  
  
*NOTE: Experience verification received after the last day of school will be honored only for the succeeding year forward (i.e., pay will not be retroactive to prior school year).*
- c. Verification forms for the employee to use to obtain verification of earned experience credit are available in the application packet, on the MCPSS web page, and in the Division of Human Resources.

**E. Holidays and Personal Leave:**

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

- b. Annual leave as follows:
    - 5 days per year for first 12 months of service
    - 10 days per year 13-120 months of service
    - 15 days per year 121-240 months of service
    - 20 days per year after 240 months of service
 (Service is defined as service in the Mobile County School System.)
  - c. At the time of termination all twelve-month employees shall be paid for unused accumulated annual leave days (maximum 45 days).
4. All employees are given up to two (2) personal leave days per contract year and one (1) sick leave day per month. Employees starting work after December 31<sup>st</sup> are entitled to only one day of personal leave. Employees starting work after March 31<sup>st</sup> shall be entitled to zero days of personal leave in that work year. Sick leave days can be accumulated and kept from year to year. Effective August 1, 1997, all personnel will have their unused personal leave days converted to accumulated sick leave days at the end of the school or contract year. Certified personnel may choose to have these days paid instead of converting them to accumulated sick leave days. Effective July 1, 1999, unused optional vacation days as of June 30th of each year can be converted to accumulated annual leave (vacation) days or accumulated sick leave days to the maximum allowed by the school system and state statutes.

**F. Higher Degrees:**

**1. PROCEDURES FOR HIGHER DEGREE**

- a. **Higher Degree completed on an Employee who holds an Alabama Professional Certificate which leads to an A or AA Certificate:**
  - i. The employee himself/herself shall be responsible for providing one (1) official transcript with the **higher degree posted** to the MCPSS Division of Human Resources.
  - ii. **Placement on appropriate Salary Schedule:** Higher Degrees must be approved by the Alabama State Department of Education (ASDE). An employee shall be paid for an advanced degree after the advanced degree is recognized by the ALSDE and HR has received an official transcript with the degree posted. The effective date for higher pay for the advanced degree is the date the higher degree was recognized by the ALSDE. Please note that the effective date is not the date the degree was awarded by the college or university. If MCPSS receives notification from the ALSDE after the end of the school year in which the advanced degree is recognized, the advanced degree pay will begin on the first working day of the following or upcoming school year provided the aforementioned requirements regarding HR's receipt of the official transcript.
- b. **Higher Degree completed on an Employee which Does Not lead to an A or AA Certificate:**
  - i. The employee himself/herself shall be responsible for providing two (2) official transcripts with the **higher degree posted** to the MCPSS Division of Human Resources. One (1) official transcript will be forwarded by Human Resources to the ASDE for review and approval for higher pay. Higher degree must be approved by ASDE prior to employee receiving higher pay.
  - ii. **Placement on appropriate Salary Schedule:** An employee shall be paid for an advanced degree after the advanced degree is recognized by the ALSDE. The effective date for higher pay for the advanced degree is the date the higher degree was recognized by the ALSDE. Please note that the effective date is not the date the degree was awarded by the college or university. If MCPSS receives notification from the ALSDE after the end of the school year in which the advanced degree is recognized, the advanced degree pay will begin on the first working day of the following or upcoming school year provided the aforementioned requirements regarding HR's receipt of the official transcript.

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

- i. The state will not approve a higher degree for pay purposes until the teacher holds a valid Alabama teaching certificate. This includes teachers who are following other, alternative approaches to certification such as an ABC, Emergency, etc. The employee himself/herself shall be responsible for providing two (2) official transcripts with the higher degree posted to the MCPSS Division of Human Resources. One (1) official transcript will be forwarded by Human Resources to the ASDE for review.
- ii. Once a certificate has been issued by the ASDE and a second official transcript with a higher degree has been received or is on file in Human Resources, Human Resources will submit the transcript to the ASDE for consideration of additional compensation.
- iii. **Placement on appropriate Salary Schedule:** An employee shall be paid for an advanced degree after the advanced degree is recognized by the ALSDE. The effective date for higher pay for the advanced degree is the date the higher degree was recognized by the ALSDE. Please note that the effective date is not the date the degree was awarded by the college or university. If MCPSS receives notification from the ALSDE after the end of the school year in which the advanced degree is recognized, the advanced degree pay will begin on the first working day of the following or upcoming school year provided the aforementioned requirements regarding HR's receipt of the official transcript.

**G. All full time central office positions are 8 hour a day positions unless otherwise set forth in the salary schedule.**

**III. SUBSTITUTES**

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

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

**B. Certified Positions.**

**SCHEDULE 1 – Certified Positions**

<b>TYPE SUBSTITUTE</b>	<b>DAILY RATE</b>	<b>CERTIFICATION STATUS</b>
Non-Certified Substitute	\$58.00	CURRENT AL SUBSTITUTE TEACHER LICENSE
Retired Teacher/Out of State Retired Teacher	\$75.00	Retired teacher with non current, Alabama teaching certificate and twenty or more years of verified teaching experience
Certified Substitute	\$90.00	CURRENT AL TEACHER CERTIFICATE
*CATEGORY II	\$120.00	CURRENT AL TEACHER CERTIFICATE In-Field
*CATEGORY IV	\$250.00	CURRENT AL Leadership CERTIFICATE In-Field

\*-See definitions below.

- 1. **NO BENEFITS.** Substitutes are not eligible for Benefits

2. **Substitute Teacher – Non Certified**

- a. This section applies to persons who have the required substitute teacher license issued by the State Department of Education. If serving for the same teacher, or if substituting for a paraprofessional, for more than twenty (20) consecutive work days, beginning on the twenty-first (21<sup>st</sup>) day an additional ten dollars (\$10.00) per day will be paid. This additional \$10.00 is not retroactive to the first day. **The school bookkeeper must notify payroll of the date of increase.**
- b. **SUBSTITUTE TEACHER – Certified, with a current Alabama Teaching Certificate.** A person who has a current teacher certification but is not under contract. A current teaching certificate must be on file in Human Resources. This person may or may not be teaching in-field or on a long-term basis.

3. **Category Substitutes**

- a. **CATEGORY II – with a current Alabama Teaching Certificate and has met State certification and licensure requirements.** A person who has a current teacher certification in-field but is not under a regular teaching contract who works for the same absent teacher for more than twenty (20) consecutive days. A Category II Substitute request must be submitted by the principal and approved by Human Resources prior to a commitment to pay \$120.00 retroactive to the first day. A current teaching certificate must be on file in Human Resources. Substitute teaching in a long term position does not count as experience credit for any purpose, including experience towards teacher certification renewal.
- b. **CATEGORY IV – Retired or other Administrator with current Alabama Leadership Certificate serving as a substitute Principal, Administrator or other Supervisor.** A person who has maintained a current leadership certification whether retired or not who serves as a substitute Principal, Administrator or other Supervisor (in a position requiring a certified supervisor) A Category IV Substitute request must be submitted to and approved by Human Resources prior to a commitment to pay \$150.00. A current Alabama leadership certificate must be on file.
- c. **Retired Teacher – No Current Certificate.** A person who is a retired teacher *with 20 years or more teaching experience* who had a valid teaching certificate at the time of retirement but who has not maintained a current teaching certificate. If serving for the same teacher for more than twenty (20) consecutive work days, beginning on the twenty-first (21<sup>st</sup>) day an additional ten dollars (\$10.00) per day will be paid. The school bookkeeper must notify payroll of the date of increase. However, a substitute teacher license is required. Persons in this category are not eligible to serve in long term Category II positions.

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

4. **Speech Teachers:** Individuals with a master's degree in speech pathology may substitute for speech teachers who are on extended leave to provide speech services to students – \$120.00 per day. A Category II substitute request must be submitted and approved by Human Resources prior to a commitment to pay \$120 retroactive to the first day.
5. **High School and Middle School Teachers who Teach during their Planning Periods.** In some emergency situations where there are allocated teaching vacancies that have not been filled, a

teacher may be authorized to teach an extra class during his or her planning period. For this extra work, high school teachers will be paid \$50.00 per 98-minute block and middle school teachers will be paid \$40.00. These teachers must still set aside time before or after school or both for planning and for parent conferencing. Teachers on a four-period block must teach four (4) classes to be eligible. Teachers on a six-block schedule must teach six (6) periods, etc., to be eligible.

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

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

- a. ALL SUBSTITUTES FOR CLASSIFIED POSITIONS MUST HAVE COMPLETED THE APPLICATION PROCESS (INCLUDING A BACKGROUND CHECK) IN THE CLASSIFIED DEPARTMENT OF HUMAN RESOURCES TO BE GIVEN A SUBSTITUTE CLEARANCE CARD.
- b. Current Clearance Cards are required before a person serving as a classified substitute may be paid. Work performed as a classified substitute without a current clearance card will be unpaid.
- c. Clearance cards for authorized classified substitutes are issued and renewed each year during an authorized position advertising period, generally during the summer. It is each substitute's responsibility to register on the Electronic substitute calling system AESOP.
- d. Substitutes must undergo a drug test prior to obtaining their Substitute Clearance Card.
- e. Unless otherwise approved by the Assistant Superintendent or Executive Manager of Human Resources, substitutes may not be retained until the employee being substituted for has missed three or more consecutive school days. This provision does not apply to custodian substitutes.
- f. Substitutes serving longer than five (5) consecutive days in the same position must be approved by Human Resources.
- g. All substitutes for clerk positions, whether school based or not, must be approved by Human Resources.

#### b. Wages, generally.

- a. Substitutes for classified employees will be paid at the appropriate Federal Minimum Wage except that former employees who are retired clerks, secretaries, registrars, or bookkeepers who substitute at a school or central office, shall receive a rate of pay equal to \$2.00 over the Federal Minimum Wage then in effect.
- b. Substitutes for school based bookkeepers, secretaries, registrars, school based clerks or central office clerks who serve in the same substitute position for more than twenty (20) consecutive work days will be paid an hourly rate of \$2.75 over the appropriate Federal Minimum Wage in effect at the time beginning on the twenty-first (21st) working day and ending on the date that particular substitute assignment ends. The rate of pay for a long-term classified substitute is not retroactive to the first work day.
- c. All substitutes for bookkeepers, secretaries, registrars, or clerks, whether school based or central office based, must be approved by Human Resources.
- d. Other classified substitutes who serve in the same substitute position for more than twenty (20) consecutive work days will be paid \$1.25 over the appropriate Federal Minimum Wage in effect at the time beginning on the twenty-first (21st) working day and ending on the date that particular substitute assignment ends. The rate of pay for these long term substitute positions is not retroactive to the first work day. Other classified substitutes include CNP assistants, custodians, and bus aides.
- e. Substitute Bus Drivers who serve in the same substitute position for more than twenty (20) consecutive work days will be paid \$5.00 a day in effect at the time beginning on the twenty-first (21st) working day and ending on the date that particular substitute assignment ends. The rate of pay for these long term substitute positions is not retroactive to the first work day.

#### c. Substitutes, Specific Situations. Substitutes for classroom aides can be used as follows:

- a. Special Education One-on-One Paraprofessionals/Aides: Only critical positions allow for substitutes (i.e.: IEP aide, EC aide, Pre-School aide, MD aide). Since most special education aides are assigned as “program aides” the principal should distinguish the critical need for a substitute. Substitutes for other Special Ed aides/paraprofessionals in critical positions will be allowed after the 3<sup>rd</sup> consecutive day with Human Resources approval
- b. Interpreters at Southwest Regional: Substitute may be used. Sign Language Interpreters with a degree in sign language interpreting shall receive the rate of pay of \$90.00 per day.
- c. Title I Aides & other federally funded aides: Substitutes may be used if an aide is going to be off from work for an extended period of time and all accumulated sick leave has been used. If a school elects to use a substitute for a Title I or other federally funded aide, the school shall be required to pay for the substitute from its federal funds, the school’s Title I budget or local school funds. Substitutes in this category will be paid for by the local Schools.
- d. Physical Education Aides: Substitute may be used.
- e. Media/Library Aides: No substitute without approval of Executive Manager, Human Resources.
- f. Retract Aides: No substitute without approval of Executive Manager, Human Resources.
- g. General Aides (Foundation Fund): No substitute without approval of Executive Manager, Human Resources.
- h. Extended Day Aides (Council E/S): Substitute may be used.

4. **Transportation**

- a. Substitute Bus Drivers\*:
  - i. \$32.00 per day for single runs
  - ii. \$42.00 per day for dual runs
  - iii. \$54.00 per day for dual plus runs

\*Substitute Bus Drivers who are retired Mobile County Public School System bus drivers will receive an additional \$5.00 per day. Current MCPSS Bus Drivers and Bus Aides who substitute for another bus route will receive the substitute rate of pay for that route. The substitute rate of pay is determined from the rates of pay set forth above and dependent on the number of routes involved in the substitute assignment.

- b. Bus Aides: Substitutes may be used
- c. Bus Driver Trainees: Applicants who have completed the substitute procedures and are participating in a Bus Driver Training class shall be paid an hourly wage while participating in said Bus Driver Training class equal to the federal minimum wage then in effect.

5. **Nurses.**

- a. All substitute nurses (RNs and LPNs) are required to complete all requirements for classified substitute employees set forth by the Human Resources Division and be licensed in good standing with the Alabama Board of Nursing. The nurse must attend an orientation in Human Resources and Health Services and receive a certificate of completion. A list of substitute nurses will be maintained by the Health Services Supervisor. Securing and placing substitute nurses in schools is the responsibility of the Supervisor of Health Services. Substitute nurses



will be assigned based on need and the acuity of the student. Substitutes will not be placed in every school each time a nurse is absent. The Supervisor of Health Services will determine when a substitute is required.

- i. **Substitute Registered Nurse.** A registered nurse who has met all requirements for substitute employment. This person is called to work on an as needed basis. These substitutes will work short term assignments. The daily rate of pay is \$110.00.
  - ii. **Category RN Substitute Registered Nurse.** A registered nurse who has met all requirements for substitute employment. This substitute is one who works for the same absent or on leave registered nurse employee for twenty (20) consecutive days or more. A category RN substitute request must be submitted to Human Resources by the supervisor of Health Services as early as possible and in no event, not later than the twenty third (23<sup>rd</sup>) day of the substitute's work. A Category RN Substitute who is approved by Human Resources will receive a daily rate of pay of \$120.00 retroactive to the first day of his or her work.
  - iii. **Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for substitute employment. This person is called to work on an as needed basis. Substitutes of this type will work short time assignments. The daily rate of pay is \$80.00.
  - iv. **Category LPN Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for substitute employment. Substitutes of this type work for the same absent licensed practical nurse for more than twenty (20) consecutive days. A category LPN substitute request must be submitted to Human Resources by the supervisor of Health Services as early as possible and in no event, not later than the twenty third (23<sup>rd</sup>) day of the substitute's work. A Category LPN Substitute who is approved by Human Resources will receive a daily rate of pay of \$90.00 retroactive to the first day of his or her work.
  - v. **Bus Nurses.** MCPSS RN's who ride the bus with special needs students beyond their work week hours shall be paid hourly, based on their normal hourly rate of pay.
6. **CNP Managers.** Retired CNP Managers may be hired as substitutes if the CNP Manager is absent for five or more consecutive days and is expected to miss an extended period of time, although a regular six hour CNP Assistant substitute may be retained from day one of a CNP Manager's absence. Substitutes for a CNP Manager must be approved by the Food Services Director. Retired CNP Managers who act as substitutes shall be paid \$75.00 per day. The retired CNP Manager must possess a valid food handlers card and Substitute Clearance Card

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

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

- A. **SPECIAL RUN:** A "special run" necessitates extra bus driving which is regularly scheduled at other than the normal before school and after school hours, such as: Special Education assignments, excursions, field trips, athletic trips, or other special assignments, etc. A "community based run" are those unique runs involved in the transportation of special education students to community based work sites. Special and Community based runs must be approved by Special Programs and/or Transportation.
- B. Bus Drivers assigned a community based run will function, and be compensated, as a Bus Driver until the students are delivered to the community based work site, at which time the Bus Driver shall begin

to function, and will be compensated, as an Aide. A Bus Driver who takes one hour to deliver a special education student to a community based worksite and then spends four hours there functioning as an aide, will be paid \$8.95 for the hour involved in transporting the student, and \$8.00 per hour for the time spent functioning as an aide.

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

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

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

- |             |                 |              |                 |
|-------------|-----------------|--------------|-----------------|
| 1 Extra Run | \$20.00 per day | 2 Extra Runs | \$40.00 per day |
|-------------|-----------------|--------------|-----------------|

E. **GENERAL:** 1. All routes will be evaluated as needed. If it is determined that a route driven by a non-probationary bus driver, is no longer needed, this driver will be assigned to another route with no loss of status. 2. Total daily work time of a substitute cannot exceed the number of regular working hours of the absence employee.

V. **SUPPLEMENTS**

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

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

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

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

C. **ACADEMIC DEPARTMENT HEAD SUPPLEMENTS (CERTIFIED).** Department heads at all schools will be selected by the principal. No supplements are paid to counselors and media specialists who are designated department heads. Department head supplements have been allocated to all schools.

1. **Supplements for Department Chairs/Lead Teachers Selected by the Principal**

Size of School (Number of Students)	Number of Department Heads Allocated	Supplemental Amount
1 to 200	All Schools – 1	\$1,000

201 to 450	High Schools and Middle Schools – 3 Elementary Schools – 1	\$1,000
451 to 600	High Schools and Middle Schools – 4 Elementary Schools – 1	\$1,000
601 to 749 Students	High Schools and Middle Schools – 5 Elementary Schools – 1	\$1,000
750 to 1,249 Students	High Schools and Middle Schools – 6 Elementary Schools – 1	\$1,200
1,250 and Above	High Schools and Middle Schools – 6 Elementary Schools – 1	\$1,500

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

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

1. In situations where a current employee is **designated by the Superintendent** to “act” for more than 30 work days in the place of an administrator, the employee will be paid a supplement equal to the difference between the employee’s current daily rate of pay and the minimum daily rate of pay assigned to the supervisor’s position (for step 0 of the appropriate salary schedule) beginning the 31<sup>st</sup> day. Board approval is not required at this point. In some cases, a supplement cannot be paid because the designee is already at or above the minimum for the pay grade. The supplement will cease when the supervisor/administrator returns to work or when the position vacancy is officially filled. An interim or acting supervisor may serve no longer than a total of 90 work days. If the Superintendent determines that the acting person needs to be retained in the acting position longer than 90 work days, he or she can request that the Board approve extending the service after the initial 90 days. Assignment as acting to the position and the possibility of supplemental pay being paid does not in any way entitle the employee to be permanently assigned to the position. **This supplemental provision does not apply to administrative interns.**

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

1. Act #98-510 provides that each teacher who successfully passes a test in a specific teaching discipline and meets other evaluation criteria required by the National Board for Professional Teaching Standards (NBPTS) shall be entitled to a \$5,000.00 per year supplement. Payment shall be made in one installment. Teachers who become administrators are still entitled to this supplement. The amount paid by this supplement is set by the State. The supplement is subject to proration in those years in which the State of Alabama does not fully fund the supplement.

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

1. Any existing, non-teaching or non-certified employee in a position that requires a bachelor’s degree for entry level who receives a master’s degree from a regionally accredited college or university in a field of study that is directly related to the work that he or she is currently performing for the System will

receive a supplement of \$3,373 per year. The Assistant Superintendent or Executive Manager of Human Resources shall make the final decision as to whether a degree is job related or whether a University or College issuing a degree has the proper accreditation.

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

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

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

1. Any employee working in the area of manual trades who has a certificate, special trade’s diploma, and license or two-year degree showing proficiency will be eligible for annual supplemental pay. The certificate or license must have been issued by a national or state board in which proficiency is determined by rigorous training and subsequent examination. In order to receive the supplemental pay each year the employee must present the renewal to Human Resources within 60 days of the expiration of the certificate. If not received by then the supplement will be halted as quickly as practical and the employee will not be paid retroactive once the renewed certificate comes in. The payment of the supplements will coincide with the contract year of July 1 to June 30.

**I. Facilities and Maintenance Supplements**

<b>Certificate/License/Diploma</b>	<b>Supplemental Pay</b>	<b>Job/Trade</b>
2 year Trade School Certificate or Associate Degree in Trades from a regionally accredited program related to the field in which the employee is working.	500	Any trade
Satisfactory Scores on NOCTI Test *	500	Any trade not covered under other trades that have a Journeyman or Master Certification
Freon Certification (state card)	500	HVAC
Non-Current Journeyman (Expired Journeyman)	500	Any trade
Current Journeyman (renewable annually)	750	Any trade
Non-Current Master (Expired Master)	750	Any trade
Master or In Active Master (renewable annually)	1000	Any trade
If an employee holds two Master or Journeyman Licenses in different areas and furnishes proof of payment to the official licensing entity for said licenses the employee will be eligible for additional compensation up to the limit of two supplements, regardless of whether both certifications are shown on one license card.	1000	Any trade

**J. Transportation Supplements**

<b>Job Titles</b>	<b>Number of Certifications</b>	<b>Supplemental Pay</b>
School Bus Technician (Mechanic)	ASE** (1)	100

School Bus Technician (Mechanic)	ASE (2)	200
School Bus Technician (Mechanic)	ASE (3)	300
School Bus Technician (Mechanic)	ASE (4)	400
School Bus Technician (Mechanic)	ASE (5)	500
School Bus Technician (Mechanic)	ASE (6)	600
<b>Master Bus Technician (Mechanic)</b>	<b>ASE (7)</b>	<b>1000</b>
Collision/Repair Technician ***	ASE (1)	100
Collision/Repair Technician	ASE (2)	200
Collision/Repair Technician	ASE (3)	300
Collision/Repair Technician	ASE (4)	400
Collision/Repair Technician	ASE (5)	500

1. A combination of two supplements will be allowed if related to the area of work of the employee. No more than two supplements will be allowed.
2. Employees who have certifications must present proof of recertification yearly, for those that are granted yearly, in order to continue getting the supplement. For those certifications which are good for five years, the employee must present proof of recertification at the end of the fifth year showing that the recertification has been renewed for the next five years.

\* = NOCTI – National Occupational Competency Testing Institute - [www.nocti.org](http://www.nocti.org)

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

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

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

#### K. Other Supplements.

1. Nursing Supplements. Nurses who are required to ride the bus, either in the morning or evening or both, as a result of a student's medical condition as determined by the Supervisor of Health Services may be eligible for a supplement. There are a limited number of supplements available and Nurses who accompany students because of a medical need or requirement in the morning or afternoon will take preference in terms of receipt of a supplement. The supplement shall be \$3,600.00 for RN's and \$2,400 for LPN's, and this amount shall be prorated if the Nurse only rides one route per day or does not accompany a student with a medical need for the entire year. This supplement will only be offered in years in which sufficient funding exists.
2. Information Technology and Technical Supplements.
  - a. Cost of Certifications and Examinations. Current Information Technology employees who obtain the written preapproval of the Executive Manager, IT, may have the cost to take a certification exam reimbursed to them upon the successful completion of said certification exam. The employee seeking a reimbursement must obtain the aforementioned written approval before expending any funds to register for a certification exam. Written proof of the successful completion of the certification exam must be provided. The costs for any re-certification exams is also eligible for reimbursement under this section. If the employee receiving reimbursement under this section leaves within one (1) year of receipt of said reimbursement, he or she shall refund said reimbursement to the System.
  - b. Upon completion of an approved certification exam, an employee shall be eligible for a supplement. No more than two IT or Technical supplements may be earned by any one employee. The supplement amount will be divided into three different categories and be based on the difficulty and usefulness of the certification to MCPSS as designated by the Executive Manager of Human Resources and Executive Manager of IT in their sole discretion. The categories and amounts of the respective supplements are: (1) Category 1 – technician level certification - \$600.00; (2) category 2

advanced level certification - \$1,200.00; and, (3) category 3 masters level certification - \$2,400.00. The certifications must remain current in order to receive the supplement. The employee shall be required to provide proof that the certification is in good standing upon request.

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

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

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

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

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

3. Job Description of Band Directors

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

4. **High School Band Director Supplement Guidelines**

- a. First Semester Requirements

- i. Marching Band Competition- or Festival Minimum of (1)
- ii. Veterans Day Parade/Labor Day Parade for scheduled year
- iii. Band Showcase when applicable
- iv. Winter Concert
- v. 10% of band enrollment must tryout and complete tryout requirements for Mobile County High School Honor Band. Students must be enrolled in band second semester to participate in the concert.
- vi. Christmas Parade or civic event
- vii. Band directors will submit a schedule and timeline to the Fine Arts Supervisor by July 30th for the requested list above. With approval of the principal and fine arts supervisor, band directors will receive a portion every month.

- b. Second Semester Requirements

- i. ABA District Band Contest
- ii. 5% of band enrollment complete the audition for Alabama All-State Band
- iii. Mobile City or County Mardi Gras Parades- Minimum of (2)
- iv. ABA Solo and Ensemble Festival (Furnish fine arts supervisor with copies of student performance rating forms)
- v. Spring Concert and Recruitment Concert
- vi. Academics First- Eligibility Requirements
- vii. Graduation Activities
- viii. Judge for middle school honor band tryouts

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

c. **Summer Guidelines**

i. **High School Band Directors**

1. **General Responsibilities**

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

2. **May**

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

3. **June/July**

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

4. **August**

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

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

1. Middle school band director will be paid a supplement upon meeting minimum program standards by the board and when validated by the principal and Fine Arts supervisor. Directors should conduct weekly after school band rehearsals or sectionals to ensure preparation for concerts, assessment, individual student achievement and program success. Middle school band directors should conduct

extensive recruitment at each feeder school for the purpose of maintaining satisfactory enrollment. They will serve as adjudicators for the Mobile County Honor Band Festival. They will prepare and present a minimum of two concerts yearly consisting of a winter and spring program. Students at each playing level should be given the opportunity to perform.

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

**O. High School Choral Director Supplements.** High School Choral Directors will receive a supplement of \$1,800 paid in two installments if standards of work performance are met. All requests for supplemental pay must be processed through the Fine Arts Supervisor and Human Resources. Choral Director shall be member in good standing of Alabama Vocal Association (because students are not eligible to participate in state-approved activities without the director being a member of the AVA)

1. First Semester Requirements

- a. Fall AVA workshop (where new All-State Music is previewed)
- b. Fall District Choral Director’s meeting (calendar of events for the year is approved at this meeting)
- c. Provide technical assistance for Elementary and Middle School Honor Chorus (coordinate through the Fine Arts Supervisor)
- d. Winter Concert
- e. 5% of choral enrollment audition for All-State Chorus
- f. AVA District Contest/Solo and Ensemble participation (furnish fine arts supervisor with copies of student performance ratings forms)
- g. Civic Event or Contest
- h. Choral Directors will submit a schedule and timeline to the Fine Arts Supervisor by the third week of school for the requested list above. With approval of the principal and Fine Arts Supervisor, Choral Directors will receive half of the supplement upon completion.

2. Second Semester Requirements

- a. AVA District Contest/Solo and Ensemble (furnish Fine Arts Supervisor with copies of student performance ratings forms)
- b. 10% of chorus enrollment audition and/or participate in County Honor Chorus
- c. AMEA Convention
- d. All-State Chorus
- e. Spring Concert and recruitment programs
- f. Academics First-Eligibility Requirements
- g. Graduation/Honors Activities
- h. Choral Directors will submit a schedule and timeline to the Fine Arts Supervisor by the third week of November for the requested list above. With approval of the principal and Fine Arts Supervisor, Choral Directors will receive half of the supplement upon completion.

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

<b>Position</b>	<b>Number of Supplements per School</b>	<b>Amount of Supplement</b>
Athletic Director	1	5,000
Athletic Academic Advisor	1	2,100
Head Football	1	7,345**
Football Assistant	6	3491**
Basketball Boys	1	3491



Basketball Boys Junior Varsity	1	2094
Basketball Girls	1	3491
Basketball Girls Junior Varsity	1	2094
Track Boys	1	3491
Track Girls	1	3491
Track Asst. Boys/Girls	1	2094
Baseball Boys	1	3491
Baseball Boys Junior Varsity	1	2094
Softball Girls	1	3491
Softball Girls Junior Varsity	1	2094
Volleyball Girls	1	3491
Volleyball Girls Junior Varsity	1	2094
Tennis Boys/Girls*	1	2130
Golf Boys/Girls*	1	2130
Cross/Country Boys/Girls	1	2130
Swimming Boys/Girls	1	2130
Soccer Boys - Varsity	1	3491
Soccer Boys – Junior Varsity	1	2094
Soccer Girls – Varsity	1	3491
Soccer Girls – Junior Varsity	1	2094
Football – 9 <sup>th</sup> Grade	1	2094
Football Assistant – 9 <sup>th</sup> Grade	1	1744
Bowling	1	2130
Cheerleader – Varsity	1	3491
Cheerleader – Junior Varsity	1	1744

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

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

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

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

**Effective July 1, 2011**

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

**R. Supplements for Qualifying for Playoffs**

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

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

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

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

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

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

**1. GENERAL RESPONSIBILITIES**

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

**MAY**

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

**JUNE/JULY**

- n. Football field (check and repair)
- o. Bleachers

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

### AUGUST

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

## 2. PROCEDURES FOR ADMINISTRATION OF ATHLETIC COACHING SUPPLEMENTS

- a. In order to receive a supplement, a coaching agreement (Form Ath. 02) must be signed and submitted by the principal with the school supplements list (Form Ath. 01).
- b. Principals will assign coaching supplements during the first month of each school year. All supplements are for one (1) year only. All coaching personnel are expected to perform athletic duties throughout the school year. In the event a coaching supplement is assigned after the beginning of the school year, the amount will be determined by the percent of time worked in the supplemented sport. Effective date of supplement will be the date of approval by County Athletic Director. Approval must be obtained by submitting a letter of request by the principal and signed coaching agreement.
- c. The following categories of professional personnel are **prohibited** from receiving supplements: principals, assistant principals, administrative interns, and twelve month employees and employees contracted to perform a job on an eight-hour per day minimum basis, except that with the written approval of the Principal, an Assistant Principal may serve as Athletic Director and receive the Athletic Director supplement. Since the salaries of ROTC employees are jointly paid with the Department of Defense and since receiving a coaching supplement would interfere with the amount of the shared salary, ROTC employees are generally not eligible for supplement. In extraordinary circumstances, an exception and approval under Number 13 below is required.
- d. The number of supplements assigned per employee will be determined by the principal, except as limited in other policy statements, and all supplements in excess of two (2) per person must have the approval of the superintendent or his designee (County Athletic Director).
- e. Board policy GBCA states relatives shall not supervise other family members. Therefore, no coach can supervise a family member.

- f. A coach will not be allowed two (2) supplements during the same season. A coach will not be allowed two (2) supplements during the same sport unless those sports are track and cross/country.
- g. Supplements will be paid in monthly installments to all coaches submitted on (Form Ath. 01) at the beginning of school. Requests submitted and approved after the initial list is submitted will be paid at the end of the school year.
- h. Where supplements are utilized, local schools are required to provide students a program that meets minimum standards as approved by the Mobile County Board of School Commissioners and as listed below:

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

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

**3. GENERAL DUTIES OF ALL COACHES**

- a. All coaches have year-round (“year round” pertains to “school year”) coaching responsibilities. Coaches will be expected to supervise contests, serve as ticket taker/seller, and any other duty as delegated by the principal or athletic director. Coaching responsibilities are to be performed after the school day has ended.
- b. Coaches of each respective sport will be responsible for the general coordination of his/her athletic program during the season as delegated by the principal and athletic director.
- c. All freshman/junior varsity coaches will be responsible for duties related to all athletic events assigned by the head coach of their respective sport with approval of the principal and athletic director.

- d. All coaches will be responsible for preparation prior to practice and athletics events and any tasks following practice and athletic events with approval of the principal and athletic director.
- e. All coaches are responsible for teaching the art of the game through exploration, demonstration, observation, and evaluation both during practices and the game itself. Coaches should serve as role models at all times for their athletes. All coaches are responsible for the conduct of the players at practice and athletic events under his/her direct supervision. A high level of sportsmanship should be taught and displayed by both coach and athlete.
- f. Any coach receiving a supplement must be present at all practices and games.
- g. The athletic director and all coaches must fulfill all parts of their job description as it is written in the Athletic Handbook.

**U. ACADEMIC COACHING SUPPLEMENTS**

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

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

- a. Principal will identify academic coaches during the first month of each school year and submit the names of the coaches to the Academic Affairs Assistant Superintendent or their designee no later than October 1. All supplements will be assigned to these coaches for one (1) year only.
- b. Coaching supplements will be **paid in a lump sum at the end of each school year (June 30<sup>th</sup> paycheck)**. Principals will submit to Human Resources by May 1 verification that each academic coach completed the assigned duties.
- c. Supplements are to be utilized only for the sanctioned academic competitions listed above.
- d. The principal will determine the number of supplements assigned per employee.
- e. The Academic Competition Coordinator’s major responsibilities will be as follows:
  - i. Coordinate the scheduling of events.
  - ii. Disseminate information relative to academic competitions.
  - iii. Validate participation in said events.
- f. Journalism / Yearbook sponsors are required to attend sporting events after school and at night to provide students with instruction on lighting, sound, photographer positioning and safety. Sponsors must provide instruction on outdoor photography and portraits, provide leadership for the development of a yearbook, belong to the Alabama Scholastic Press Association or the National Scholastic Press Association, the Journalism Education Association, take students to a state, regional or national

convention and submit at least one school publication to a state, regional or national organization.

- g. Any coach who does not fulfill the requirements of the minimum standards and who is identified as not having done so will **forfeit his/her supplement** in that academic event. A specific financial settlement will be determined by the Superintendent’s designee, the Assistant Superintendent of Curriculum and Instruction, and the principal. The identified coach may appeal all or part of the settlement to an appeal committee.
- h. **All supplemented coaches are expected to practice or otherwise work with their teams / competitors at frequently scheduled times outside of the regular class environment (i.e., after school or Saturday).**

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

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

<b>CERTIFIED EMPLOYEES: TYPE OF WORK</b>	<b>RATE</b>
Attending workshop stipends (for selected workshops – not presenting)	\$16.00 per hour
After School ESP and Data meetings*	\$16.00
Curriculum development writers, grant proposal writers, on line course creation, etc.	\$18.50 per hour
Workshop presenters (not on contract Presentation plus Preparation Time**	\$25.00 per hour
Psychometrists (Outside of regular annual contract, i.e., summer)	\$25.00 per hour
Resource teachers (Outside of regular annual contract, i.e., summer)	\$25.00 per hour
Summer School and Night School Coordinators (non-traditional principal) and other type coordinators approved by Human Resources. 21 <sup>st</sup> Century Coordinators are not included in this supplement and shall receive \$25.00 per hour.	\$35.00 per hour
Teachers in summer school (paid for actual days worked)	\$25.00 per hour
Teachers supervising students in detention	\$25.00 per hour
Teacher supervising other non-teacher tutors in after school tutoring	\$25.00 per hour
Teachers tutoring students for testing after school or on Saturday***	\$25.00 per hour
Teacher Taking Tickets at Athletic Events (Exempt Employee Only)****	\$10.00 per game
Teacher Operating Time/Score Clocks at Athletic Events (Exempt Employee Only)***	\$25.00 per game
Retired Teacher with valid certificate & tutoring students for testing	\$25.00 per hour
Retired Teacher with expired certificate tutoring students for testing	\$20.00 per hour
Certified employee who films a varsity football game	\$50.00 per game
Other special projects or approved special work outside of daily duties and not listed above	\$16.00 per hour

- \*- This supplement does not apply to regular faculty and other staff meetings.
  - \*\*- For each hour of presentation time, an additional hour can be paid for preparation.
  - \*\*\*- Does not apply to teacher already receiving athletic coaching supplements.
  - \*\*\*\*- Teachers tutoring may be paid for 30 minutes planning for each hour of tutoring **if additional after school preparation is required.**
- Employees working under this section will only be paid for actual time worked.

<b>CLASSIFIED EMPLOYEES: TYPE OF WORK</b>	<b>RATE</b>
Workshop attendee stipends (for selected workshops)	\$ 8.00 per hour
Workshop presenters (MCPSS Employees ONLY)	\$16.00 per hour
Summer School Employment:	
Clerk	\$ 9.25 per hour
Custodian	\$ 12.00 per hour
*Aide (less than 60 semester hours of college)	\$ 8.00 per hour
*Paraprofessional (with a minimum of 60 hours of college)	\$ 9.00 per hour
Bus Driver/CDL Truck Driver (must be MCPSS insurable)	\$ 8.95 per hour

Cafeteria	\$ 8.00 per hour
Summer Feeding Program:	
CNP Food Preparation Workers	\$ 8.00 per hour
Truck Drivers/CDL (must be MCPSS insurable)	\$ 8.95 per hour
Van Drivers (must be MCPSS insurable)	\$ 8.00 per hour
Retired CNP Employees Processing Free and Reduced Lunch Applications	\$10.00 per hour
Parent Organizer	\$9.00 per hour
Seasonal Maintenance/Grounds Worker	\$ 12.00 per hour
RN Nurse	\$25.00 per hour
OTs & PTs for Summer Schools	\$25.00 per hour
OT and PT Assistants	\$12.50 per hour
LPN Nurse	\$ 9.25 per hour
College Student Tutors (drug screen, background check required)	\$9.00 per hour
<i>Tutors with College Degrees</i>	<i>\$12.00 per hour</i>
BE Students - (drug screen, background check required)	Federal Minimum Wage

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

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

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

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

FMW = Federal Minimum Wage

**LISTING OF JOB TITLES/PAY GRADES**

<b>Job Title</b>	<b>Pay Grade</b>	<b>Contract Days</b>	<b>Step 0 Salary</b>
Accountability Analyst	CT-07	260	60,926
Accountant I	CT-04	260	41,857
Accounts Analyst	CT-04	260	41,857
Aide (9-months, 7 hours daily)	CT-20	187	13,469
Assistant Programmer	CT-05	260	48,149
Assistant Superintendent	1003	260	113,500
Assistant to the Comptroller	CT-04	260	41,857
Attendance Resource Worker	AP-22	202	35,830
Audiologist (9-Months)	CT-37	187	50,000
Audio-Visual Repairperson	MT-04	260	36,588
Behavior Intervention Specialist	AP-20	187	29,214
Behavior Intervention Specialist, 10 month	AP-22	202	35,830
Biologist	AP-02	260	46,118
Boiler Repairperson	MT-04	260	36,588
Bookkeeper, Elementary School	CT-24	202	20,951
Bookkeeper Itinerant	CT-25	260	26,839
Bookkeeper, Middle School	CT-24	202	20,951
Bookkeeper, High School	CT-25	260	26,839
Budget Director	AP-05	260	63,881
Building Maintenance Engineer	MT-03	260	26,887
Buildings and Groundskeeper	MT-23	260	25,028
Bus Driver – Dual Service	BD-02	186	14,729
Bus Driver – Dual Service Plus	BD-03	186	18,571
Bus Driver – Single Service	BD-01	186	11,752
Cable/Electronics Network Installer	MT-04	260	36,588
Career Coach	CT-36	202	37,192
Carpenter	MT-03A	260	31,987
Carpenter/Multicraft	MT-03A	260	31,987
Carpenter/Roofer	MT-03-A	260	31,987
CDL Trainer	MT-03	260	26,887
Central Office Receptionist	CT-22	260	20,531
Human Resources Executive Director	AP-07	260	75,340
Chief Academic Officer	1003	260	145,000
Chief Financial Officer	1002	260	Open
Chief Operating Officer	1003	260	135,000
Clerk, Accounting	CT-03	260	33,990
Clerk, Assistant Certification	CT-03	260	33,990
Clerk, Bilingual	CT-25	260	26,839
Clerk, Central Office, I	CT-22	260	20,531
Clerk, Central Office, II	CT-25	260	26,839
Clerk, Central Office, III	CT-03	260	33,990
Clerk, Central Office Receptionist	CT-22	260	20,531
Clerk, Computer Operations	CT-25	260	26,839
Clerk, Facilities	CT-03	260	33,990
Clerk, File	CT-22	260	20,531
Clerk, Fixed Assets	CT-03	260	33,990
Clerk, Elementary School Bookkeeper	CT-24	202	20,951
Clerk, Elementary School Registrar	CT-24	202	20,951
Clerk, High School Bookkeeper	CT-25	260	26,839
Clerk, Receptionist, High School, Middle School	CT-22	260	20,531
Clerk, High School Registrar	CT-25	260	26,839
Clerk, Human Resources	CT-03	260	33,990
Clerk, Insurance	CT-04	260	41,857



Clerk, Middle School Bookkeeper	CT-24	202	20,951
Clerk, Middle School Registrar	CT-24	202	20,951
Clerk, Payroll	CT-03	260	33,990
Clerk, Purchasing	CT-03	260	33,990
Clerk, School Bookkeeper (10 Months)	CT-24	202	20,951
Clerk, Elementary School, Other	CT-21	202	16,188
Clerk, School – One Clerk School	CT-24	202	20,951
Clerk, Transportation	CT-03	260	33,990
CNP Accountant	CT-04	260	41,857
CNP Assistant (6 Hours Daily)	CN-01	187	11,596
CNP Assistant (6.5 Hours Daily)	CN-02	187	12,392
CNP Assistant (7 Hours Daily)	CN-03	187	13,189
CNP Computer Analyst	CT-03	260	33,990
CNP Equipment Repairperson	MT-04	260	36,588
CNP Manager	CN-05	191	21,662
CNP Manager (ADM 1000+)*Grandfathered effective 10/1/2014	CN-04	191	24,722
CNP Specialist (12 Months)	CT-04	260	41,857
Communications Assistant	CT-04	260	41,857
Compliance Officer Federal Programs	AP-01	260	40,617
Comptroller	AP-06	260	69,038
Computer Hardware Technician	CT-04	260	41,857
Computer Network Technician	CT-04	260	41,857
Computer Operations Clerk	CT-25	260	26,839
Computer Operator	CT-04	260	41,857
Computer Software Specialist	CT-06	260	56,158
Coordinator, 504 Program	AP-03	260	52,421
Coordinator, Area School Improvement	AP-03	260	52,421
Coordinator, Elementary Curriculum	AP-05	260	63,881
Coordinator, Environmental Services	MT-07	260	64,447
Coordinator, Facilities	MT-07	260	64,447
Coordinator, Head Textbook	AP-04	260	57,578
Coordinator, Information Systems	AP-03	260	52,421
Coordinator, Maintenance	MT-07	260	64,447
Coordinator, Middle School Curriculum	AP-05	260	63,881
Coordinator, Purchasing	AP-03	260	52,421
Coordinator, Secondary Curriculum	AP-05	260	63,881
Coordinator, Staff Development	AP-05	260	63,881
Coordinator, Technology	AP-04	260	57,578
Coordinator, Transportation	MT-07	260	64,447
Coordinator, Testing, Textbooks	AP-04	260	57,578
Custodian – 12 Months	MT-21	260	20,047
Custodian – 9.5 months	MT-20	197	15,463
Data Management Specialist	CT-06	260	56,158
Data Specialist – Information Technology	CT-03	260	33,990
Data Specialist – Special Education	CT-24	202	20,951
Day Care Aide (9-Months, 7 hours daily)	CT-20	187	13,469
Diesel Mechanic	MT-04	260	36,588
Director, Budget	AP-05	260	63,881
Director, Career Technical Executive	AP-07	260	75,340
Director, Curriculum and Instruction	AP-04	260	57,578
Director, Food Services	CT-07	260	60,926
Director, Environmental Education	AP-03	260	52,421
Director, JROTC	AP-02	260	46,118
Director, Psychological Services	AP-03	260	52,421

Director, Purchasing	AP-05	260	63,881
Director, Security	AP-04	260	57,578
Director, Staff Development	AP-04	260	57,578
Director, Student Discipline/Placement	AP-05	260	63,881
Director, Technology Support	AP-05	260	63,881
Discipline/Student Placement Specialist	CT-04	260	41,857
Draftsperson	MT-04	260	36,588
Drop-Out Specialist	AP-20	187	29,214
Electrician	MT-04	260	36,588
Electrician – Multi-craft	MT-04	260	36,588
Energy Management Repairperson	MT-03	260	26,887
Equipment Operator	MT-03	260	26,887
Executive Director	AP-07	260	75,340
Executive Director, Career Technical Education	AP-07	260	75,340
Executive Director, Human Resources	AP-07	260	75,340
Executive Director, Special Education	AP-07	260	75,340
Executive Manager	1003	260	106,860
Executive Secretary – Board	CT-04	260	41,857
Executive Secretary – Deputy/ CFO	CT-04	260	41,857
Executive Secretary – Superintendent	CT-04	260	41,857
Extended Day Aide (< 20 Hours) Council		187	Fed.Min.Wage
Financial Administrator for Title I	AP-05	260	63,881
Fine Arts Dance Specialist	AP-20	187	29,214
Fleet Manager	MT-06	260	56,135
Foreman, Building Maintenance Engineer	MT-04	260	36,588
Foreman, Building Technology	MT-04	260	36,588
Foreman, Cable/Elect Network Install	MT-05	260	41,595
Foreman, Carpenter	MT-04	260	36,588
Foreman, Construction Inspection	MT-04	260	36,588
Foreman, Electrician	MT-05	260	41,595
Foreman, Energy Management	MT-04	260	36,588
Foreman, Environmental Services	MT-04	260	36,588
Foreman, HVAC Controls	MT-05	260	41,595
Foreman, HVAC	MT-05	260	41,595
Foreman, Masonry	MT-05	260	41,595
Foreman, Painter	MT-04	260	36,588
Foreman, Plumbing	MT-05	260	41,595
Foreman, Print Shop	MT-05	260	41,595
Foreman, Properties	MT-04	260	36,588
Foreman, Distribution Site	MT-04	260	36,588
Foreman, Special Crew	MT-04	260	36,588
Foreman, Transportation	MT-06	260	56,135
Foreman, Truck/Bus Shop	MT-05	260	41,595
Foreman, Warehouse	MT-03	260	26,887
Glazier	MT-03	260	26,887
Head Custodian	MT-22	197	19,152
Head Mechanic	MT-05	260	41,595
Head Textbook Coordinator	AP-04	260	57,578
Health Aide (9-Months, 7 hours daily)	CT-20	187	13,469
Heavy Equipment Operator, Forestry	MT-03-A	260	31,987
High School Receptionist	CT-22	260	20,531
HVAC Repairperson	MT-04	260	36,588
Information Support Specialist	CT-04	260	41,857
Inspector Bus Shop	MT-06	260	56,135
Instructional Aide (9-Months, 7 hours daily)	CT-20	187	13,469

Instructional Technology/Microcomputer Services Coordinator	AP-03	260	52,421
Intercom/Clock Repair	MT-03	260	26,887
Internal Auditor	AP-04	260	57,578
Junior Budget Analyst	CT-04	260	41,857
Junior Buyer	CT-04	260	41,857
Kitchen Equipment Repairperson	MT-04	260	36,588
Lead Logistics Worker	MT-03	260	26,887
Library/Media Aide (9-Months, 7 hours daily)	CT-20	187	13,469
Locksmith	MT-03-A	260	31,987
Logistics Manager	MT-06	260	56,135
Logistics Warehouse Worker	MT-23	260	25,028
LPN (9-Months, 7.5 hours daily)	Nurses 70/71	182	18,862
Maintenance Warehouse Worker	MT-23	260	25,028
Maintenance Worker	MT-03	260	26,887
Manager, CNP (ADM 0-699)	CN-06	191	18,602
Manager, CNP (ADM 700-999)	CN-05	191	21,662
Manager, CNP (ADM 1000+)	CN-04	191	24,722
Manager, Distribution Site	MT-03	260	26,887
Manager, Fleet	MT-06	260	56,135
Manager, Logistics	MT-06	260	56,135
Manager, Parent Program	CT-26	182	26,340
Manager, Parts – Auto, Bus, Truck Shop	MT-04	260	36,588
Manager, Web Telecommunications	CT-07	260	41,857
Mason	MT-04	260	36,588
Masonry Foreman	MT-05	260	41,595
Mechanic: Auto, Bus, Truck	MT-04	260	36,588
Microcomputer Training Specialist	CT-06	260	56,158
Middle School Registrar	CT-24	202	20,951
Migrant Aide (9-Months, 7 hours daily)	CT-20	187	13,469
Military Property Custodian	MT-03	260	26,887
Music/Fine Arts Supervisor	AP-04	260	57,579
Native American Interpreter (9 Months)	AP-21	187	25,561
Network Manager – Information Technology	CT-07	260	60,926
New Construction Supervisor	MT-06	260	56,135
Nurse, Visiting Health BS Degree (12 Months)	Nurses 66/67	260	61,642
Nurse, Visiting Health BS Degree (10 Months)	Nurses 62/63	202	42,479
Nurse, Visiting Health BS Degree (9 Months)	Nurses 54/55	187	39,325
Occupational Therapist/Physical Therapist Manager – 8 Hours	OTPT – III	222	61,057
OTPT – 8 Hours	OTPT – II	202	53,705
OTPT – 7 Hours	OTPT – I	187	43,502
OTPT Assistant – 7 Hours	OTPT - Asst	187	28,502
Office/General Aide (9-Months, 7 hours daily)	CT-20	187	13,469
Orientation and Mobility Specialist (9 Months)	AP-21	187	25,561
Painter	MT-03	260	26,887
Painter Foreman	MT-04	260	36,588
Paraprofessional (Minimum of 60 semester hours in pre-teaching curriculum) - Computer Laboratory - Health Clinic - Classroom Instructional - Library/Media Center - RETRACT Center - Physical Education - Special Education Instructional	CT-23	187	17,178
Paraprofessional – ESL (minimum of 60 semester hours and fluency in required foreign language)	CT-35	187	_____
Parent Program Manager	CT-26	182	26,340

Parent Specialist – Title I	AP-02	260	46,118
Parts Clerk	MT-23	260	25,028
Personnel Administrator	AP-04	260	57,578
Physical Education Aide (9-Months, 7 hours daily)	CT-20	187	13,469
Plant Engineer	MT-03	260	26,887
Plumber	MT-04	260	36,588
Print Shop Foreman	MT-05	260	41,595
Printer	MT-03	260	26,887
Production Assistant	CT-03	260	33,990
Production Assistant/Writer	CT-31	202	26,408
Programmer	CT-07	260	60,926
Programmer Assistant I	CT-03	260	33,990
Programmer/Software Analyst	CT-07	260	60,926
Occupational Therapist/Physical Therapist Manager – 8 Hours	OTPT – III	222	61,057
OTPT – 8 Hours	OTPT – II	202	53,705
OTPT – 7 Hours	OTPT – I	187	43,502
OTPT Assistant – 7 Hours	OTPT - Asst	187	28,502
Office/General Aide (9-Months, 7 hours daily)	CT-20	187	13,469
Orientation and Mobility Specialist (9 Months)	AP-21	187	25,561
Refinisher	MT-03	260	26,887
Registrar, Elementary/Middle School	CT-24	202	20,951
Registrar, Itinerant	CT-03	260	33,990
Renovations Coordinator	MT-07	260	64,447
Resource Officer	AP-02	260	46,118
RETRACT Aide	CT-20	187	13,469
Roofer	MT-03-A	260	31,987
Routing Specialist	MT-06	260	56,135
School Bookkeeper (10 Months)	CT-24	202	20,951
School Bus Trainer	MT-03	260	26,887
School Clerk	CT-21	202	16,188
School Improvement Specialist	AP-02	260	46,118
Secretary, to Assistant Superintendent	CT-03	260	33,990
Secretary, to Comptroller	CT-03	260	33,990
Secretary, Executive – Board	CT-04	260	41,857
Secretary, Executive – Deputy/ CFO	CT-04	260	41,857
Secretary, Executive – Superintendent	CT-04	260	41,857
Secretary, to High School Principal	CT-25	260	26,839
Secretary, Legal/Retirement	CT04	260	41,857
Secretary, Security	CT-03	260	33,990
Security Director	AP-04	260	57,578
Security Officer	MT-23	260	25,028
Security Officer Alternative School	MT-23	260	25,028
Security Monitor	MT-24	187	18,000
Security Operator	MT-23	260	25,028
Security Secretary	CT-03	260	33,990
Senior Budget Analyst	AP-02	260	46,118
Senior Buyer	AP-02	260	46,118
Shades and Blinds Repairperson	MT-03	260	26,887
Shop Assistant (formerly full time Utility Worker)	MT-21	260	20,047
Signers for Deaf/Hearing Impaired	CT-33	187	30,000
Social Worker	AP-22	202	35,830
Social Worker for Schools	AP-20	187	29,214
Special Education Bus Aide (6 Hours)	BA-03	182	11,575
Special Education Executive Director	AP-07	260	75,340
Special Education Program Aide	CT-20	187	13,469

(9-Months, 7 hours daily)			
Statistician	CT-03	260	33,990
Student Data Specialist	CT-04	260	41,857
Student Locker Repair	MT-03	260	26,887
Superintendent	1001	260	Open
Supervisor, 21 <sup>st</sup> Century Grant	AP-02	260	46,118
Supervisor, Accounting	CT-06	260	56,158
Supervisor, Accounts Payable/Risk Management	CT-06	260	56,158
Supervisor, Agriscience, Technical Ed & Career Technologies Supervisor	AP-04	260	57,579
Supervisor, Athletics/Drivers Ed/PE	AP-04	260	57,579
Supervisor, Attendance/Records	AP-02	260	46,118
Supervisor, Business Marketing & Cooperative Ed	AP-04	260	57,579
Supervisor, Career Technical	AP-04	260	57,579
Supervisor, CNP Operations	CT-05	260	48,149
Supervisor, Computer Hardware	CT-06	260	56,158
Supervisor, Computer Network	CT-06	260	56,158
Supervisor, Elementary	AP-04	260	57,579
Supervisor, English/Foreign Language	AP-04	260	57,579
Supervisor, Environmental Services	MT-06	260	56,135
Supervisor, Fine Arts	AP-04	260	57,579
Supervisor, Fixed Assets	CT-04	260	41,857
Supervisor, Guidance/Counseling	AP-04	260	57,579
Supervisor, Health Science/Family & Consumer Science	AP-04	260	57,579
Supervisor, Health Services	AP-02	260	46,118
Supervisor, Language Arts/Reading	AP-04	260	57,579
Supervisor, Language Arts/Writing	AP-042	260	57,579
Supervisor, Library/Media	AP-04	260	57,579
Supervisor, Magnet Schools	AP-04	260	57,579
Supervisor, Maintenance	MT-06	260	56,135
Supervisor, Mathematics – Elementary	AP-04	260	57,579
Supervisor, Mathematics – Secondary	AP-04	260	57,579
Supervisor, Music/Fine Arts	AP-04	260	57,579
Supervisor, New Construction	MT-06	260	56,135
Supervisor, Payroll	CT-06	260	56,158
Supervisor, Property/Land	CT-06	260	56,158
Supervisor, Public Relations	AP-03	260	52,421
Supervisor, Science	AP-04	260	57,579
Supervisor, Security	MT-05	260	41,595
Supervisor, Social Studies	AP-04	260	57,579
Supervisor, Talents Unlimited	AP-04	260	57,579
Telecommunication Support Specialist	CT-04	260	41,857
Television Producer	CT-05	260	48,149
Television Studio Engineer	CT-05	260	48,149
Textbook Warehousepersons	MT-23	260	25,028
Textbooks Truck Driver	MT-23	260	25,028
Upholstery Repair	MT-03	260	26,887
Utility Worker (Full Time position)	MT-21	260	\$20,047
Utility Worker (Part Time position)			\$9.45 per hour
Videographer – TV Studio	CT-04	260	41,857
Visiting Health Nurse BS Degree (12 Months)	Nurses 66/67	260	61,642
Visiting Health Nurse BS Degree (10 Months)	Nurses 62/63	202	42,479
Visiting Health Nurse BS Degree (9 Months)	Nurses 54/55	187	39,325
Warehouseperson	MT-23	260	25,028
Web Support Specialist	CT-04	260	41,857

Web Telecommunications Manager	CT-07	260	\$60,926
Website Developer	CT-05	260	48,149
Welder	MT-03-A	260	31,987

**2016-2017 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED  
EMPLOYEES**

State Minimum Salary Schedule  
EFFECTIVE OCTOBER 1, 2016

STEP	EXP	SCH 41/42 RANK B/ND 187 DAYS	SCH 41/42 RANK A 187 DAYS	SCH 41/42 RANK AA 187 DAYS	SCH 41/42 RANK DR 187 DAYS
1	0	38342	44091	47543	50993
2	1	38342	44091	47543	50993
3	2	38342	44091	47543	50993
4	3	42173	48499	52294	56092
5	4	42173	48499	52294	56092
6	5	42173	48499	52294	56092
7	6	44020	50622	54599	58547
8	7	44020	50622	54599	58547
9	8	44020	50622	54599	58547
10	9	44610	51302	55319	59333
11	10	44610	51302	55319	59333
12	11	44610	51302	55319	59333
13	12	45421	52232	56321	60412
14	13	45421	52232	56321	60412
15	14	45421	52232	56321	60412
16	15	46457	53426	57607	61785
17	16	46457	53426	57607	61785
18	17	46457	53426	57607	61785
19	18	47057	54113	58349	62586
20	19	47057	54113	58349	62586
21	20	47057	54113	58349	62586
22	21	47658	54807	59095	63385
23	22	47658	54807	59095	63385
24	23	47658	54807	59095	63385
25	24	48225	55375	59665	63954
26	25	48225	55375	59665	63954
27	26	48225	55375	59665	63954
27+		48794	55944	60233	64522

TEACHER 187 DAYS & 202 DAYS  
 COUNSELOR 187 DAYS  
 INSTRUCTIONAL SPECIALIST 187 DAYS  
 LIBRARIAN 187 DAYS  
 DIGITAL LEARNING SPECIALIST 202 DAYS  
 CONSULTING TEACHER 202 DAYS  
 PSYCHOMETRIST 202 DAYS  
 RESOURCE TEACHER 202 DAYS

9 Month Teacher Schedule 41/42  
 Definitions:  
 Rank B/ND – Bachelor’s Degree  
 Rank A – Master’s Degree  
 Rank AA – Educational Specialist  
 Rank DR - Doctorate

**2016-2017 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES**

State Minimum Salary Schedule  
EFFECTIVE OCTOBER 1, 2016

STEP	EXP	SCH 37/38 RANK B/ND 202 DAYS	SCH 37/38 RANK A 202 DAYS	SCH 37/38 RANK AA 202 DAYS	SCH 37/38 RANK DR 202 DAYS
1	0	41417	47628	51356	55085
2	1	41417	47628	51356	55085
3	2	41417	47628	51356	55085
4	3	45557	52390	56490	60591
5	4	45557	52390	56490	60591
6	5	45557	52390	56490	60591
7	6	47552	54683	58977	63241
8	7	47552	54683	58977	63241
9	8	47552	54683	58977	63241
10	9	48190	55418	59755	64092
11	10	48190	55418	59755	64092
12	11	48190	55418	59755	64092
13	12	49063	56423	60841	65256
14	13	49063	56423	60841	65256
15	14	49066	56423	60841	65256
16	15	50183	57326	62227	66742
17	16	50183	57712	62227	66742
18	17	50183	57712	62227	66742
19	18	50832	58454	63030	67606
20	19	50832	58454	63030	67606
21	20	50832	58454	63030	67606
22	21	51481	59203	63836	68470
23	22	51481	59203	63836	68470
24	23	51481	59203	63836	68470
25	24	52094	59817	64451	69084
26	25	52094	59817	64451	69084
27	26	52094	59817	64451	69084
27+		52707	60430	65064	69697

TEACHER 187 DAYS & 202 DAYS  
COUNSELOR 187 DAYS  
INSTRUCTIONAL SPECIALIST 187 DAYS  
LIBRARIAN 187 DAYS  
DIGITAL LEARNING SPECIALIST 202 DAYS  
CONSULTING TEACHER 202 DAYS  
PSYCHOMETRIST 202 DAYS  
RESOURCE TEACHER 202 DAYS

<p>9 Month Teacher Schedule 41/42 Definitions: Rank B/ND – Bachelor’s Degree Rank A – Master’s Degree Rank AA – Educational Specialist Rank DR - Doctorate</p>
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**SPECIAL GRANDFATHERED FOR SOME TEACHERS**  
**2016-2017 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES**  
**EFFECTIVE OCTOBER 1, 2016**

STEP	EXP	SCH 39/40 RANK B/ND 187 DAYS	SCH 39/40 RANK A 187 DAYS	SCH 39/40 RANK AA 187 DAYS	SCH 39/40 RANK DR 187 DAYS	SCH 35/36 RANK B/ND 202 DAYS	SCH 35/36 RANK A 202 DAYS
1	0						
2	1						
3	2	41780	47518	50750	54322	45129	51328
4	3	42174	48500	52295	56093	45557	52391
5	4	42259	48500	52295	56093	45648	52391
6	5	42542	48500	52295	56093	45904	52391
7	6	44021	50624	54600	58548	47552	54683
8	7	44021	50624	54600	58548	47552	54683
9	8	44251	50624	54600	58548	47799	54683
10	9	44612	51303	55320	59335	48190	55418
11	10	44742	51303	55320	59335	48330	55418
12	11	44987	51303	55320	59335	48582	55418
13	12	45454	52233	56324	60413	49098	56423
14	13	45698	52233	56324	60413	49364	56423
15	14	45944	52233	56324	60413	49629	56423
16	15	46634	53427	57609	61788	50371	57711
17	16	46882	53427	57609	61788	50642	57711
18	17	46882	53427	57609	61788	50642	57711
19	18	47058	54115	58351	62587	50832	58454
20	19	47058	54115	58351	62587	50832	58454
21	20	47058	54115	58351	62587	50832	58454
22	21	47659	54808	59097	63387	51482	59204
23	22	47659	54808	59097	63387	51482	59204
24	23	47659	54808	59097	63387	51482	59204
25	24	48315	55465	59754	64043	52049	59772
26	25	48315	55465	59754	64043	52049	59772
27	26	48315	55465	59754	64043	52049	59772
27+		48970	56122	60410	64699	52617	60340

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

9 Month Teacher Schedule 41/42  
Definitions:  
Rank B/ND – Bachelor’s Degree  
Rank A – Master’s Degree  
Rank AA – Educational Specialist  
Rank DR - Doctorate

**SPECIAL GRANDFATHERED FOR SOME TEACHERS  
2016-2017 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES  
(continued)**

EFFECTIVE OCTOBER 1, 2016

STEP	EXP	SCH 35/36 RANK AA 202 DAYS	SCH 35/36 RANK DR 202 DAYS	SCH 31/32 RANK B/ND 240/260 DAYS	SCH 31/32 RANK A 240/260 DAYS	SCH 31/32 RANK AA 240/260 DAYS	SCH 31/32 RANK DR 240/260 DAYS
1	0						
2	1						
3	2	54819	58679	53621	60984	65130	69709
4	3	56490	60591	54129	62249	67116	71990
5	4	56490	60591	54237	62249	67116	71990
6	5	56490	60591	54540	62249	67116	71990
7	6	58978	63241	56496	64972	70074	75140
8	7	58978	63241	56496	64972	70074	75140
9	8	58978	63241	56792	64972	70074	75140
10	9	59756	64092	57254	65843	71000	76152
11	10	59756	64092	57420	65843	71000	76152
12	11	59756	64092	57738	65843	71000	76152
13	12	60840	65256	58335	67039	72286	77534
14	13	60840	65256	58964	67039	72286	77534
15	14	60840	65256	58964	67039	72286	77534
16	15	62227	66743	59850	68569	73935	79297
17	16	62227	66743	60168	68569	73935	79297
18	17	62227	66743	60168	68569	73935	79297
19	18	63030	67605	60396	69452	74888	80325
20	19	63030	99429	60396	69452	74888	80325
21	20	63030	67605	60396	69452	74888	80325
22	21	63837	68470	61163	70341	75845	81352
23	22	63837	68470	61163	70341	75845	81352
24	23	63837	68470	61163	70341	75845	81352
25	24	64404	69038	62792	70909	76413	81919
26	25	64404	69038	61731	70909	76413	81919
27	26	64404	69038	61731	70909	76413	81919
27+		64972	69605	62299	71477	76980	82487

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

9 Month Teacher Schedule 41/42  
Definitions:  
Rank B/ND – Bachelor’s Degree  
Rank A – Master’s Degree  
Rank AA – Educational Specialist  
Rank DR - Doctorate

**2016-2017 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES  
222 DAY EMPLOYEE  
AND  
240/260 DAY EMPLOYEE**

**EFFECTIVE OCTOBER 1, 2013**

STEPS	EXP	SCH 52/53 RANK B/ND 222 DAYS	SCH 52/53 RANK A 222 DAYS	SCH 52/53 RANK AA 222 DAYS	SCH 52/53 RANK DR 222 DAYS	SCH 33/34 RANK B/ND 240/260 DAYS	SCH 33/34 RANK A 240/260 DAYS	SCH 33/34 RANK AA 240/260 DAYS	SCH 33/34 RANK DR 240/260 DAYS
1	0	45518	52343	56442	60537	49156	56588	61017	65447
2	1	45518	52343	56442	60537	49156	56588	61017	65447
3	2	45518	52343	56442	60537	49156	56588	61017	65447
4	3	50069	57579	62085	66590	54128	62245	67116	71989
5	4	50069	57579	62085	66590	54128	62245	67116	71989
6	5	50069	57579	62085	66590	54128	62245	67116	71989
7	6	52258	60096	64817	69503	56495	64972	70074	75140
8	7	52258	60096	64817	69503	56495	64972	70074	75140
9	8	52258	60096	64817	69503	56495	64972	70074	75140
10	9	52959	60906	65671	70437	57253	65843	70995	76150
11	10	52959	60906	65671	70437	57253	65843	70995	76150
12	11	52959	60906	65671	70437	57253	65843	70995	76150
13	12	54028	62008	66865	71718	58294	67036	72286	77534
14	13	54028	62008	66865	71718	58294	67036	72286	77534
15	14	54028	62008	66865	71718	58294	67036	72286	77534
16	15	55152	63424	68388	73351	59624	68569	73934	79297
17	16	55152	63424	68388	73351	59624	68569	73934	79297
18	17	55152	63424	68388	73351	59624	68569	73934	79297
19	18	55864	64243	69271	74300	60395	69452	74888	80324
20	19	55864	64243	69271	74300	60395	69452	74888	80324
21	20	55864	64243	69271	74300	60395	69452	74888	80324
22	21	56577	65123	70156	75247	61163	70341	75844	81351
23	22	58657	65123	70156	75247	61163	70341	75844	81351
24	23	56577	65123	70156	75247	61163	70341	75844	81351
25	24	57173	65691	70723	75814	61731	70909	76412	81918
26	25	57173	65691	70723	75814	61731	70909	76412	81918
27	26	57173	65691	70723	75814	61731	70909	76412	81918
27+		57712	66257	71291	76382	62299	71477	76979	82486

COUNSELORS – 240/260 DAYS  
TEACHERS – 240/260 DAYS

**2016-2017 SALARY STEP PLAN**  
**(Steps are compensation steps, not experience steps.)**

**PRINCIPALS - 240/260 DAYS**  
**EFFECTIVE OCTOBER 1, 2016**

H/S PRINCIPALS 1201-1205

M/S PRINCIPALS 1301-1305

E/S PRINCIPALS 1401-1405

Schedule	1201	1202	1203	1204	1205	1301	1302	1303
	1500+	1250- 1499	1000- 1249	750- 999	749 & Below	1500+	1250- 1499	1000- 1249
STEP	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM
0	95077	93514	91954	90392	88831	87462	85901	84340
1	96503	94916	93333	91747	90163	88774	87189	85605
2	97950	96340	94733	93124	91515	90105	88497	86889
3	99420	97785	96154	94521	92888	91457	89825	88192
4	100911	99252	97596	95938	94282	92829	91172	89515
5	102425	100741	99060	97377	95696	94221	92540	90858
6	103961	102252	100546	98838	97131	95635	93928	92221
7	105521	103786	102054	100321	98588	97069	95337	93604
8	107103	105342	103585	101825	100067	98525	96767	95008
9	108710	106923	105139	103353	101568	100003	98218	96433
10	110341	108526	106716	104903	103091	101503	99691	97880
11	111996	110154	108317	106477	104638	103026	101187	99348
12	113676	111807	109941	108074	106207	104571	102705	100838
13	115381	113484	111591	109695	107801	106140	104245	102351
14	117111	115186	113264	111340	109418	107732	105809	103886
15	118868	116914	114963	113010	111059	109348	107396	105444
16	120651	118668	116688	114706	112725	110988	109007	107026
17	122461	120448	118438	116426	114416	112653	110642	108631
18	124298	122254	120215	118173	116132	114343	112302	110261
19	126162	124088	122018	119945	117874	116058	113986	111915
20	128055	125949	123848	121744	119642	117799	115696	113594
21	129975	127839	125706	123571	121437	119566	117431	115297
22	131925	129756	127592	125424	123258	121359	119193	117027
23	133904	131703	129505	127305	125107	123179	120981	118782
24	135913	133678	131448	129215	126984	125027	122796	120564
25	137951	135683	133420	131153	128888	126902	124637	122372
26	140021	137718	135421	133121	130822	128806	126507	124208
27	142121	139784	137452	135117	132784	130738	128405	126071

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

**2016-2017 SALARY STEP PLAN**  
**(Steps are compensation steps, not experience steps.)**

**PRINCIPALS - 240/260 DAYS**  
**EFFECTIVE OCTOBER 1, 2016**

H/S PRINCIPALS 1201-1205

M/S PRINCIPALS 1301-1305

E/S PRINCIPALS 1401-1405

Sche- dule	1304	1305	1401	1402	1403	1404	1405
	750- 999	749 & Below	1000+	750- 999	500 -749	250- 499	Below 249
STEP	ADM	ADM	ADM	ADM	ADM	ADM	ADM
0	82778	81216	82859	81298	79737	78176	76614
1	84019	82434	84102	82517	80933	79348	77763
2	85280	83670	85363	83755	82147	80539	78929
3	86559	84925	86644	85011	83379	81747	80113
4	87857	86199	87943	86287	84630	82973	81315
5	89175	87492	89263	87581	85899	84217	82535
6	90513	88805	90601	88895	87188	85481	83773
7	91870	90137	91961	90228	88495	86763	85029
8	93249	91489	93340	91581	89823	88064	86305
9	94647	92861	94740	92955	91170	89385	87599
10	96067	94254	96161	94349	92538	90726	88913
11	97508	95668	97604	95765	93926	92087	90247
12	98971	97103	99068	97201	95335	93468	91601
13	100455	98559	100554	98659	96765	94870	92975
14	101962	100038	102062	100139	98216	96293	94369
15	103491	101538	103593	101641	99690	97738	95785
16	105044	103062	105147	103166	101185	99204	97222
17	106619	104607	106724	104713	102703	100692	98680
18	108219	106177	108325	106284	104243	102202	100160
19	109842	107769	109950	107878	105807	103735	101663
20	111490	109386	111599	109496	107394	105291	103188
21	113162	111027	113273	111139	109005	106871	104735
22	114859	112692	114972	112806	110640	108474	106306
23	116582	114382	116697	114498	112299	110101	107901
24	118331	116098	118447	116215	113984	111752	109519
25	120106	117840	120224	117959	115694	113429	111162
26	121908	119607	122027	119728	117429	115130	112830
27	123736	121401	123857	121524	119191	116857	114522

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**2016-2017 SALARY STEP PLAN**  
**(Steps are compensation steps, not experience steps.)**

**ASSISTANT PRINCIPALS - 222 DAYS**  
**EFFECTIVE OCTOBER 1, 2016**

H/S ASST. PRINCIPALS 1501-1505      M/S ASST. PRINCIPALS 1601-1605      E/S ASST. PRINCIPALS 1701-1705

Schedule	<b>1501</b>	<b>1502</b>	<b>1503</b>	<b>1504</b>	<b>1505</b>	<b>1601</b>
	<b>1500+</b>	<b>1250-</b>	<b>1000-</b>	<b>750-</b>	<b>749 &amp;</b>	<b>1500+</b>
		<b>1499</b>	<b>1249</b>	<b>999</b>	<b>Below</b>	
<b>STEP</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>
0	74753	73113	71476	69832	68197	71015
1	75874	74210	72548	70879	69220	72081
2	77013	75323	73636	71943	70258	73162
3	78168	76453	74741	73022	71312	74259
4	79340	77600	75862	74117	72382	75373
5	80530	78764	77000	75229	73467	76504
6	81738	79945	78155	76357	74570	77651
7	82964	81144	79327	77503	75688	78816
8	84209	82361	80517	78665	76823	79998
9	85472	83597	81725	79845	77976	81198
10	86754	84851	82951	81043	79145	82416
11	88055	86123	84195	82258	80333	83652
12	89376	87415	85458	83492	81538	84907
13	90717	88727	86740	84745	82761	86181
14	92078	90057	88041	86016	84002	87474
15	93459	91408	89362	87306	85262	88786
16	94861	92779	90702	88616	86541	90117
17	96284	94171	92063	89945	87839	91469
18	97728	95584	93444	91294	89157	92841
19	99194	97017	94845	92663	90494	94234
20	100682	98473	96268	94053	91851	95647
21	102192	99950	97712	95464	93229	97082
22	103725	101449	99178	96896	94628	98538
23	105281	102971	100665	98350	96047	100016
24	106860	104515	102175	99825	97488	101517
25	108463	106083	103708	101322	98950	103039
26	110090	107674	105264	102842	100434	104585
27	111741	109289	106842	104385	101941	106154

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

**2016-2017 SALARY STEP PLAN**

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

**ASSISTANT PRINCIPALS - 222 DAYS (continued)**

EFFECTIVE OCTOBER 1, 2016

H/S ASST. PRINCIPALS 1501-1505      M/S ASST. PRINCIPALS 1601-1605      E/S ASST. PRINCIPALS 1701-1705

Schedule	1602	1603	1604	1605	1701	1702	1703	1704	1705
	1250-	1000-	750-	749 &	1000+	750-	500-	250-	Below
	1499	1249	999	Below		999	749	499	249
STEP	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM	ADM
0	69376	67736	66097	64457	65921	64281	62641	61002	59362
1	70417	68752	67089	65424	66910	65246	63581	61917	60253
2	71473	69784	68095	66405	67914	66224	64535	62846	61156
3	72545	70830	69116	67401	68933	67218	65503	63789	62074
4	73633	71893	70153	68412	69967	68226	66485	64746	63005
5	74738	72971	71205	69439	71016	69249	67482	65717	63950
6	75859	74066	72274	70480	72081	70288	68495	66702	64909
7	76997	75177	73358	71537	73163	71342	69522	67703	65883
8	78152	76304	74458	72610	74260	72412	70565	68719	66871
9	79324	77449	75575	73700	75374	73499	71623	69749	67874
10	80514	78611	76708	74805	76505	74601	72698	70796	68892
11	81722	79790	77859	75927	77652	75720	73788	71858	69926
12	82948	80987	79027	77066	78817	76856	74895	72935	70974
13	84192	82201	80212	78222	79999	78009	76018	74029	72039
14	85455	83435	81416	79395	81199	79179	77159	75140	73120
15	86736	84686	82637	80586	82417	80367	78316	76267	74216
16	88038	85956	83876	81795	83653	81572	79491	77411	75330
17	89358	87246	85135	83022	84908	82796	80683	78572	76460
18	90698	88554	86412	84267	86182	84038	81893	79751	77607
19	92059	89883	87708	85531	87475	85298	83122	80947	78771
20	93440	91231	89023	86814	88787	86578	84369	82161	79952
21	94841	92599	90359	88117	90118	87876	85634	83394	81152
22	96264	93988	91714	89438	91470	89194	86919	84644	82369
23	97708	95398	93090	90780	92842	90532	88223	85914	83604
24	99174	96829	94486	92142	94235	91890	89546	87203	84858
25	100661	98282	95903	93524	95648	93269	90889	88511	86131
26	102171	99756	97342	94927	97083	94668	92252	89839	87423
27	103704	101252	98802	96351	98539	96088	93636	91186	88735

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**2016-2017 SALARY STEP PLAN**

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

**ADMINISTRATIVE/PROFESSIONAL**

EFFECTIVE OCTOBER 1, 2016

<b>Schedule</b>	<b>AP01</b>	<b>AP02</b>	<b>AP03</b>	<b>AP04</b>	<b>AP05</b>	<b>AP06</b>
	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>
<b>STEP</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
0	42242	47963	54518	59881	66436	71800
1	42875	48682	55336	60779	67433	72877
2	43518	49412	56166	61691	68444	73970
3	44171	50154	57008	62616	69471	75079
4	44834	50906	57863	63556	70513	76205
5	45506	51669	58731	64509	71571	77348
6	46189	52445	59612	65477	72644	78509
7	46882	53231	60506	66459	73734	79686
8	47585	54030	61414	67456	74840	80882
9	48299	54840	62335	68467	75963	82095
10	49023	55663	63270	69494	77102	83326
11	49759	56498	64219	70537	78258	84576
12	50505	57345	65183	71595	79432	85845
13	51262	58205	66160	72669	80624	87132
14	52031	59078	67153	73759	81833	88439
15	52812	59965	68160	74865	83061	89766
16	53604	60864	69182	75988	84307	91113
17	54408	61777	70220	77128	85571	92479
18	55224	62704	71273	78285	86855	93866
19	56053	63644	72342	79459	88158	95274
20	56893	64599	73428	80651	89480	96704
21	57747	65568	74529	81861	90822	98154
22	58613	66551	75647	83089	92185	99626
23	59492	67550	76782	84335	93567	101121
24	60385	68563	77933	85600	94971	102638
25	61290	69591	79102	86884	96395	104177
26	62210	70635	80289	88187	97841	105740
27	63143	71695	81493	89510	99309	107326

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



**2016-2017 SALARY STEP PLAN**

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

**ADMINISTRATIVE/PROFESSIONAL**

EFFECTIVE OCTOBER 1, 2016

Sche- dule	AP07	AP20	AP21	AP22	AP23
	8 Hrs		7 Hrs	8 Hrs	8 Hrs
	240/260	/187	/187	/202	/192
STEP	Days	Days	Days	Days	Days
0	78354	30383	26583	37263	30382
1	79529	30838	26982	37822	30837
2	80722	31301	27387	38389	31300
3	81933	31770	27798	38965	31769
4	83162	32247	28215	39550	32246
5	84409	32731	28638	40143	32730
6	85675	33222	29067	40745	33220
7	86960	33720	29503	41356	33719
8	88265	34226	29946	41977	34225
9	89589	34739	30395	42606	34738
10	90933	35260	30851	43245	35259
11	92297	35789	31314	43894	35788
12	93681	36326	31784	44553	36325
13	95086	36871	32260	45221	36870
14	96512	37424	32744	45899	37423
15	97960	37985	33235	46588	37984
16	99430	38555	33734	47286	38554
17	100921	39133	34240	47996	39132
18	102435	39720	34754	48716	39719
19	103971	40316	35275	49446	40315
20	105531	40921	35804	50188	40920
21	107114	41535	36341	50941	41533
22	108721	42158	36886	51705	42156
23	110351	42790	37440	52481	42789
24	112007	43432	38001	53268	43430
25	113687	44083	38571	54067	44082
26	115392	44745	39150	54878	44743
27	117123	45416	39737	55701	45414

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## 2016-2017 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

### CLERICAL/TECHNICAL

EFFECTIVE OCTOBER 1, 2016

Sche-	CT03	CT04	CT05	CT06	CT07	CT20	CT21	CT22
dule	240	240	240	240	240	187	202	240
	/260	/260	/260	/260	/260			/260
STEPS	Days	Days	Days	Days	Days	Days	Days	Days
0	35350	43531	50075	58404	63363	14008	16836	21344
1	35880	44184	50826	59280	64313	14218	17088	21664
2	36418	44847	51588	60170	65278	14431	17344	21989
3	36964	45520	52362	61072	66257	14648	17605	22319
4	37519	46203	53148	61988	67251	14867	17869	22654
5	38082	46896	53945	62918	68260	15090	18137	22993
6	38653	47599	54754	63862	69284	15317	18409	23338
7	39233	48313	55575	64820	70323	15546	18685	23688
8	39821	49038	56409	65792	71378	15780	18965	24044
9	40418	49773	57255	66779	72449	16016	19250	24404
10	41025	50520	58114	67781	73535	16257	19538	24770
11	41640	51278	58986	68797	74638	16500	19831	25142
12	42265	52047	59871	69829	75758	16748	20129	25519
13	42899	52827	60769	70877	76894	16999	20431	25902
14	43542	53620	61680	71940	78048	17254	20737	26290
15	44195	54424	62605	73019	79219	17513	21048	26685
16	44858	55241	63544	74114	80407	17776	21364	27085
17	45531	56069	64498	75226	81613	18042	21684	27491
18	46214	56910	65465	76354	82837	18313	22010	27904
19	46907	57764	66447	77500	84080	18588	22340	28322
20	47611	58630	67444	78662	85341	18866	22675	28747
21	48325	59510	68455	79842	86621	19149	23015	29178
22	49050	60402	69482	81040	87920	19437	23360	29616
23	49786	61308	70524	82255	89239	19728	23711	30060
24	50532	62228	71582	83489	90578	20024	24066	30511
25	51290	63162	72656	84741	91936	20324	24427	30969
26	52060	64109	73746	86013	93315	20629	24794	31433
27	52841	65071	74852	87303	94715	20939	25166	31905

## 2016-2017 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

### CLERICAL/TECHNICAL (continued)

EFFECTIVE OCTOBER 1, 2016

Schedule	CT23	CT24	CT25	CT26	CT27	CT28	CT29
	187	202	240	187	4 HR	6 HR	8 HR
			/260		/187	/182	240/260
STEPS	Days	Days	Days	Days	Days	Days	Days
0	17865	21789	27913	27394	11055	14,296	27913
1	18133	22116	28331	27805	11221	14,510	28331
2	18405	22448	28756	28222	11389	14,728	28756
3	18681	22784	29188	28645	11560	14,949	29188
4	18961	23126	29625	29075	11734	15,173	29625
5	19246	23473	30070	29511	11910	15,554	30070
6	19534	23825	30521	29953	12088	15,788	30521
7	19828	24182	30979	30403	12270	16,024	30979
8	20125	24545	31443	30859	12454	16,265	31443
9	20427	24913	31915	31322	12640	16,509	31915
10	20733	25287	32394	31791	12830	16,756	32394
11	21044	25666	32880	32268	13022	17,008	32880
12	21360	26051	33373	32752	13218	17,263	33373
13	21680	26442	33873	33244	13416	17,522	33873
14	22005	26839	34381	33742	13617	17,785	34381
15	22336	27241	34897	34248	13822	18,051	34897
16	22671	27650	35421	34762	14029	18,322	35421
17	23011	28065	35952	35284	14239	18,597	35952
18	23356	28486	36491	35813	14453	18,876	36491
19	23706	28913	37039	36350	14670	19,159	37039
20	24062	29347	37594	36895	14890	19,446	37594
21	24423	29787	38158	37449	15113	19,738	38158
22	24789	30234	38730	38010	15340	20,034	38730
23	25161	30687	39311	38581	15570	20,335	39311
24	25538	31147	39901	39159	15803	20,640	39901
25	25921	31615	40500	39747	16040	20,949	40500
26	26310	32089	41107	40343	16281	21,264	41107
27	26705	32570	41724	40948	16525	21,583	41724

## 2016-2017 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

### CLERICAL/TECHNICAL (continued)

EFFECTIVE OCTOBER 1, 2016

Sche- dule	CT30	CT31	CT 32	CT 33	CT 34	CT 35
	8 HR	8 HR	8 hour	8 Hour	8 hour	8 hour
	222	202	222	187	187	187
STEPS	Days	Days	days	days	days	days
0	23833	27464	30184	31200	21782	23065
1	24190	27876	30637	31668	22108	23411
2	24553	28294	31096	32143	22440	23762
3	24921	28719	31563	32625	22777	24119
4	25295	29150	32036	33115	23118	24480
5	25675	29587	32517	33611	23465	24848
6	26060	30031	33004	34115	23817	25220
7	26451	30481	33499	34627	24174	25599
8	26847	30938	34002	35147	24537	25983
9	27250	31402	34512	35674	24905	26372
10	27659	31873	35030	36209	25279	26768
11	28074	32352	35555	36752	25658	27170
12	28495	32837	36088	37303	26043	27577
13	28922	33329	36630	37863	26433	27991
14	29356	33829	37179	38431	26830	28411
15	29796	34337	37737	39007	27232	28837
16	30243	34852	38303	39592	27641	29269
17	30697	35375	38878	40186	28055	29708
18	31157	35905	39461	40789	28476	30154
19	31625	36444	40053	41401	28903	30606
20	32099	36990	40653	42022	29337	31065
21	32581	37545	41263	42652	29777	31531
22	33069	38108	41882	43292	30224	32004
23	33565	38680	42510	43941	30677	32484
24	34069	39260	43148	44600	31137	32972
25	34580	39849	43795	45269	31604	33466
26	35099	40447	44452	45949	32078	33968
27	35625	41054	45119	46638	32559	34478

**2016-2017 SALARY STEP PLAN**

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

**CLERICAL/TECHNICAL (continued)**

EFFECTIVE OCTOBER 1, 2016

<b>Sche-</b>	<b>CT36</b>	<b>CT37</b>				
<b>dule</b>	<b>7 HR</b>	<b>8 HR</b>				
	<b>202</b>	<b>187</b>				
<b>STEPS</b>	<b>Days</b>	<b>Days</b>				
0	38680	52000				
1	39260	52780				
2	39849	53572				
3	40447	54375				
4	41053	55191				
5	41669	56019				
6	42294	56859				
7	42928	57712				
8	43572	58578				
9	44226	59456				
10	44889	60348				
11	45563	61253				
12	46246	62172				
13	46940	63105				
14	47644	64051				
15	48359	65012				
16	49084	65987				
17	49820	66977				
18	50568	67982				
19	51326	69001				
20	52096	70036				
21	52877	71087				
22	53671	72153				
23	54476	73236				
24	55293	74334				
25	56122	75449				
26	56964	76581				
27	57818	77730				

**2016-2017 SALARY STEP PLAN**

(Steps are compensation steps, not experience steps.)

**MANUAL TRADES**

EFFECTIVE OCTOBER 1, 2016

<b>Sche-</b>	<b>MT03</b>	<b>MT03-A</b>	<b>MT04</b>	<b>MT05</b>	<b>MT06</b>
<b>dule</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>	<b>240/260</b>
<b>STEP</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
0	27962	33266	38052	43259	58380
1	28382	33765	38622	43908	59256
2	28808	34272	39202	44566	60145
3	29240	34786	39790	45235	61047
4	29678	35308	40386	45913	61963
5	30124	35837	40992	46602	62892
6	30575	36375	41607	47301	63836
7	31034	36921	42231	48011	64793
8	31500	37474	42865	48731	65765
9	31972	38037	43508	49462	66752
10	32452	38607	44160	50204	67753
11	32938	39186	44823	50957	68769
12	33432	39774	45495	51721	69801
13	33934	40371	46178	52497	70848
14	34443	40976	46870	53284	71910
15	34960	41591	47573	54084	72989
16	35484	42215	48287	54895	74084
17	36016	42848	49011	55718	75195
18	36556	43491	49746	56554	76323
19	37105	44143	50492	57402	77468
20	37661	44805	51250	58263	78630
21	38226	45477	52019	59137	79809
22	38800	46159	52799	60024	81007
23	39382	46852	53591	60925	82222
24	39972	47555	54395	61839	83455
25	40572	48268	55211	62766	84707
26	41181	48992	56039	63708	85977
27	41798	49727	56879	64663	87267

**2016-2017 SALARY STEP PLAN**

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

**MANUAL TRADES**

EFFECTIVE OCTOBER 1, 2016

<b>Sche- dule</b>	<b>MT07 240/260</b>	<b>MT08 240/260</b>	<b>MT20 197</b>	<b>MT21 240/260</b>	<b>MT22 197</b>	<b>MT23 240/260</b>	<b>MT24 187</b>
<b>STEP</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
0	67056	74498	16082	20849	19918	26029	18000
1	68062	75616	16323	21162	20217	26420	18270
2	69083	76750	16568	21479	20520	26816	18544
3	70119	77901	16816	21801	20828	27218	18822
4	71171	79070	17068	22128	21140	27626	19105
5	72238	80256	17324	22460	21457	28041	19391
6	73322	81460	17584	22797	21779	28461	19682
7	74422	82682	17848	23139	22106	28888	19977
8	75538	83922	18116	23486	22438	29322	20277
9	76671	85181	18387	23838	22774	29761	20581
10	77821	86458	18663	24196	23116	30208	20890
11	78989	87755	18943	24559	23462	30661	21203
12	80173	89072	19227	24927	23814	31121	21521
13	81376	90408	19516	25301	24172	31588	21844
14	82597	91764	19809	25681	24534	32062	22172
15	83836	93140	20106	26066	24902	32542	22504
16	85093	94537	20407	26457	25276	33031	22842
17	86370	95955	20713	26854	25655	33526	23184
18	87665	97395	21024	27257	26040	34029	23532
19	88980	98856	21339	27665	26430	34539	23885
20	90315	100338	21659	28080	26827	35057	24243
21	91670	101844	21984	28502	27229	35583	24607
22	93045	103371	22314	28929	27638	36117	24976
23	94440	104922	22649	29363	28052	36659	25351
24	95857	106496	22989	29804	28473	37209	25731
25	97295	108093	23333	30251	28900	37767	26117
26	98754	109714	23683	30704	29334	38333	26509
27	100235	111360	24039	31165	29774	38908	26906

**2016-2017 SALARY SCHEDULES  
FOR OCCUPATIONAL THERAPY/PHYSICAL THERAPY**

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

EFFECTIVE OCTOBER 1, 2016

<b>Schedule</b>	<b>OTPT</b>	<b>OTP1</b>	<b>OTP2</b>	<b>OTP3</b>
	<b>187 DAYS</b>	<b>187 DAYS</b>	<b>202 DAYS</b>	<b>222 DAYS</b>
<b>STEP</b>	<b>7 HOURS</b>	<b>7 HOURS</b>	<b>8 HOURS</b>	<b>8 HOURS</b>
0	29642	45242	55853	63499
1	30087	45921	56691	64452
2	30538	46610	57541	65419
3	30996	47309	58404	66400
4	31461	48018	59281	67396
5	31933	48739	60170	68407
6	32412	49470	61072	69433
7	32898	50212	61988	70474
8	33392	50965	62918	71531
9	33892	51729	63862	72604
10	34401	52505	64820	73694
11	34917	53293	65792	74799
12	35441	54092	66779	75921
13	35972	54904	67781	77060
14	36512	55727	68797	78216
15	37059	56563	69829	79389
16	37615	57412	70877	80580
17	38180	58273	71940	81788
18	38752	59147	73019	83015
19	39334	60034	74114	84260
20	39924	60935	75226	85524
21	40522	61849	76355	86807
22	41130	62776	77500	88109
23	41747	63718	78662	89431
24	42373	64674	79842	90772
25	43009	65644	81040	92134
26	43654	66628	82256	93516
27	44309	67628	83489	94919



**2016-2017 SALARY SCHEDULES FOR SERVICE PERSONNEL – CHILD NUTRITION**

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

EFFECTIVE OCTOBER 1, 2016

<b>Schedule</b>	<b>CNP Assts</b>	<b>CNP Assts</b>	<b>CNP Assts</b>
	<b>CN01</b>	<b>CN02</b>	<b>CN03</b>
	<b>187 Days</b>	<b>187 Days</b>	<b>187 Days</b>
<b>STEP</b>	<b>6 Hours</b>	<b>6.5 Hours</b>	<b>7 Hours</b>
0	12060	12888	13717
1	12241	13081	13922
2	12424	13277	14131
3	12611	13476	14343
4	12800	13679	14558
5	12992	13884	14777
6	13187	14092	14998
7	13385	14303	15223
8	13585	14518	15452
9	13789	14736	15683
10	13996	14957	15919
11	14206	15181	16157
12	14419	15409	16400
13	14635	15640	16646
14	14855	15874	16895
15	15078	16113	17149
16	15304	16354	17406
17	15533	16600	17667
18	15766	16849	17932
19	16003	17101	18201
20	16243	17358	18474
21	16486	17618	18751
22	16734	17882	19033
23	16985	18151	19318
24	17240	18423	19608
25	17498	18699	19902
26	17761	18980	20201
27	18027	19265	20504

**2016-2017 SALARY SCHEDULES FOR SERVICE PERSONNEL – CHILD NUTRITION**

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

EFFECTIVE OCTOBER 1, 2016

<b>Schedule</b>	<b>CNP Mgrs</b>	<b>CNP Mgrs</b>	<b>CNP Mgrs</b>	<b>CNP Assts</b>
	<b>CN04</b>	<b>CN05</b>	<b>CN06</b>	<b>CN07</b>
	<b>191 Days</b>	<b>191 Days</b>	<b>191 Days</b>	<b>187 Days</b>
<b>STEP</b>	<b>1000+</b>	<b>700-999</b>	<b>0-699</b>	<b>3 Hours</b>
0	25711	22528	19346	7091
1	26097	22866	19636	7197
2	26488	23209	19931	7305
3	26885	23558	20230	7415
4	27289	23911	20533	7526
5	27698	24270	20841	7639
6	28113	24634	21154	7753
7	28535	25003	21471	7870
8	28963	25378	21793	7988
9	29398	25759	22120	8107
10	29839	26145	22452	8229
11	30286	26537	22789	8353
12	30740	26935	23131	8478
13	31202	27339	23477	8605
14	31670	27750	23830	8734
15	32145	28166	24187	8865
16	32627	28588	24550	8998
17	33116	29017	24918	9133
18	33613	29452	25292	9270
19	34117	29894	25671	9409
20	34629	30343	26056	9550
21	35148	30798	26447	9693
22	35675	31260	26844	9839
23	36211	31729	27247	9986
24	36754	32205	27655	10136
25	37305	32688	28070	10288
26	37865	33178	28491	10443
27	38433	33676	28919	10599

**2016-2017 SALARY SCHEDULES FOR SERVICE PERSONNEL**  
**BUS DRIVERS/BUS AIDES**  
**Steps are compensation steps, not experience steps**  
**EFFECTIVE OCTOBER 1, 2016**

	<b>Bus Driver</b>	<b>Bus Driver</b>	<b>Bus Driver</b>	<b>BUS Aides</b>
<b>Schedule</b>	<b>BD01</b>	<b>BD02</b>	<b>BD03</b>	<b>BA03</b>
	<b>186 Days</b>	<b>186 Days</b>	<b>186 Days</b>	<b>182 Days</b>
<b>STEP</b>				<b>6 Hours</b>
0	12222	15318	19314	12038
1	12405	15548	19604	12219
2	12591	15781	19898	12402
3	12780	16018	20196	12588
4	12972	16258	20499	12777
5	13167	16502	20806	12968
6	13364	16750	21119	13163
7	13565	17001	21435	13360
8	13768	17256	21757	13561
9	13975	17515	22083	13764
10	14184	17777	22414	13971
11	14397	18044	22751	14180
12	14613	18315	23092	14393
13	14832	18589	23438	14609
14	15055	18868	23790	14828
15	15280	19151	24147	15050
16	15510	19439	24509	15276
17	15742	19730	24877	15505
18	15978	20026	25250	15738
19	16218	20326	25629	15974
20	16461	20631	26013	16213
21	16708	20941	26403	16457
22	16959	21255	26799	16703
23	17213	21574	27201	16954
24	17471	21897	27609	17208
25	17734	22226	28023	17466
26	18000	22559	28444	17728
27	18270	22898	28870	17994

**2016-2017 SALARY SCHEDULES FOR NURSES**

**State Minimum Salary Schedules**

EFFECTIVE OCTOBER 1, 2016

STEP	EXP	SCH 54/55 RN BS 187 DAYS	SCH 56/57 RN MS 187 DAYS	SCH 58/59 RN BS 192 DAYS	SCH 60/61 RN MS 192 DAYS	SCH 62/63 RN BS 202 DAYS
1	0	40898	47031	41991	48287	44178
2	1	40898	47031	41991	48287	44178
3	2	40898	47031	41991	48287	44178
4	3	44984	51733	46187	53116	48593
5	4	44984	51733	46187	53116	48593
6	5	44984	51733	46187	53116	48593
7	6	46954	53997	48210	55440	50721
8	7	46954	53997	48210	55440	50721
9	8	46954	53997	48210	55440	50721
10	9	47583	54723	48856	56185	51401
11	10	47583	54723	48856	56185	51401
12	11	47583	54723	48856	56185	51401
13	12	48448	55713	49745	57204	52367
14	13	48448	55713	49745	57204	52367
15	14	48448	55713	49745	57204	52367
16	15	49554	56988	50879	58511	53529
17	16	49554	56988	50879	58511	53529
18	17	49554	56988	50879	58511	53529
19	18	50194	57721	51536	59264	54220
20	19	50194	57721	51536	59264	54220
21	20	50194	57721	51536	59264	54220
22	21	50834	58460	52193	60025	54912
23	22	50834	58460	52193	60025	54912
24	23	50834	58460	52193	60025	54912
25	24	51440	59067	52815	60646	55566
26	25	51440	59067	52815	60646	55566
27	26	51440	59067	52815	60646	55566
27+		52046	59673	53438	61268	56221

**2016-2017 SALARY SCHEDULES FOR NURSES (cont)**

**State Minimum Salary Schedules**

EFFECTIVE OCTOBER 1, 2016

STEP	EXP	SCH 64/65 RN MS 202 DAYS	SCH 66/67 RN BS 240/260 DAYS	SCH 68/69 RN MS 240/260 DAYS	SCH 70/71 LPN 182 DAYS (7.5 hours worked)	SCH 72/73 LPN BUS AIDE 182 DAYS
1	0	50803	56863	65390	19616	15693
2	1	50803	56863	65390	19616	15693
3	2	50803	56860	65390	19616	15693
4	3	55883	62546	71928	21558	17246
5	4	55883	62546	71928	21558	17246
6	5	55883	62546	71928	21558	17246
7	6	58328	65285	75076	22486	17988
8	7	58328	65285	75076	22486	17988
9	8	58328	65285	75076	22486	17988
10	9	59112	66159	76084	22778	18223
11	10	59112	66159	76084	22778	18223
12	11	59112	66159	76084	22778	18223
13	12	60183	67363	77462	23188	18550
14	13	60183	67363	77462	23188	18550
15	14	60183	67363	77462	23188	18550
16	15	61560	68898	79234	23697	18957
17	16	61560	68898	79234	23697	18957
18	17	61560	68898	79234	23697	18957
19	18	62351	69789	83340	23982	19186
20	19	62351	69789	83340	23982	19186
21	20	62351	69789	83340	23982	19186
22	21	63151	70679	0	24269	19416
23	22	63151	70679	0	24269	19416
24	23	63151	70679	0	24269	19416
25	24	63804	71521	0	24785	19829
26	25	63804	71521	0	24785	19829
27	26	63804	71521	0	24785	19829
27+		64459	72363	0	25302	20242

**2016-2017 SALARY SCHEDULES FOR NURSES (cont)**

**State Minimum Salary Schedules**

EFFECTIVE OCTOBER 1, 2016

STEP	EXP	SCH 74/75 RN ASSOCIATES 187 DAYS
1	0	37400
2	1	37400
3	2	37400
4	3	41329
5	4	41329
6	5	41329
7	6	43223
8	7	43223
9	8	43223
10	9	43828
11	10	43828
12	11	43828
13	12	44660
14	13	44660
15	14	44660
16	15	45723
17	16	45723
18	17	45723
19	18	46338
20	19	46338
21	20	46338
22	21	46954
23	22	46954
24	23	46954
25	24	47537
26	25	47537
27	26	47537
27+		48119