



Chesterfield County Public Schools
Innovative. Engaging. Relevant.

Chesterfield County Public Schools

Effective July 1, 2022

Department of Human Resources
Office of Compensation and Benefits

Compensation Pay Plan 2022-2023

EQUAL OPPORTUNITY EMPLOYER

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

2022 – 2023

Compensation Plan

Contents

| | |
|---|---|
| School Board Policy 5400 – Compensation Plan | 4 |
| General Principles | 4 |
| Salary Structure | 4 |
| Salary Increases | 5 |
| Intra and Extracurricular Activities, Teaching an Extra Class, FTE Allocation for Split MS/HS Teaching Positions and Teacher Travel | 5 |
| Intra and Extracurricular Activities | 5 |
| Teaching an Extra Class | 5 |
| Middle and Secondary Teachers with more than 150/200 Students | 5 |
| FTE Allocation for Split MS/HS Teaching Positions | 5 |
| Teacher Travel | 5 |
| Teacher Salary Placement | 6 |
| Salary Placement – administered with following guidelines | 6 |
| Teacher Pay Scale Compensation for Doctorate/Certifications | 6 |
| Graded Salary Placement | 7 |
| Promotion | 7 |
| Demotion/Transfer to Position in a Lower Pay Grade | 7 |
| Acting Pay | 7 |
| Reclassification | 7 |
| Regrade | 7 |
| Salary Adjustments | 7 |
| Permanently Increased Responsibilities | 8 |
| Internal Salary Equity | 8 |
| Position Analysis, Evaluation and Development | 8 |
| Position Classification Review – Vacant Position | 8 |
| Position Classification Review – Filled Position | 8 |
| Information Regarding Part Time Employees | 8 |

| | |
|---|----|
| Fair Labor Standards Act | 9 |
| Non-Exempt Employees | 9 |
| Principal/Supervisor Requirements | 9 |
| Managing the Work Week | 9 |
| Fair Labor Standards Act - Compensation Time | 10 |
| Compensatory Time | 10 |
| Compensatory Time Sample Form | 10 |
| Fair Labor Standards Act - Timesheet | 11 |
| Time Sheets | 11 |
| Leave Slips | 11 |
| Wait Time | 11 |
| Fair Labor Standards Act - Timesheet | 12 |
| Timesheet sample | 12 |
| Timesheet Notes | 12 |
| Lunches and Breaks | 13 |
| Summer Sports Camp Income/Expense Worksheet | 14 |
| Temporary Work Assignments (TWA) Procedures | 15 |
| Teacher Pay Scale | 17 |
| Assistant and Associate Principal Pay Scale | 18 |
| Principal Pay Scale | 19 |
| Graded Pay Scale | 20 |
| Graded Position by Alpha | 21 |
| Graded Position by Grade | 27 |
| Temporary Work Assignment Rates (TWA) | 35 |
| Music and Drama Stipend Scale | 36 |
| High and Middle School Athletic Stipend | 37 |
| High and Middle School Athletic Stipend Scale | 38 |
| High and Middle School Academic Stipend | 39 |
| Department Chair Stipend | 40 |
| Stipend Notes and Payment Schedule | 41 |
| Salary Study Resources | 42 |

School Board Policy 5400 – Compensation Plan

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

General Principles

Compensation of employees will be based on the salary schedules developed in the annual compensation plan. These guidelines are intended to cover most compensation actions for which the Superintendent is responsible. Those not specifically covered shall be interpreted by the Superintendent or designee. Deviation from specified compensation practices due to exceptional circumstances requires approval by the Superintendent or designee. It is the responsibility of the Office of Compensation and Benefits to establish, maintain, implement and administer the compensation plan. This includes continuous monitoring of compensation paid by external market organizations through market surveys and evaluation of internal equity issues. Adjustments to the salary schedules are approved in the budget process. Regrades or reclassification of positions are approved by the Superintendent or designee, budget permitting.

Employees shall not be entitled to additional, retroactive experience credit or retroactive salary adjustments as a result of a change in compensation policies, changes in an employee's job, moves to other positions or the employee's failure to include all prior experience at the time of hire. Corrections to salary errors will be retroactive to the position start date within the school year that the error is detected.

The school division uses a variety of tools to ensure proper classification and to determine the most appropriate pay range. Market analysis is conducted as needed and internal and external equity is considered. Additionally, job analysis and evaluation is conducted considering factors that affect the level of the position, such as complexity, scope of responsibility, level of supervision, judgment and decision making, impact of actions and required knowledge, skills and abilities.

The school division recognizes that teachers participate in professional learning, planning, meetings, and grading at various time throughout the school year. The state required teacher contract includes 200 days. The school division's teacher contract includes up to 15 (Professional Responsibility Days) of the 200 days that may be assigned for activities such as additional teaching, participating in professional development, evaluating, completing records and reports, participating in committees, meetings, conferences, or participating in other assigned activities. The teacher contract reflected in the work calendar includes five of those days.

Salary Structure

The annual compensation plan adopted by the School Board as a result of the approved budget will provide the general framework for the salary structure. Market rates, or the estimate of wage rates that are generally acceptable in the external labor market for a given job or occupation, are determined from evaluation data from a number of sources by conducting salary surveys with other employers of similar positions or occupations. Positions are assigned to a salary range by completing market data and job evaluation. Similar positions are grouped into job classes and assigned a specific salary range.

Salary Increases

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

Longevity (Graded Pay Plan)

Employees who reach the maximum of their salary range will receive a percentage or dollar amount longevity increase if approved in the adopted budget.

Longevity (Teacher Salary Schedule)

Teachers that reach the top of their pay scale remain on the top step and thereafter will receive a percentage or dollar amount longevity increase if approved in the adopted budget.

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

Intra and Extracurricular Activities

Employees can receive a monetary supplement that shall be separate and apart from the employee's benefits base pay (not included in determining retirement earnings) for athletic and other extracurricular activities and shall be compensated in accordance with the established teaching, athletic and academic salary schedules. An employee can only be compensated for working one job at a time. For example, an employee who is compensated for driving a school bus to a planned activity can receive compensation for that time; however, if they employee is also performing a coaching activity they cannot receive payment for the waiting time both as a coach and as a driver.

Teaching an Extra Class

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

Middle and Secondary Teachers with more than 150/200 Students

The Code of Virginia section [8VAC20-131-240](#) – Administrative and Support Staff; Staffing Requirements states:

- E. A middle school classroom teacher's standard load shall be based on teaching no more than the instructional day minus one planning period per day or the equivalent with no more than 150 students or 25 class periods per week. If a middle school classroom teacher teaches more than 150 students or 25 class periods per week, an appropriate contractual arrangement and compensation shall be provided.
- F. The secondary classroom teacher's standard load shall be based on teaching no more than the instructional day minus one planning period per day or the equivalent with no more than 150 students or 25 class periods per week. If a secondary school classroom teacher teaches more than 150 students or 25 class periods per week, an appropriate contractual arrangement and compensation shall be provided.
- G. Middle or secondary school teachers shall teach no more than 150 students per week; however, physical education and music teachers may teach 200 students per week. If a middle or secondary school physical education or music teacher teaches more than 200 students per week, an appropriate contractual arrangement and compensation shall be provided.

To determine student enrollment in classes greater than the standard of 150/200 per week, a detailed analysis of course sections is conducted based on an October 1 snapshot of enrollments. Teachers with more than 150 students in Core/Fine Arts/CTE courses and more than 200 students in PE and Music classes will receive a supplement. A tiered compensation structure will be implemented as follows:

- staff teaching 1-9% over the student threshold will receive a \$500 stipend
- staff teaching 10% or more over the student threshold will receive a \$750 stipend.

Employees that teach an extra class are compensated in their base salary and therefore are not eligible for the student threshold stipend.

FTE Allocation for Split MS/HS Teaching Positions

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

Teacher Travel

If a teacher must travel between schools during a school day, no duty period is to be assigned to this teacher. Any adjustment to this arrangement must be requested by the school principal and authorized by the human resource administrator and instructional director.

Teacher Salary Placement

Salary Placement – administered with following guidelines

- a. Credit for teaching experience on a year-for-year basis is granted when the teaching experience was full-time and in
 - a public school in the United States, including resident public schools;
 - a college or university teaching, provided the college/university is regionally accredited;
 - a U.S. military post dependent school;
 - an accredited private school in the United States, provided the school is accredited at time of employment by the state Board of Education of that state.
- b. Vocational education teachers, where the requirement calls for occupational work experience beyond the apprentice level, will be given credit for one year of teaching experience for every two years of work experience.
- c. Up to three years of non-job related experience for active service in the U.S. Armed Forces.
- d. Full year credit may be given in any approved experience area if the individual worked at least one-half of the contract year.
- e. Positions that are deemed hard to fill may be given a full year of credit in an approved experience area, budget permitting.
- f. At no time can the placement of a new teacher exceed the salary schedule maximum.
- g. Credit for substitute experience is not considered creditable experience for salary placement.

Teacher Pay Scale Compensation for Doctorate/Certifications

- a. Master's or doctorate degree, if degree is related to the job assignment (doctorate in field) and if the degree was awarded by a regionally accredited institution. The effective date is normally the date of conferral of the degree within the fiscal year.
- b. Speech Therapists with a master's degree and Certificate of Clinical Competency (CCC) or a doctorate degree related to their job assignment (doctorate in field) and Certificate of Clinical Competency (CCC). The effective date is normally the date of conferral of the certificate or degree within the fiscal year.
- c. Chesterfield County Public Schools guarantees proposed State Contribution for teachers who have achieved National Board Certification. Teachers with National Board Certification will receive a one-time \$5,000 stipend and a \$2,500 annual stipend thereafter for the life of the certificate. Current CCPS teachers who complete the National Board Certification process in January through CCPS and meet DOE eligibility criteria will receive a \$2,500 award administered through the Office of Professional Learning. [Code of VA § 22.1-299.2](#)

Graded Salary Placement

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

- a. Placement on the graded pay schedule is generally in relation to experience and internal alignment of existing employees.
- a. Up to three years credit of non-job-related experience for active service in the U.S. Armed Forces.
- b. At no time may the placement exceed the salary range maximum.
- c. Year for year experience for related full-time employment with Chesterfield County Government will be given.
- d. Full year credit may be given in an approved experience area if the individual worked full-time for at least one-half of the year.
- e. Individuals hired into skilled or unskilled trade positions will be granted year for year experience for full-time related commercial employment and one year for every two years of full-time related residential employment.
- f. Credit for substitute or apprenticeship experience is not considered creditable experience for salary placement purposes.

Promotion

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

Demotion/Transfer to Position in a Lower Pay Grade

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

Acting Pay

An employee may be temporarily assigned to a higher-level position which is vacant or in which the incumbent is unavailable to perform the duties of the position due to illness or other extenuating circumstances. "Acting Status" is less than one year in duration. Acting pay will be determined by applying the guidelines for promotion. The employee returns to their former pay level at the end of the assignment. Acting pay does not impact VRS status.

Reclassification

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

Regrade

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

Salary Adjustments

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

Permanently Increased Responsibilities

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

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

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

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

Internal Salary Equity

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

Position Analysis, Evaluation and Development

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

- a. As a part of the recruitment process, the position descriptions of vacant positions are reviewed prior to position advertisement. A position review may also be requested when an administrator/supervisor determines that the position description no longer accurately reflects the duties and responsibilities of the position. See Position Classification Review – Filled Position for details.
- a. Job templates and assistance in writing or revising a job description are available through the Office of Compensation and Benefits.

Position Classification Review – Vacant Position

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

Position Classification Review – Filled Position

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

Information Regarding Part Time Employees

Part time employees cannot work more than 28 hours per week due to the Affordable Care Act (ACA).

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Under the FLSA an employer must pay employees at least the minimum wage of \$11.00 an hour (starting January 1, 2023 the minimum wage of \$12.00 an hour) and additionally compensate non-exempt employees who physically work in excess of 40 hours per week at an overtime rate. The overtime premium is one and one-half times the regular rate of pay or compensatory time at the same rate for every overtime hour worked. Non-exempt employees who have worked more than their normal hours, but less than 40 hours for the week, are given compensatory time for up to 40 hours or are paid at their regular rate of pay if the compensatory time cannot be taken within 30 days.

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

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

Non-Exempt Employees

- a. are prohibited from working more than one full-time or part-time position;
- a. are prohibited from working a temporary work assignment (TWA) during the contractual/normal annual work assignment period;
- b. are permitted to do sporadic work typically performed in after school athletic events as defined by the FLSA guidelines (i.e. ticket taker). Payment must come from the Student Activities Funds. The time worked must be reported on the employee’s regular timesheet and submitted to payroll for payment and is subject to overtime;
- c. may not volunteer for any position without compensation (i.e. a club sponsor who normally does not receive a stipend);
- d. are not permitted to work on days outside their work assignment without additional compensation;
- e. Shall be compensated at the regular rate or with compensatory time for hours up to 40 and overtime/compensatory time at time and one half the regular rate of pay for all hours worked beyond 40 per week. This includes work done after school hours;
- f. shall not work overtime without the express approval of the supervisor;
- g. must keep an accurate time sheet of all hours worked.

Principal/Supervisor Requirements

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

Managing the Work Week

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

Example:

An employee’s normal schedule is 7 hours per day/35 per week. Monday and Tuesday the offices were closed due to inclement weather. The employee worked 9 hours and 30 minutes on Wednesday, 8 hours and 30 minutes on Thursday and 11 hours on Friday, thus he/she worked an additional 8 hours during those three days. The two days the offices were closed do not count towards the 40 hours for overtime calculation purposes, but the extra hours the employee worked entitle him/her to compensatory time for the 8 additional hours actually worked. The principal has adjusted the employee’s schedule the following week where he/she will leave 2 hours early Monday through Thursday to compensate for the additional hours worked the prior week.

Fair Labor Standards Act - Compensation Time

Compensatory Time

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

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

Compensatory Time Sample Form

Form No. AAA-FLSA02

COMPENSATORY TIME AGREEMENT

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

Employee signature/date

Employee ID number

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

| Compensatory Time Earned | | | Compensatory Time Taken | | |
|--------------------------|-------|----------|-------------------------|-------|----------|
| Date | Hours | Approved | Date | Hours | Approved |
| | | | | | |
| | | | | | |

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

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

Fair Labor Standards Act – Timesheet

Time Sheets

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

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

Example:

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

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

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

Leave Slips

All employees must complete leave slips due to absences for any reason. All leave requests must be approved and signed by the employee's supervisor as well as department director where indicated on the form. Approval for leave before or after holidays will be based on operational or administrative needs. Leave taken on parent/teacher conference days is discouraged except in emergency situations or when required for SRP participants working only during instructional days.

Wait Time

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

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

Fair Labor Standards Act - Timesheet

Timesheet sample

| CHESTERFIELD COUNTY PUBLIC SCHOOLS | | | | | | | | | | Form No. AAA-RSA01 | | |
|---|-------|--------|-------|---------------------|-------|--------|--------------------|----------------------|------------------|---------------------|----------------------|--------------------------------|
| TIME SHEET FOR NON-EXEMPT EMPLOYEES | | | | | | | | | | School/ Department: | | |
| <i>(original to be submitted to the Finance Office only if paid overtime is reported)</i> | | | | | | | | | | Location Code: | | |
| <i>All overtime must be approved by immediate supervisor prior to time worked.</i> | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | |
| SSN: | | | | | | | | | | | | |
| Work Site: | | | | | | | | | | | | |
| Date | Start | Finish | Start | Finish | Start | Finish | Total Hours Worked | Regular Hours Worked | Comp Time Earned | Paid Overtime Hours | Leave/Comp Hrs Taken | Funding Source (for paid OT) * |
| Monday | | | | | | | | | | | | |
| Tuesday | | | | | | | | | | | | |
| Wednesday | | | | | | | | | | | | |
| Thursday | | | | | | | | | | | | |
| Friday | | | | | | | | | | | | |
| Saturday | | | | | | | | | | | | |
| Sunday | | | | | | | | | | | | |
| Weekly Totals | | | | | | | | | | | | |
| <p>Notes: The total of the row of shaded boxes (Regular Hours Worked, Comp Time Earned and Paid Overtime Hours) for each day must equal Total Hours Worked for each day. Overtime hours are considered to be any hours worked beyond the employee's contractual day. If overtime payment applies, payment will be made at the employee's regular rate of pay for hours worked up to 40 hours per week. Overtime at time and one-half the employee's regular rate of pay will be paid for all hours worked beyond 40 hours per week.</p> <p>*Please provide an explanation for any overtime worked that will be charged to a grant.</p> | | | | | | | | | | | | |
| Employee Signature: _____ | | | | Date: _____ | | | | Approved by: _____ | | | | Date: _____ |
| Revised 08/05 | | | | OT funding approval | | | | | | | | |
| | | | | OT funding approval | | | | | | | | |
| | | | | OT funding approval | | | | | | | | |

Timesheet Notes

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

Lunches and Breaks

Rest periods are not required but if given may be paid or unpaid depending on the circumstances. Rest periods of 20 minutes or less are counted as time worked in all circumstances. The employee is not considered "off the clock" for this amount of time and will be paid for the break.

- School employees normally have a lunch period of 20 to 30 minutes "on the clock" because of the unique nature of the work within the school building itself. In other words, the lunch break of 30 minutes is considered paid time. Normally, school personnel are on duty or on call during lunch. Even when an employee is on lunch break, he/she typically is available to handle unexpected situations. All personnel supervising students during lunch are "on the clock." In some situations, it may not be feasible to provide a break.

Example: An instructional assistant works from 8 a.m. to 3:30 p.m. and takes a 30 minute lunch but is on call during lunch and cannot leave the premises. The employee will be paid for 7.5 hours for the day.

- Employees who work in a non-school location and are required to work 8 hours a day may take up to one hour for lunch (breaks are counted towards the lunch hour). 30 minutes are paid and 30 minutes are unpaid. Scheduled hours of work will encompass 8.5 hours, which includes the hour for lunch/and or breaks that equal the same.
- It is expected that the employee takes at least a 30 minute lunch daily. Occasionally, unforeseen operational issues may cause an employee not to be able to take at least a 30 minute lunch. If this happens, the supervisor will adjust the non-exempt employee's schedule accordingly so the hours worked for the day do not exceed 8.
- Lunch periods that are waived are not permitted to be saved or used later. If the break is not taken in the day, it is lost.
- Breaks or lunches should not normally be used to enable an employee to arrive late or leave early. Lunch times are established by the supervisor. For operational reasons lunch times may not necessarily fall in the middle of the work period.
- Employees who request the use of paid leave, who have worked at least half their normal work day, and who leave at the start of the lunch period will be assessed leave for the remaining hours of the work day after the lunch period.

Summer Sports Camp Income/Expense Worksheet

Schools are responsible for running Summer Camp programs. In order to apply to work at in the Summer Camps go to the following website (copy and paste):

https://docs.google.com/forms/d/1OaltfayghjRDcG_M1nxUVfoiOjeYt_O6g0SnxR1xMzU/edit?ts=60db606e

The following are requirements to hire/compensate summer camp employees:

- Temporary Work Assignments (TWA) are required for all camp employees.
- Minimum wage is \$11.00* per hour until December 31, 2022. Starting January 1, 2023 minimum hourly wage is \$12.00 per hour. The hourly rates for the FY2023 are as follows:
 - o Camp Director \$15.45
 - o Assistant Camp Director \$12.36
 - o Coach/Instructor \$12.36
 - o Student Worker \$12.00
 - o Concession Worker \$12.00
 - o Certified Athletic Trainer \$12.36
- Staff Projections – Multiply the number of workers by hourly rate, total hours and FICA (7.65%).
- Total hours – Camp Directors' hours are based on twice the total hours of camp operation. All others may receive one additional hour for each day of operation, where applicable, for camp preparation and closing.

Temporary Work Assignments (TWA) Procedures

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

- The TWA webform must be completed 10 work days prior to the employee's requested first work day. Workflow will route the request for required approvals.
- No work is to begin until Human Resources Office approval notification is received via email.
- The maximum working hours for a TWA is 28 hours per week. This limit is generally applicable to all employees except those that are full-time and have an exempt FLSA status.
 - (a) If the request involves a current employee of Chesterfield County Public Schools, only the employee's ID or social security number is needed in Section 1 of the webform. The system will populate the remaining information.
 - (b) If the request involves an individual who is NOT a current employee of Chesterfield County Public Schools, the entire section 1 of the TWA webform should be completed. Additionally, before the individual may begin work, he/she will be required to report to the Human Resources Office for pre-employment processing (Please refer to the HR CNet site for current requirements). Schools and Departments should not have individuals complete employment paperwork at their respective sites.

Step 2: School/Department Approval

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

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

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

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

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

Step 5: Human Resources Office – Approval and Data Entry

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

Step 6: Office of Finance – Authorizing Payment

- The rate of pay for temporary work assignments reflects either an hourly or a flat rate of pay; therefore, the administrator will authorize payment either on a pay period basis for hourly work or on a one-time basis when a flat rate job is completed.
 - a. Hourly Rate of Pay: Hours worked by TWA employees must be approved on the CCPS Temporary Work Assignment Time Sheet (form FIN.003) and submitted weekly by the administrator to the Office of Finance within established payroll cut off periods.
 - b. Lump Sum Payment: When assignments based on a flat rate of pay are completed, the administrator must forward to the Office of Finance a CCPS Time Sheet (For “Lump Sum Payment” – Temporary Work Assignment use only) (form FIN.004) certifying completion of the assignment and authorizing payment.

NOTE: When payment is made from Student Activity Funds, a monthly bill will be sent from Payroll and the school check should be processed for the invoice amount. This amount will include an additional 7.65% for the employer's portion of FICA tax.

Additional Notes Regarding TWAs

- All non-exempt employees employed by The Chesterfield County School system are covered by the Fair Labor Standards Act (FLSA). Non-exempt employees may not work a TWA during their contract period. For more information on non-exempt employees please refer to the information pertaining to the Fair Labor Standards Act located in this booklet.
- Virginia High School League lump sum payments may be submitted directly to the Office of Finance for payment.
- Student activity funded activities paid as a lump sum, not listed on the temporary work assignment rate schedule, that meet FLSA and HR criteria, and approved by the principal and directors of elementary, middle or high school, may be submitted directly to the Office of Finance for payment.
- Student workers must be assigned an hourly rate and may not be paid a lump sum.
- All rates must be approved by the Office of Compensation and Benefits. Refer to the rate schedule for temporary work assignments located in this book for the most common areas. Areas not listed on the rate schedule must be pre-approved by the Office of Compensation and Benefits prior to being offered or used.
- Nepotism: The employment of spouses or other relatives in certain reporting structures is prohibited by the "State and Local Government Conflict of Interest Act". All employment will be consistent with these requirements.
- Individuals applying for TWA positions must disclose close family members who are employees of Chesterfield County Public Schools in order to avoid any supervisory conflicts.
- No individual can request a temporary work assignment for himself or herself.
- The TWA/webform request may be denied at any point in the approval process for various reasons, such as incorrect dating or when a worker is already under a TWA/another pay assignment, etc.

Teacher Pay Scale

| Annual Salary 200 days 8 hours/day | | | | Hourly Rate | | | |
|---------------------------------------|-----------------------|---|--|-------------|-----------------------|--|---|
| Step | Bachelor's Teacher | Master's Teacher (Speech Language Pathologist or HS Dean w/Bachelor) | Doctorate Teachers (Speech Language Pathologist w/ Master's & CCC or HS Dean w/ Master's) | Step | Bachelor's Teacher | Master's Teacher (Speech Language Pathologist or HS Dean w/Bachelor) | Doctorate Teachers (Speech Language Pathologist w/ Master's & CCC or HS Dean w/ Master's) |
| 0 | \$49,481 | \$52,450 | \$55,073 | 0 | \$30.92575 | \$32.78130 | \$34.42036 |
| 1 | \$50,075 | \$53,079 | \$55,733 | 1 | \$31.29686 | \$33.17467 | \$34.83340 |
| 2 | \$50,676 | \$53,716 | \$56,402 | 2 | \$31.67242 | \$33.57277 | \$35.25140 |
| 3 | \$51,284 | \$54,361 | \$57,079 | 3 | \$32.05249 | \$33.97564 | \$35.67442 |
| 4 | \$51,899 | \$55,013 | \$57,764 | 4 | \$32.43712 | \$34.38335 | \$36.10251 |
| 5 | \$52,522 | \$55,674 | \$58,457 | 5 | \$32.82637 | \$34.79595 | \$36.53575 |
| 6 | \$53,152 | \$56,342 | \$59,159 | 6 | \$33.22028 | \$35.21350 | \$36.97417 |
| 7 | \$53,790 | \$57,018 | \$59,869 | 7 | \$33.61893 | \$35.63606 | \$37.41786 |
| 8 | \$54,436 | \$57,702 | \$60,587 | 8 | \$34.02235 | \$36.06369 | \$37.86688 |
| 9 | \$55,089 | \$58,394 | \$61,314 | 9 | \$34.43062 | \$36.49646 | \$38.32128 |
| 10 | \$55,750 | \$59,095 | \$62,050 | 10 | \$34.84379 | \$36.93442 | \$38.78114 |
| 11 | \$56,308 | \$59,686 | \$62,670 | 11 | \$35.19223 | \$37.30376 | \$39.16895 |
| 12 | \$56,871 | \$60,283 | \$63,297 | 12 | \$35.54415 | \$37.67680 | \$39.56064 |
| 13 | \$57,439 | \$60,886 | \$63,930 | 13 | \$35.89959 | \$38.05357 | \$39.95624 |
| 14 | \$58,014 | \$61,495 | \$64,569 | 14 | \$36.25859 | \$38.43410 | \$40.35581 |
| 15 | \$58,594 | \$62,110 | \$65,215 | 15 | \$36.62117 | \$38.81844 | \$40.75936 |
| 16 | \$59,180 | \$62,731 | \$65,867 | 16 | \$36.98738 | \$39.20663 | \$41.16696 |
| 17 | \$59,772 | \$63,358 | \$66,526 | 17 | \$37.35726 | \$39.59869 | \$41.57863 |
| 18 | \$60,369 | \$63,991 | \$67,191 | 18 | \$37.73083 | \$39.99468 | \$41.99441 |
| 19 | \$60,973 | \$64,631 | \$67,863 | 19 | \$38.10814 | \$40.39463 | \$42.41436 |
| 20 | \$61,583 | \$65,278 | \$68,542 | 20 | \$38.48922 | \$40.79857 | \$42.83850 |
| 21 | \$62,199 | \$65,930 | \$69,227 | 21 | \$38.87411 | \$41.20656 | \$43.26689 |
| 22 | \$62,821 | \$66,590 | \$69,919 | 22 | \$39.26285 | \$41.61862 | \$43.69956 |
| 23 | \$63,449 | \$67,256 | \$70,618 | 23 | \$39.65548 | \$42.03481 | \$44.13655 |
| 24 | \$64,083 | \$67,928 | \$71,325 | 24 | \$40.05204 | \$42.45516 | \$44.57792 |
| 25 | \$64,724 | \$68,608 | \$72,038 | 25 | \$40.45256 | \$42.87971 | \$45.02370 |
| 26 | \$65,371 | \$69,294 | \$72,758 | 26 | \$40.85708 | \$43.30851 | \$45.47393 |
| 27 | \$66,025 | \$69,987 | \$73,486 | 27 | \$41.26565 | \$43.74159 | \$45.92867 |
| 28 | \$66,685 | \$70,686 | \$74,221 | 28 | \$41.67831 | \$44.17901 | \$46.38796 |
| 29 | \$67,352 | \$71,393 | \$74,963 | 29 | \$42.09509 | \$44.62080 | \$46.85184 |
| 30 | \$68,026 | \$72,107 | \$75,713 | 30 | \$42.51604 | \$45.06701 | \$47.32036 |
| 31 | \$68,706 | \$72,828 | \$76,470 | 31 | \$42.94120 | \$45.51768 | \$47.79356 |
| 32 | \$69,393 | \$73,557 | \$77,234 | 32 | \$43.37062 | \$45.97285 | \$48.27150 |
| 33 | \$70,087 | \$74,292 | \$78,007 | 33 | \$43.80432 | \$46.43258 | \$48.75421 |
| 34 | \$70,788 | \$75,035 | \$78,787 | 34 | \$44.24237 | \$46.89691 | \$49.24175 |
| 35 | \$71,496 | \$75,785 | \$79,575 | 35 | \$44.68479 | \$47.36588 | \$49.73417 |

Chesterfield County Public Schools guarantees proposed State Contribution for teachers who have achieved National Board Certification. Teachers with National Board Certification will receive a one-time \$5,000 stipend and a \$2,500 annual stipend thereafter for the life of the certificate. Current CCPS teachers who complete the National Board Certification process in January through CCPS and meet DOE eligibility criteria will receive a \$2,500 award administered through the Organizational Development Office.

Assistant and Associate Principal Pay Scale

| Associate (260 days) | | | | Assistant (237 days) | | | |
|----------------------|-----------|-----------|-----------|----------------------|-----------|-----------|-----------|
| Step | AP-ES | AP-MS | AP-HS | Step | AP-ES | AP-MS | AP-HS |
| 0 | \$75,012 | \$81,013 | \$87,495 | 0 | \$68,377 | \$73,847 | \$79,755 |
| 1 | \$75,913 | \$81,986 | \$88,544 | 1 | \$69,197 | \$74,733 | \$80,712 |
| 2 | \$76,824 | \$82,969 | \$89,607 | 2 | \$70,028 | \$75,630 | \$81,680 |
| 3 | \$77,745 | \$83,965 | \$90,682 | 3 | \$70,868 | \$76,537 | \$82,660 |
| 4 | \$78,678 | \$84,973 | \$91,770 | 4 | \$71,718 | \$77,456 | \$83,652 |
| 5 | \$79,623 | \$85,992 | \$92,872 | 5 | \$72,579 | \$78,385 | \$84,656 |
| 6 | \$80,578 | \$87,024 | \$93,986 | 6 | \$73,450 | \$79,326 | \$85,672 |
| 7 | \$81,545 | \$88,069 | \$95,114 | 7 | \$74,331 | \$80,278 | \$86,700 |
| 8 | \$82,523 | \$89,125 | \$96,255 | 8 | \$75,223 | \$81,241 | \$87,741 |
| 9 | \$83,514 | \$90,195 | \$97,410 | 9 | \$76,126 | \$82,216 | \$88,793 |
| 10 | \$84,516 | \$91,277 | \$98,579 | 10 | \$77,040 | \$83,203 | \$89,859 |
| 11 | \$85,530 | \$92,373 | \$99,762 | 11 | \$77,964 | \$84,201 | \$90,937 |
| 12 | \$86,556 | \$93,481 | \$100,960 | 12 | \$78,900 | \$85,212 | \$92,028 |
| 13 | \$87,595 | \$94,603 | \$102,171 | 13 | \$79,846 | \$86,234 | \$93,133 |
| 14 | \$88,646 | \$95,738 | \$103,397 | 14 | \$80,805 | \$87,269 | \$94,250 |
| 15 | \$89,710 | \$96,887 | \$104,638 | 15 | \$81,774 | \$88,316 | \$95,381 |
| 16 | \$90,787 | \$98,050 | \$105,893 | 16 | \$82,755 | \$89,376 | \$96,526 |
| 17 | \$91,876 | \$99,226 | \$107,164 | 17 | \$83,749 | \$90,448 | \$97,684 |
| 18 | \$92,979 | \$100,417 | \$108,450 | 18 | \$84,754 | \$91,534 | \$98,857 |
| 19 | \$94,094 | \$101,622 | \$109,752 | 19 | \$85,771 | \$92,632 | \$100,043 |
| 20 | \$95,223 | \$102,841 | \$111,069 | 20 | \$86,800 | \$93,744 | \$101,243 |
| 21 | \$96,366 | \$104,075 | \$112,401 | 21 | \$87,841 | \$94,869 | \$102,458 |
| 22 | \$97,522 | \$105,324 | \$113,750 | 22 | \$88,896 | \$96,007 | \$103,688 |
| 23 | \$98,693 | \$106,588 | \$115,115 | 23 | \$89,962 | \$97,159 | \$104,932 |
| 24 | \$99,877 | \$107,867 | \$116,497 | 24 | \$91,042 | \$98,325 | \$106,191 |
| 25 | \$101,076 | \$109,162 | \$117,895 | 25 | \$92,134 | \$99,505 | \$107,465 |
| 26 | \$102,289 | \$110,472 | \$119,309 | 26 | \$93,240 | \$100,699 | \$108,755 |
| 27 | \$103,516 | \$111,797 | \$120,741 | 27 | \$94,359 | \$101,907 | \$110,060 |
| 28 | \$104,758 | \$113,139 | \$122,190 | 28 | \$95,491 | \$103,130 | \$111,381 |
| 29 | \$106,015 | \$114,496 | \$123,656 | 29 | \$96,637 | \$104,368 | \$112,717 |
| 30 | \$107,287 | \$115,870 | \$125,140 | 30 | \$97,797 | \$105,620 | \$114,070 |
| 31 | \$108,575 | \$117,261 | \$126,642 | 31 | \$98,970 | \$106,888 | \$115,439 |
| 32 | \$109,878 | \$118,668 | \$128,161 | 32 | \$100,158 | \$108,170 | \$116,824 |
| 33 | \$111,196 | \$120,092 | \$129,699 | 33 | \$101,360 | \$109,469 | \$118,226 |
| 34 | \$112,531 | \$121,533 | \$131,256 | 34 | \$102,576 | \$110,782 | \$119,645 |
| 35 | \$113,881 | \$122,992 | \$132,831 | 35 | \$103,807 | \$112,112 | \$121,080 |

Administrator Step Placement Formula is as follows:

- Ten years of related support experience not counted then 1 step for every 5 years.
- Five years of related professional experience not counted then 1 step for every 1 year.
- All related Administrator /Managerial experience counted at 1 step for every 1 year.

*Student Activities Director salary is based on the High School column.

**Additional 5% for receiving doctorate in field.

Principal Pay Scale

| 260 day/8 hours | | | |
|-----------------|-----------|-----------|-----------|
| Step | P-ES | P-MS | P-HS |
| 0 | \$94,494 | \$102,054 | \$110,218 |
| 1 | \$95,628 | \$103,278 | \$111,541 |
| 2 | \$96,776 | \$104,518 | \$112,879 |
| 3 | \$97,937 | \$105,772 | \$114,234 |
| 4 | \$99,112 | \$107,041 | \$115,604 |
| 5 | \$100,301 | \$108,326 | \$116,992 |
| 6 | \$101,505 | \$109,626 | \$118,396 |
| 7 | \$102,723 | \$110,941 | \$119,816 |
| 8 | \$103,956 | \$112,272 | \$121,254 |
| 9 | \$105,203 | \$113,620 | \$122,709 |
| 10 | \$106,466 | \$114,983 | \$124,182 |
| 11 | \$107,743 | \$116,363 | \$125,672 |
| 12 | \$109,036 | \$117,759 | \$127,180 |
| 13 | \$110,345 | \$119,172 | \$128,706 |
| 14 | \$111,669 | \$120,602 | \$130,251 |
| 15 | \$113,009 | \$122,050 | \$131,814 |
| 16 | \$114,365 | \$123,514 | \$133,395 |
| 17 | \$115,737 | \$124,996 | \$134,996 |
| 18 | \$117,126 | \$126,496 | \$136,616 |
| 19 | \$118,532 | \$128,014 | \$138,255 |
| 20 | \$119,954 | \$129,550 | \$139,914 |
| 21 | \$121,394 | \$131,105 | \$141,593 |
| 22 | \$122,850 | \$132,678 | \$143,293 |
| 23 | \$124,324 | \$134,270 | \$145,012 |
| 24 | \$125,816 | \$135,882 | \$146,752 |
| 25 | \$127,326 | \$137,512 | \$148,513 |
| 26 | \$128,854 | \$139,162 | \$150,295 |
| 27 | \$130,400 | \$140,832 | \$152,099 |
| 28 | \$131,965 | \$142,522 | \$153,924 |
| 29 | \$133,549 | \$144,233 | \$155,771 |
| 30 | \$135,151 | \$145,963 | \$157,640 |
| 31 | \$136,773 | \$147,715 | \$159,532 |
| 32 | \$138,414 | \$149,488 | \$161,447 |
| 33 | \$140,075 | \$151,281 | \$163,384 |
| 34 | \$141,756 | \$153,097 | \$165,344 |
| 35 | \$143,457 | \$154,934 | \$167,329 |

Administrator Step Placement Formula is as follows:

- Ten years of related support experience not counted then 1 step for every 5 years.
- Five years of related professional experience not counted then 1 step for every 1 year.
- All related Administrator /Managerial experience counted at 1 step for every 1 year.

Additional 5% for receiving doctorate in field.

Graded Pay Scale

| The annual is based on a 12-month, 260 days/year, 8 hours/day calendar or 2080 hours per year. | | | | |
|--|------------|------------|-----------|-----------|
| Grade | Hourly | | Annual | |
| | Minimum | Maximum | Minimum | Maximum |
| 101 | \$12.00000 | \$20.40000 | \$24,960 | \$42,432 |
| 102 | \$12.78000 | \$21.72600 | \$26,582 | \$45,190 |
| 103 | \$13.61070 | \$23.13819 | \$28,310 | \$48,127 |
| 104 | \$14.49540 | \$24.64217 | \$30,150 | \$51,256 |
| 105 | \$15.43760 | \$26.24391 | \$32,110 | \$54,587 |
| 106 | \$16.44104 | \$27.94977 | \$34,197 | \$58,136 |
| 107 | \$17.50971 | \$29.76650 | \$36,420 | \$61,914 |
| 108 | \$18.64784 | \$31.70133 | \$38,788 | \$65,939 |
| 109 | \$19.85995 | \$33.76191 | \$41,309 | \$70,225 |
| 110 | \$21.15084 | \$35.95644 | \$43,994 | \$74,789 |
| 111 | \$22.52565 | \$38.29360 | \$46,853 | \$79,651 |
| 112 | \$23.98982 | \$40.78269 | \$49,899 | \$84,828 |
| 113 | \$25.54915 | \$43.43356 | \$53,142 | \$90,342 |
| 114 | \$27.20985 | \$46.25674 | \$56,596 | \$96,214 |
| 115 | \$28.97849 | \$49.26343 | \$60,275 | \$102,468 |
| 116 | \$30.86209 | \$52.46556 | \$64,193 | \$109,128 |
| 117 | \$32.86813 | \$55.87582 | \$68,366 | \$116,222 |
| 118 | \$35.00456 | \$59.50775 | \$72,809 | \$123,776 |
| 119 | \$37.27985 | \$63.37575 | \$77,542 | \$131,822 |
| 120 | \$39.70304 | \$67.49517 | \$82,582 | \$140,390 |
| 121 | \$42.28374 | \$71.88236 | \$87,950 | \$149,515 |
| 122 | \$45.03218 | \$76.55471 | \$93,667 | \$159,234 |
| 123 | \$47.95928 | \$81.53077 | \$99,755 | \$169,584 |
| 124 | \$51.07663 | \$86.83027 | \$106,239 | \$180,607 |
| 125 | \$54.39661 | \$92.47424 | \$113,145 | \$192,346 |

Graded Position by Alpha

| | | | |
|-----|--------------------------------|------------|-----|
| 111 | ACCOUNTANT - SR | NON-EXEMPT | C91 |
| 108 | ADMIN ASSISTANT | NON-EXEMPT | C02 |
| 110 | ADMIN ASSISTANT - SR | NON-EXEMPT | C90 |
| 107 | ADMINISTRATIVE SECRETARY | NON-EXEMPT | C62 |
| 117 | ADMINISTRATOR - BENEFITS | EXEMPT | A25 |
| 117 | ADMINISTRATOR - CNSTRCT CTRACT | EXEMPT | A27 |
| 117 | ADMINISTRATOR - COMPENSATION | EXEMPT | A35 |
| 118 | ADMINISTRATOR - GRANTS | EXEMPT | A83 |
| 118 | ADMINISTRATOR - HR | EXEMPT | A36 |
| 117 | ADMINISTRATOR - LICENSURE | EXEMPT | A92 |
| 114 | ADMINISTRATOR - NUTRITION SVCS | EXEMPT | C03 |
| 117 | ADMINISTRATOR - PLANNING | EXEMPT | A26 |
| 119 | ADMN SR - PLANNING | EXEMPT | A61 |
| 115 | ANALYST - 1 SOL LIAISON | EXEMPT | A01 |
| 115 | ANALYST - APP SUPPORT | EXEMPT | A57 |
| 109 | ANALYST - BLDG AUTOMATION | NON-EXEMPT | CC5 |
| 114 | ANALYST - BUDGET | EXEMPT | A02 |
| 115 | ANALYST - BUSINESS SYSTEMS | EXEMPT | CC3 |
| 110 | ANALYST - COMMUNICATIONS | EXEMPT | C39 |
| 115 | ANALYST - COMP & BENEFITS | EXEMPT | C85 |
| 115 | ANALYST - ENTRPRISE SYS | EXEMPT | A55 |
| 117 | ANALYST - FINANCIAL | EXEMPT | A03 |
| 115 | ANALYST - HRIS | EXEMPT | C69 |
| 115 | ANALYST - OPERATIONS | EXEMPT | A04 |
| 115 | ANALYST - SECURITY | EXEMPT | A56 |
| 117 | ANALYST SR - COMPENSATION | EXEMPT | A93 |
| 117 | ANALYST SR - DATA ANLYS & ADTR | EXEMPT | CA2 |
| 116 | ANALYST SR - PROGRAMMER | EXEMPT | C05 |
| 117 | AREA MANAGER - TRANSPORTATION | EXEMPT | A06 |
| 119 | ASSISTANT DIRECTOR | EXEMPT | A07 |
| 112 | ASSISTANT PROJECT MANAGER | EXEMPT | C93 |
| 102 | ASSOCIATE - NUTRITION SVCS | NON-EXEMPT | C19 |
| 113 | ASST AREA MNGR - TRNSPTN | EXEMPT | A14 |
| 106 | ASST MANAGER - NUTRTRN SVCS | NON-EXEMPT | CG2 |
| 122 | ASST SCHOOL BOARD ATTORNEY | EXEMPT | A31 |
| 111 | BILINGUAL INTERPRETER | NON-EXEMPT | CB8 |
| 108 | BILINGUAL LIAISON | NON-EXEMPT | CE2 |
| 108 | BLDG OPERATIONS SUPV - ES | NON-EXEMPT | C53 |
| 109 | BLDG OPERATIONS SUPV - SEC | NON-EXEMPT | C54 |
| 105 | BUS ATTENDANT | NON-EXEMPT | CC0 |
| 106 | BUS DRIVER | NON-EXEMPT | C45 |
| 106 | BUS DRIVER-FLOATER | NON-EXEMPT | C23 |

Graded Position by Alpha

| | | | |
|-----|--------------------------------|------------|-----|
| 114 | CAPITAL MAINT PROGRAM COORD | EXEMPT | CD9 |
| 108 | CARPENTER | NON-EXEMPT | C63 |
| 112 | CEC BUSNS & INDSTRY LIAISON | EXEMPT | A88 |
| 125 | CHIEF | EXEMPT | A11 |
| 112 | CIS RE-ENGAGEMENT COORDINATOR | EXEMPT | CE5 |
| 115 | CIS SITE COORDINATOR | EXEMPT | C08 |
| 103 | CLINIC ASSISTANT | NON-EXEMPT | C09 |
| 110 | COMMUNITY USE OF SCHOOLS COORD | NON-EXEMPT | C06 |
| 108 | CONFERENCE CENTER TECHNICIAN | NON-EXEMPT | CD6 |
| 119 | COORDINATOR | EXEMPT | A45 |
| 102 | CUSTODIAN DAY PORTER | NON-EXEMPT | C49 |
| 108 | CUSTOMER SERVICE COORDINATOR | NON-EXEMPT | CD1 |
| UNG | DEPUTY SUPERINTENDENT | EXEMPT | A29 |
| 123 | DIRECTOR | EXEMPT | A12 |
| 106 | DOC PRODUCTION SPEC | NON-EXEMPT | C52 |
| 106 | DRIVER/TRAINER | NON-EXEMPT | CD3 |
| 108 | ELECTRICIAN | NON-EXEMPT | C73 |
| 114 | EMPL WELLNESS COORDINATOR | EXEMPT | A20 |
| 112 | EMPLOYMENT SUPPORT LEAD | EXEMPT | C17 |
| 117 | ENERGY MANAGEMENT ENGINEER | EXEMPT | A37 |
| 115 | ENGAGEMENT RESOURCE | EXEMPT | C95 |
| 113 | EXEC ASST & CLERK SCHL BOARD | EXEMPT | A38 |
| 124 | EXECUTIVE DIRECTOR | EXEMPT | A24 |
| 113 | FINANCE & OFFICE MANAGER | EXEMPT | CG1 |
| 110 | FISCAL SPECIALIST | NON-EXEMPT | C86 |
| 111 | FISCAL TAX SPECIALIST | NON-EXEMPT | CF8 |
| 106 | FIXED ASSETS CLERK | NON-EXEMPT | CC1 |
| 102 | FOOD SUPPLY TRANSPORTER | NON-EXEMPT | CF1 |
| 113 | GR DESIGN/WEB DESIGN | EXEMPT | C77 |
| 108 | HEAD START HLTH/NTRN SPECIALST | NON-EXEMPT | CE8 |
| 108 | HEAD START SPECIALIST | NON-EXEMPT | CB3 |
| 110 | HOME SCHOOL SUPPORT SPEC | EXEMPT | C07 |
| 106 | HVAC APPRENTICE | NON-EXEMPT | CF9 |
| 105 | IA - HEAD START | NON-EXEMPT | C12 |
| 105 | IAGE | NON-EXEMPT | C13 |
| 105 | IASE | NON-EXEMPT | C38 |
| 105 | IASE 1:1 | NON-EXEMPT | C35 |
| 111 | IS REPORT WRITER | NON-EXEMPT | C81 |
| 113 | LEAD - ACCOUNTANT | EXEMPT | C14 |
| 104 | LEAD - CUSTODIAN | NON-EXEMPT | CG0 |
| 110 | LEAD - TRADES | NON-EXEMPT | C87 |

Graded Position by Alpha

| | | | |
|-----|--------------------------------|------------|-----|
| 110 | LEAD - WAREHOUSE | NON-EXEMPT | C80 |
| 117 | LEAD ANALYST - NETWORK | EXEMPT | A54 |
| 117 | LEAD ANALYST - PROGRAMMER | EXEMPT | A17 |
| 117 | LEAD ANALYST - TECHNOLOGY | EXEMPT | A53 |
| 105 | LIBRARY ASSISTANT | NON-EXEMPT | C15 |
| 105 | LIBRARY ASSISTANT SR | NON-EXEMPT | C58 |
| 101 | MAIL DISTRIBUTION CARRIER | NON-EXEMPT | C50 |
| 117 | MANAGER - CAPITAL PROJECTS | EXEMPT | A73 |
| 108 | MANAGER - NUTRITION SVCS | NON-EXEMPT | C16 |
| 113 | MANAGER - PRINT SHOP | EXEMPT | CA3 |
| 117 | MANAGER - PROGRAM | EXEMPT | A72 |
| 117 | MANAGER - ROUTING & TECHNOLOGY | EXEMPT | A91 |
| 117 | MANAGER - SAFETY & SECURITY | EXEMPT | A74 |
| 112 | MANAGER - TRADES | EXEMPT | CC7 |
| 103 | MANAGER N TRNG - NUTR SVCS | NON-EXEMPT | C20 |
| 108 | MECHANIC - BOILER | NON-EXEMPT | C74 |
| 106 | MECHANIC - GEN MAINT | NON-EXEMPT | C59 |
| 108 | MECHANIC - HVAC | NON-EXEMPT | C75 |
| 116 | MUSIC THERAPIST | EXEMPT | CB1 |
| 108 | NURSE - LPN | NON-EXEMPT | C55 |
| 114 | NURSE - RN | EXEMPT | CA9 |
| 114 | NURSE - RN - SPED | EXEMPT | C11 |
| 114 | NUTRITION PURCHASING COORD | EXEMPT | C18 |
| 116 | OCCUPATIONAL THERAPIST | EXEMPT | CA0 |
| 101 | OFFICE ASSISTANT | NON-EXEMPT | C51 |
| 103 | OFFICE ASSISTANT SR | NON-EXEMPT | C21 |
| 107 | OFFICE MANAGER | NON-EXEMPT | CC6 |
| 109 | OFFICE MANAGER SR | NON-EXEMPT | C22 |
| 106 | PAINTER | NON-EXEMPT | C60 |
| 116 | PHYSICAL THERAPIST | EXEMPT | CA4 |
| 108 | PLUMBER | NON-EXEMPT | C76 |
| 110 | PREVT MNTC & QLTY ASUR INSPCT | NON-EXEMPT | CE6 |
| 102 | PROGRAM TECH I | NON-EXEMPT | C40 |
| 106 | PROGRAM TECH I SPECIAL ED | NON-EXEMPT | C41 |
| 104 | PROGRAM TECH II | NON-EXEMPT | C42 |
| 106 | PROGRAM TECH III | NON-EXEMPT | C43 |
| 108 | PROGRAM TECH IV | NON-EXEMPT | CF3 |
| 117 | PROJECT MANAGER | EXEMPT | A63 |
| 119 | PROJECT MANAGER SR | EXEMPT | A40 |
| 116 | PSYCHOLOGIST | EXEMPT | C46 |

Graded Position by Alpha

| | | | |
|-----|--------------------------------|------------|-----|
| 117 | RECRUITER | EXEMPT | A15 |
| 114 | REGISTERED DIETICIAN | EXEMPT | CF2 |
| 106 | RETIREE: SCHOOL SECURITY OFFCR | NON-EXEMPT | CE7 |
| 108 | ROOFER | NON-EXEMPT | C61 |
| 113 | SAFETY & SECURITY ASST MGR | EXEMPT | CD7 |
| 125 | SCHOOL BOARD ATTORNEY | EXEMPT | A30 |
| 107 | SCHOOL BUS DRIVER TRAINER | NON-EXEMPT | C65 |
| 106 | SCHOOL SECURITY OFFICER | NON-EXEMPT | C24 |
| 116 | SCHOOL SOCIAL WORKER | EXEMPT | C47 |
| 106 | SECRETARY | NON-EXEMPT | C25 |
| 106 | SECRETARY SPECIAL EDUCATION | NON-EXEMPT | C26 |
| 118 | SENIOR DATABASE ADMINISTRATOR | EXEMPT | A50 |
| 113 | SENIOR PAYROLL SPECIALIST | EXEMPT | C27 |
| 116 | SENIOR SIS SPECIALIST | EXEMPT | A51 |
| 104 | SERVICE CREW | NON-EXEMPT | C56 |
| 114 | SIGN LANGUAGE INTERPRETER | NON-EXEMPT | CB2 |
| 114 | SIGN LANGUAGE INTERPRETER SR | NON-EXEMPT | CC2 |
| 106 | SKILLED FAC MECH/GLAZIER | NON-EXEMPT | C66 |
| 113 | SPEC ASST TO SUPERINTENDENT | EXEMPT | A75 |
| 117 | SPECIALIST - ADULT CONTIN ED | EXEMPT | A64 |
| 108 | SPECIALIST - ASBESTOS | NON-EXEMPT | CB4 |
| 117 | SPECIALIST - ASSESSMENT (DDOT) | EXEMPT | A65 |
| 111 | SPECIALIST - AUTOMATION | NON-EXEMPT | CB7 |
| 114 | SPECIALIST - COMMUNICATIONS | EXEMPT | A87 |
| 117 | SPECIALIST - CURRICULUM | EXEMPT | A41 |
| 117 | SPECIALIST - ECSE | EXEMPT | A63 |
| 117 | SPECIALIST - EDUCATIONAL DATA | EXEMPT | A70 |
| 117 | SPECIALIST - GRANTS | EXEMPT | A71 |
| 117 | SPECIALIST - INTERVENTION | EXEMPT | A43 |
| 113 | SPECIALIST - MCINNEY VENTO SUP | EXEMPT | A47 |
| 117 | SPECIALIST - MEDICAID | EXEMPT | A67 |
| 112 | SPECIALIST - MEDICAID SUPPORT | EXEMPT | A89 |
| 117 | SPECIALIST - MH INTERVENTION | EXEMPT | CB0 |
| 113 | SPECIALIST - MULTIMEDIA | EXEMPT | CF5 |
| 110 | SPECIALIST - NUTRITION SVCS | NON-EXEMPT | CE4 |
| 110 | SPECIALIST - NUTRITION SVCS | EXEMPT | CE4 |
| 108 | SPECIALIST - PEST CONTROL | NON-EXEMPT | CB5 |
| 117 | SPECIALIST - PROF LEARNING | EXEMPT | A66 |
| 117 | SPECIALIST - PROGRAM | EXEMPT | A44 |
| 117 | SPECIALIST - RESEARCH & EVAL | EXEMPT | A69 |
| 115 | SPECIALIST - SIS | EXEMPT | A59 |

Graded Position by Alpha

| | | | |
|-----|--------------------------------|------------|-----|
| 117 | SPECIALIST - SPED | EXEMPT | A42 |
| 117 | SPECIALIST - STUDENT SERVICES | EXEMPT | A62 |
| 112 | SPECIALIST - SUBSTITUTES | EXEMPT | CE3 |
| 113 | SPECIALIST - TECHNOLOGY | NON-EXEMPT | CC4 |
| 113 | SPECIALIST - TECHNOLOGY | NON-EXEMPT | CC4 |
| 115 | SPECIALIST - TECHNOLGY RESRC | EXEMPT | A52 |
| 102 | STOREKEEPER | NON-EXEMPT | CF6 |
| 108 | STU TRAN ROUTE COORDINATOR | NON-EXEMPT | C33 |
| 108 | STU TRAN COORDINATOR | NON-EXEMPT | C64 |
| 110 | STUDENT RECORDS SUPPT SPEC | EXEMPT | C82 |
| 112 | STUDNT RE-ENGAGEMENT CASE MNGR | EXEMPT | CE0 |
| UNG | SUPERINTENDENT | EXEMPT | A28 |
| 114 | SUPERVISOR - AUXILIARY SVCS | EXEMPT | C99 |
| 114 | SUPERVISOR - CUSTODIAL SVCS | EXEMPT | C01 |
| 114 | SUPERVISOR - FIELD | EXEMPT | A13 |
| 112 | SUPERVISOR - FIELD TRIP | EXEMPT | CD0 |
| 114 | SUPERVISOR - KITCH MAINTC | EXEMPT | CC9 |
| 117 | SUPERVISOR - NURSE | EXEMPT | A34 |
| 112 | SUPERVISOR - OFFICE EQUIP | EXEMPT | CA1 |
| 114 | SUPERVISOR - TRADES | EXEMPT | A76 |
| 115 | SUPERVISOR - TRADES SR | EXEMPT | C98 |
| 108 | TEAM LEADER - PRINT SHOP | NON-EXEMPT | CB6 |
| 108 | TECHNICIAN - EQUIP REPAIR | NON-EXEMPT | C67 |
| 106 | TECHNICIAN - FIRE/SPRNKLR | NON-EXEMPT | C68 |
| 107 | TECHNICIAN - FISCAL II | NON-EXEMPT | C29 |
| 109 | TECHNICIAN - FISCAL III | NON-EXEMPT | C30 |
| 112 | TECHNICIAN - FISCAL LEAD | EXEMPT | CE1 |
| 107 | TECHNICIAN - HR/BENEFITS | NON-EXEMPT | C79 |
| 108 | TECHNICIAN - KITCHEN EQ | NON-EXEMPT | C31 |
| 111 | TECHNICIAN - LAN | NON-EXEMPT | C83 |
| 109 | TECHNICIAN - RESIDENCY | NON-EXEMPT | C92 |
| 106 | TECHNICIAN - SCHOOL COUNSELING | NON-EXEMPT | C32 |
| 106 | TECHNICIAN - SECURITY EQUIP | NON-EXEMPT | C70 |
| 106 | TECHNICIAN - SPED | NON-EXEMPT | C57 |
| 107 | TECHNICIAN - SPED | NON-EXEMPT | C57 |
| 106 | TECHNICIAN - SPED - OT/PT/AST | NON-EXEMPT | C10 |
| 106 | TECHNICIAN - SPED EMPLMNT TRAN | NON-EXEMPT | C72 |
| 108 | TECHNICIAN - TELECOM | NON-EXEMPT | C71 |
| 106 | TECHNICIAN - TRADES | NON-EXEMPT | C44 |
| 108 | TECHNICIAN - TRADES II | NON-EXEMPT | C04 |
| 110 | TESTING SUPPORT SPEC | EXEMPT | C88 |

Graded Position by Alpha

| | | | |
|-----|--------------------------------|------------|-----|
| 111 | TESTING/CAREER CENTER COORD | NON-EXEMPT | C37 |
| 102 | TRANSPORTER/FOOD SERVICE ASSOC | NON-EXEMPT | CD4 |
| 101 | TRUCK OPERATOR ASST | NON-EXEMPT | C78 |
| 105 | TUTOR MONITOR | NON-EXEMPT | C36 |
| 110 | VIRTUAL COURSE FACILITATOR | EXEMPT | CD5 |
| 115 | WEB ADMINISTRATOR | EXEMPT | A58 |
| 112 | WRITER/EDITOR | EXEMPT | A81 |

Graded Position by Grade

| 101 | | | \$ 12.00000 | \$ 20.40000 |
|-----|--------------------------------|------------|-------------|-------------|
| 101 | MAIL DISTRIBUTION CARRIER | NON-EXEMPT | | |
| 101 | TRUCK OPERATOR ASST | NON-EXEMPT | | |
| 102 | | | \$ 12.78000 | \$ 21.72600 |
| 102 | ASSOCIATE - NUTRITION SVCS | NON-EXEMPT | | |
| 102 | CUSTODIAN DAY PORTER | NON-EXEMPT | | |
| 102 | FOOD SUPPLY TRANSPORTER | NON-EXEMPT | | |
| 102 | PROGRAM TECH I | NON-EXEMPT | | |
| 102 | STOREKEEPER | NON-EXEMPT | | |
| 102 | TRANSPORTER/FOOD SERVICE ASSOC | NON-EXEMPT | | |
| 103 | | | \$ 13.61070 | \$ 23.13819 |
| 103 | CLINIC ASSISTANT | NON-EXEMPT | | |
| 103 | MANAGER N TRNG - NUTR SVCS | NON-EXEMPT | | |
| 103 | OFFICE ASSISTANT SR | NON-EXEMPT | | |
| 104 | | | \$ 14.49540 | \$ 24.64217 |
| 104 | LEAD - CUSTODIAN | NON-EXEMPT | | |
| 104 | PROGRAM TECH II | NON-EXEMPT | | |
| 104 | SERVICE CREW | NON-EXEMPT | | |
| 105 | | | \$ 15.43760 | \$ 26.24391 |
| 105 | BUS ATTENDANT | NON-EXEMPT | | |
| 105 | IA - HEAD START | NON-EXEMPT | | |
| 105 | IAGE | NON-EXEMPT | | |
| 105 | IASE | NON-EXEMPT | | |
| 105 | IASE 1:1 | NON-EXEMPT | | |
| 105 | LIBRARY ASSISTANT | NON-EXEMPT | | |
| 105 | LIBRARY ASSISTANT SR | NON-EXEMPT | | |
| 105 | TUTOR MONITOR | NON-EXEMPT | | |
| 106 | | | \$ 16.44104 | \$ 27.94977 |
| 106 | ASST MANAGER - NUTRTRN SVCS | NON-EXEMPT | | |
| 106 | BUS DRIVER | NON-EXEMPT | | |
| 106 | BUS DRIVER-FLOATER | NON-EXEMPT | | |
| 106 | DOC PRODUCTION SPEC | NON-EXEMPT | | |
| 106 | DRIVER/TRAINER | NON-EXEMPT | | |
| 106 | FIXED ASSETS CLERK | NON-EXEMPT | | |
| 106 | HVAC APPRENTICE | NON-EXEMPT | | |
| 106 | MECHANIC - GEN MAINT | NON-EXEMPT | | |
| 106 | PAINTER | NON-EXEMPT | | |
| 106 | PROGRAM TECH I SPECIAL ED | NON-EXEMPT | | |
| 106 | PROGRAM TECH III | NON-EXEMPT | | |

Graded Position by Grade

| 106 | Hourly Pay Range | | \$ 16.44104 | \$ 27.94977 |
|-----|--------------------------------|------------|-------------|-------------|
| 106 | SCHOOL SECURITY OFFICER | NON-EXEMPT | | |
| 106 | SECRETARY | NON-EXEMPT | | |
| 106 | SECRETARY SPECIAL EDUCATION | NON-EXEMPT | | |
| 106 | SKILLED FAC MECH/GLAZIER | NON-EXEMPT | | |
| 106 | TECHNICIAN - FIRE/SPRNKLR | NON-EXEMPT | | |
| 106 | TECHNICIAN - SCHOOL COUNSELING | NON-EXEMPT | | |
| 106 | TECHNICIAN - SECURITY EQUIP | NON-EXEMPT | | |
| 106 | TECHNICIAN - SPED | NON-EXEMPT | | |
| 106 | TECHNICIAN - SPED EMPLMNT TRAN | NON-EXEMPT | | |
| 106 | TECHNICIAN - SPED - OT/PT/AST | NON-EXEMPT | | |
| 106 | TECHNICIAN - TRADES | NON-EXEMPT | | |
| 107 | Hourly Pay Range | | \$ 17.50971 | \$ 29.76650 |
| 107 | ADMINISTRATIVE SECRETARY | NON-EXEMPT | | |
| 107 | OFFICE MANAGER | NON-EXEMPT | | |
| 107 | SCHOOL BUS DRIVER TRAINER | NON-EXEMPT | | |
| 107 | TECHNICIAN - FISCAL II | NON-EXEMPT | | |
| 107 | TECHNICIAN - HR/BENEFITS | NON-EXEMPT | | |
| 107 | DEAF/HARD OF HEARING ASSISTANT | NON-EXEMPT | | |
| 108 | Hourly Pay Range | | \$ 18.64784 | \$ 31.70133 |
| 108 | ADMIN ASSISTANT | NON-EXEMPT | | |
| 108 | BILINGUAL LIAISON | NON-EXEMPT | | |
| 108 | BLDG OPERATIONS SUPV - ES | NON-EXEMPT | | |
| 108 | BLDG OPERATIONS SUPV - ES/SEC | NON-EXEMPT | | |
| 108 | CARPENTER | NON-EXEMPT | | |
| 108 | CONFERENCE CENTER TECHNICIAN | NON-EXEMPT | | |
| 108 | CUSTOMER SERVICE COORDINATOR | NON-EXEMPT | | |
| 108 | ELECTRICIAN | NON-EXEMPT | | |
| 108 | HEAD START HLTH/NTRN SPECIALST | NON-EXEMPT | | |
| 108 | HEAD START SPECIALIST | NON-EXEMPT | | |
| 108 | MANAGER - NUTRITION SVCS | NON-EXEMPT | | |
| 108 | MECHANIC - BOILER | NON-EXEMPT | | |
| 108 | MECHANIC - HVAC | NON-EXEMPT | | |
| 108 | NURSE - LPN | NON-EXEMPT | | |
| 108 | PLUMBER | NON-EXEMPT | | |
| 108 | PROGRAM TECH IV | NON-EXEMPT | | |
| 108 | ROOFER | NON-EXEMPT | | |
| 108 | SPECIALIST - ASBESTOS | NON-EXEMPT | | |
| 108 | SPECIALIST - PEST CONTROL | NON-EXEMPT | | |

Graded Position by Grade

| 108 | Hourly Pay Range | | \$ 18.64784 | \$ 31.70133 |
|-----|--------------------------------|------------|-------------|-------------|
| 108 | STU TRAN ROUTE COORDINATOR | NON-EXEMPT | | |
| 108 | STU TRAN COORDINATOR | NON-EXEMPT | | |
| 108 | TEAM LEADER - PRINT SHOP | NON-EXEMPT | | |
| 108 | TECHNICIAN - EQUIP REPAIR | NON-EXEMPT | | |
| 108 | TECHNICIAN - KITCHEN EQ | NON-EXEMPT | | |
| 108 | TECHNICIAN - TELECOM | NON-EXEMPT | | |
| 108 | TECHNICIAN - TRADES II | NON-EXEMPT | | |
| 109 | Hourly Pay Range | | \$ 19.85995 | \$ 33.76191 |
| 109 | ANALYST - BLDG AUTOMATION | NON-EXEMPT | | |
| 109 | BLDG OPERATIONS SUPV - SEC | NON-EXEMPT | | |
| 109 | OFFICE MANAGER SR | NON-EXEMPT | | |
| 109 | TECHNICIAN - FISCAL III | NON-EXEMPT | | |
| 109 | TECHNICIAN - RESIDENCY | NON-EXEMPT | | |
| 110 | Hourly Pay Range | | \$ 21.15084 | \$ 35.95644 |
| 110 | ADMIN ASSISTANT - SR | NON-EXEMPT | | |
| 110 | ANALYST - COMMUNICATIONS | EXEMPT | | |
| 110 | ANNUAL SUBSTITUTE TEACHER ES | EXEMPT | | |
| 110 | ANNUAL SUBSTITUTE SECONDARY | EXEMPT | | |
| 110 | COMMUNITY USE OF SCHOOLS COORD | NON-EXEMPT | | |
| 110 | FISCAL SPECIALIST | NON-EXEMPT | | |
| 110 | HOME SCHOOL SUPPORT SPEC | EXEMPT | | |
| 110 | LEAD - TRADES | NON-EXEMPT | | |
| 110 | LEAD - WAREHOUSE | NON-EXEMPT | | |
| 110 | PREVT MNTC & QLTY ASUR INSPCT | NON-EXEMPT | | |
| 110 | SPECIALIST - NUTRITION SVCS | NON-EXEMPT | | |
| 110 | SPECIALIST - NUTRITION SVCS | EXEMPT | | |
| 110 | STUDENT RECORDS SUPPT SPEC | EXEMPT | | |
| 110 | TESTING SUPPORT SPEC | EXEMPT | | |
| 110 | VIRTUAL COURSE FACILITATOR | EXEMPT | | |
| 111 | Hourly Pay Range | | \$ 22.52565 | \$ 38.29360 |
| 111 | ACCOUNTANT - SR | NON-EXEMPT | | |
| 111 | BILINGUAL INTERPRETER | NON-EXEMPT | | |
| 111 | FISCAL TAX SPECIALIST | NON-EXEMPT | | |
| 111 | IS REPORT WRITER | NON-EXEMPT | | |
| 111 | SPECIALIST - AUTOMATION | NON-EXEMPT | | |
| 111 | TECHNICIAN - LAN | NON-EXEMPT | | |
| 111 | TESTING/CAREER CENTER COORD | NON-EXEMPT | | |

Graded Position by Grade

| 112 | Hourly Pay Range | | \$ 23.98982 | \$ 40.78269 |
|-----|--------------------------------|------------|-------------|-------------|
| 112 | ASSISTANT PROJECT MANAGER | EXEMPT | | |
| 112 | CEC BUSNS & INDSTRY LIAISON | EXEMPT | | |
| 112 | CIS RE-ENGAGEMENT COORDINATOR | EXEMPT | | |
| 112 | EMPLOYMENT SUPPORT LEAD | EXEMPT | | |
| 112 | MANAGER - TRADES | EXEMPT | | |
| 112 | SPECIALIST - MEDICAID SUPPORT | EXEMPT | | |
| 112 | SPECIALIST - SUBSTITUTES | EXEMPT | | |
| 112 | STUDNT RE-ENGAGEMENT CASE MNGR | EXEMPT | | |
| 112 | SUPERVISOR - FIELD TRIP | EXEMPT | | |
| 112 | SUPERVISOR - OFFICE EQUIP | EXEMPT | | |
| 112 | TECHNICIAN - FISCAL LEAD | EXEMPT | | |
| 112 | WRITER/EDITOR | EXEMPT | | |
| 113 | Hourly Pay Range | | \$ 25.54915 | \$ 43.43356 |
| 113 | ASST AREA MNGR - TRNSPTN | EXEMPT | | |
| 113 | EXEC ASST & CLERK SCHL BOARD | EXEMPT | | |
| 113 | FINANCE & OFFICE MANAGER | EXEMPT | | |
| 113 | GR DESIGN/WEB DESIGN | EXEMPT | | |
| 113 | LEAD - ACCOUNTANT | EXEMPT | | |
| 113 | MANAGER - PRINT SHOP | EXEMPT | | |
| 113 | SAFETY & SECURITY ASST MGR | EXEMPT | | |
| 113 | SENIOR PAYROLL SPECIALIST | EXEMPT | | |
| 113 | SPEC ASST TO SUPERINTENDENT | EXEMPT | | |
| 113 | SPECIALIST - MCINNEY VENTO SUP | EXEMPT | | |
| 113 | SPECIALIST - MULTIMEDIA | EXEMPT | | |
| 113 | SPECIALIST - TECHNOLOGY | NON-EXEMPT | | |
| 113 | SPECIALIST - SPED TECHNOLOGY | NON-EXEMPT | | |
| 114 | Hourly Pay Range | | \$ 27.20985 | \$ 46.25674 |
| 114 | ADMINISTRATOR - NUTRITION SVCS | EXEMPT | | |
| 114 | ANALYST - BUDGET | EXEMPT | | |
| 114 | CAPITAL MAINT PROGRAM COORD | EXEMPT | | |
| 114 | EMPL WELLNESS COORDINATOR | EXEMPT | | |
| 114 | NURSE - RN | EXEMPT | | |
| 114 | NURSE - RN - SPED | EXEMPT | | |
| 114 | NUTRITION PURCHASING COORD | EXEMPT | | |
| 114 | REGISTERED DIETICIAN | EXEMPT | | |
| 114 | SIGN LANGUAGE INTERPRETER | NON-EXEMPT | | |
| 114 | SIGN LANGUAGE INTERPRETER SR | NON-EXEMPT | | |

Graded Position by Grade

| 114 | Hourly Pay Range | | \$ 27.20985 | \$ 46.25674 |
|-----|--------------------------------|--------|-------------|-------------|
| 114 | SPECIALIST - COMMUNICATIONS | EXEMPT | | |
| 114 | SUPERVISOR - AUXILIARY SVCS | EXEMPT | | |
| 114 | SUPERVISOR - CUSTODIAL SVCS | EXEMPT | | |
| 114 | SUPERVISOR - FIELD | EXEMPT | | |
| 114 | SUPERVISOR - KITCH MAINTC | EXEMPT | | |
| 114 | SUPERVISOR - TRADES | EXEMPT | | |
| 115 | Hourly Pay Range | | \$ 28.97849 | \$ 49.26343 |
| 115 | ANALYST - 1 SOL LIAISON | EXEMPT | | |
| 115 | ANALYST - APP SUPPORT | EXEMPT | | |
| 115 | ANALYST - BUSINESS SYSTEMS | EXEMPT | | |
| 115 | ANALYST - COMP & BENEFITS | EXEMPT | | |
| 115 | ANALYST - ENTRPRISE SYS | EXEMPT | | |
| 115 | ANALYST - FINANCIAL | EXEMPT | | |
| 115 | ANALYST - HRIS | EXEMPT | | |
| 115 | ANALYST - OPERATIONS | EXEMPT | | |
| 115 | ANALYST - SECURITY | EXEMPT | | |
| 115 | CIS SITE COORDINATOR | EXEMPT | | |
| 115 | ENGAGEMENT RESOURCE | EXEMPT | | |
| 115 | SPECIALIST - SIS | EXEMPT | | |
| 115 | SUPERVISOR - TRADES SR | EXEMPT | | |
| 115 | WEB ADMINISTRATOR | EXEMPT | | |
| 116 | Hourly Pay Range | | \$ 30.86209 | \$ 52.46556 |
| 116 | ANALYST SR - PROGRAMMER | EXEMPT | | |
| 116 | MUSIC THERAPIST | EXEMPT | | |
| 116 | OCCUPATIONAL THERAPIST | EXEMPT | | |
| 116 | PHYSICAL THERAPIST | EXEMPT | | |
| 116 | PSYCHOLOGIST | EXEMPT | | |
| 116 | SCHOOL SOCIAL WORKER | EXEMPT | | |
| 116 | SENIOR SIS SPECIALIST | EXEMPT | | |
| 117 | Hourly Pay Range | | \$ 32.86813 | \$ 55.87582 |
| 117 | ADMINISTRATOR - BENEFITS | EXEMPT | | |
| 117 | ADMINISTRATOR - CNSTRCT CTRACT | EXEMPT | | |
| 117 | ADMINISTRATOR - LICENSURE | EXEMPT | | |
| 117 | ADMINISTRATOR - PLANNING | EXEMPT | | |
| 117 | ANALYST SR - COMPENSATION | EXEMPT | | |
| 117 | ANALYST SR - DATA ANLYS & ADTR | EXEMPT | | |
| 117 | AREA MANAGER - TRANSPORTATION | EXEMPT | | |

Graded Position by Grade

| | | | | |
|------------|--------------------------------|--------|--------------------|--------------------|
| 117 | Hourly Pay Range | | \$ 32.86813 | \$ 55.87582 |
| 117 | ENERGY MANAGEMENT ENGINEER | EXEMPT | | |
| 117 | LEAD ANALYST - NETWORK | EXEMPT | | |
| 117 | LEAD ANALYST - PROGRAMMER | EXEMPT | | |
| 117 | LEAD ANALYST - TECHNOLOGY | EXEMPT | | |
| 117 | MANAGER - CAPITAL PROJECTS | EXEMPT | | |
| 117 | MANAGER - PROGRAM | EXEMPT | | |
| 117 | MANAGER - ROUTING & TECHNOLOGY | EXEMPT | | |
| 117 | MANAGER - SAFETY & SECURITY | EXEMPT | | |
| 117 | PROJECT MANAGER | EXEMPT | | |
| 117 | RECRUITER | EXEMPT | | |
| 117 | SPECIALIST - ADULT CONTIN ED | EXEMPT | | |
| 117 | SPECIALIST - ASSESSMENT (DDOT) | EXEMPT | | |
| 117 | SPECIALIST - CURRICULUM | EXEMPT | | |
| 117 | SPECIALIST - ECSE | EXEMPT | | |
| 117 | SPECIALIST - EDUCATIONAL DATA | EXEMPT | | |
| 117 | SPECIALIST - GRANTS | EXEMPT | | |
| 117 | SPECIALIST - INTERVENTION | EXEMPT | | |
| 117 | SPECIALIST - MEDICAID | EXEMPT | | |
| 117 | SPECIALIST - MH INTERVENTION | EXEMPT | | |
| 117 | SPECIALIST - PROF LEARNING | EXEMPT | | |
| 117 | SPECIALIST - PROGRAM | EXEMPT | | |
| 117 | SPECIALIST - RESEARCH & EVAL | EXEMPT | | |
| 117 | SPECIALIST - SPED | EXEMPT | | |
| 117 | SPECIALIST - STUDENT SERVICES | EXEMPT | | |
| 117 | SPECIALIST - TECHNOLGY RESRC | EXEMPT | | |
| 117 | SUPERVISOR - NURSE | EXEMPT | | |
| 118 | Hourly Pay Range | | \$ 35.00456 | \$ 59.50775 |
| 118 | ADMINISTRATOR - HR | EXEMPT | | |
| 118 | ADMINISTRATOR - GRANTS | EXEMPT | | |
| 119 | Hourly Pay Range | | \$ 37.27985 | \$ 63.37575 |
| 119 | ADMN SR - PLANNING | EXEMPT | | |
| 119 | ASSISTANT DIRECTOR | EXEMPT | | |
| 119 | COORDINATOR | EXEMPT | | |
| 119 | PROJECT MANAGER SR | EXEMPT | | |
| 122 | Hourly Pay Range | | \$ 45.03218 | \$ 76.55471 |
| 122 | ASST SCHOOL BOARD ATTORNEY | EXEMPT | | |

Graded Position by Grade

| | | | | |
|---------------|-----------------------|--------|-------------|-------------|
| 123 | Hourly Pay Range | | \$ 47.95928 | \$ 81.53077 |
| 123 | DIRECTOR | EXEMPT | | |
| 124 | Hourly Pay Range | | \$ 51.07663 | \$ 86.83027 |
| 124 | EXECUTIVE DIRECTOR | EXEMPT | | |
| 125 | Hourly Pay Range | | \$ 54.39661 | \$ 92.47424 |
| 125 | CHIEF | EXEMPT | | |
| 125 | SCHOOL BOARD ATTORNEY | EXEMPT | | |
| NOT GRADED | SUPERINTENDENT | EXEMPT | | |
| NOT GRADED | DEPUTY SUPERINTENDENT | EXEMPT | | |

Substitute Rate Schedule

SUBSTITUTE RATE SCHEDULE 2022 - 2023

| Title | Hours per day | Hourly rate | Half-day rate | Daily rate |
|--|---------------|-------------|---------------|------------|
| Classroom Teachers, Elementary School Librarian | | | | |
| Licensed, Degreed or Non-Degreed with minimum of 60 hours of college credit. | | | \$50.75 | \$101.50 |
| After 20 consecutive days in same position; increased rate retro to start of assignment | | | \$101.50 | \$203.00* |
| Bus Driver | as needed | \$20.21 | | |
| Clinic | 6.5 | | \$39.00 | \$78.00 |
| Family Life Educators | | | \$101.50 | \$203.00 |
| Food Services Associate | as needed | \$12.00 | | |
| Instructional Assistant - ESL and Pre-K | 6 | | \$36.00 | \$72.00 |
| Instructional Assistant - Special Education | 6.5 | | \$39.00 | \$78.00 |
| Tutor Monitor | 6.5 | | \$39.00 | \$78.00 |
| After 20 consecutive days in same position; increased rate retro to start of assignment. | 7 | | \$45.32 | \$90.64 |

* Denotes rate for Fridays and high needs days

Temporary Work Assignment Rates (TWA)

| Title | Rate | Job Code |
|--|-----------------|----------|
| After School Administrator | \$34.02 | Z13 |
| After School Monitor | \$17.12 | Z14 |
| Bilingual Interpreter | \$25.75 | Z15 |
| Bus Driver (current CCPS Bus Driver) | hourly rate | Z51 |
| Bus Driver (not current CCPS Bus Driver) | \$20.21 | Z11 |
| Bus Driver Transportation Trainer (currently employed bus driver w/CCPS) | hourly rate | Z16 |
| Carver Career Academy Night School | Teacher's scale | Z17 |
| Clerical (general office duties, office asst) | \$12.00 | Z19 |
| Clerical (secretarial, SOL clerical) | \$12.68 | Z52 |
| Curriculum Development | \$30.93 | Z20 |
| Custodian (retired CCPS Custodian) | \$12.00 | Z21 |
| Detention (after school/Saturday) | \$17.12 | Z22 |
| Event Workers | \$15.45 | Z23 |
| Facilities Helper | \$12.00 | Z24 |
| Food Service Associate (Retired CCPS Food Service Manager) | \$12.00 | Z25 |
| Food Service Manager/Assistant Manager (Retired CCPS Food Service Manager) | \$15.97 | Z26 |
| Grants Site Coordinator | \$34.02 | Z27 |
| Locker Maintenance | \$12.00 | Z28 |
| Payroll Technician | \$22.50 | Z53 |
| Professional Development Training Presenter | \$29.58 | Z29 |
| Professional Development Training Participant | \$12.00 | Z30 |
| Sign Language Interpreter | \$20.65 | Z31 |
| Site Coordinator (exempt employees) | \$34.02 | Z32 |
| Social Worker (licensed) | \$40.00 | Z33 |
| SOL Testing Coordinator | \$22.96 | Z34 |
| Testing/AP Proctor | \$17.12 | Z46 |
| Registered Nurse | \$28.32 | Z36 |
| VGLA Scoring | \$22.96 | Z37 |
| Instructional and Student Tutors | | |
| Adult Ed Instructor | \$30.93 | Z38 |
| Driver's Ed Instructor | \$30.93 | Z43 |
| High School Students tutoring or monitoring | \$12.00 | Z40 |
| Homebound Teacher | \$30.93 | Z12 |
| Homebound Case Manager/Lead Lab Teacher | \$34.02 | Z42 |
| Instructional Tutor/Teacher | \$30.93 | Z43 |
| Instructional Tutor/Teacher (Non Licensed) | \$30.93 | Z44 |
| Instructional Tutor Assistant | \$17.12 | Z46 |
| Online teacher per student per quarter | \$75.00 | |
| Online teacher per student in summer | \$130.00 | |
| Nursing Instructor (Registered Nurse) | \$27.21 | Z48 |

Music and Drama Stipend Scale

| Years of Exp. | Music | | | Years of Exp. | Drama | |
|---------------|------------------------------------|-------------------------------------|-------------------------------------|---------------|---------------------|-------------------|
| | M1 Middle School (all music) | M2 High School (vocal/string) | M3 High School (instrumental) | | D1 Middle School | D2 High School |
| 0 | \$1,401 | \$2,018 | \$3,486 | 0 | \$1,099 | \$1,898 |
| 1-2 | \$1,414 | \$2,038 | \$3,520 | 1-2 | \$1,109 | \$1,917 |
| 3 | \$1,435 | \$2,068 | \$3,572 | 3 | \$1,126 | \$1,945 |
| 4-6 | \$1,450 | \$2,088 | \$3,608 | 4-6 | \$1,137 | \$1,964 |
| 7-8 | \$1,482 | \$2,135 | \$3,689 | 7 | \$1,163 | \$2,009 |
| 9-14 | \$1,516 | \$2,184 | \$3,773 | 8-14 | \$1,189 | \$2,054 |
| 15 | \$1,551 | \$2,233 | \$3,858 | 15 | \$1,216 | \$2,101 |
| 16 | \$1,586 | \$2,283 | \$3,945 | 16 | \$1,243 | \$2,148 |
| 17 | \$1,621 | \$2,334 | \$4,033 | 17 | \$1,271 | \$2,196 |
| 18 | \$1,658 | \$2,387 | \$4,125 | 18 | \$1,300 | \$2,246 |
| 19 | \$1,695 | \$2,441 | \$4,217 | 19 | \$1,329 | \$2,296 |
| 20 | \$1,733 | \$2,495 | \$4,312 | 20 | \$1,359 | \$2,348 |
| 21 | \$1,772 | \$2,552 | \$4,410 | 21 | \$1,389 | \$2,401 |
| 22 | \$1,812 | \$2,609 | \$4,508 | 22 | \$1,421 | \$2,455 |
| 23 | \$1,853 | \$2,667 | \$4,610 | 23 | \$1,452 | \$2,510 |
| 24 | \$1,895 | \$2,728 | \$4,714 | 24 | \$1,485 | \$2,566 |
| 25 | \$1,937 | \$2,789 | \$4,820 | 25 | \$1,519 | \$2,624 |
| 26 | \$1,981 | \$2,852 | \$4,928 | 26 | \$1,553 | \$2,683 |
| 27 | \$2,025 | \$2,916 | \$5,039 | 27 | \$1,588 | \$2,744 |
| 28 | \$2,070 | \$2,982 | \$5,152 | 28 | \$1,623 | \$2,805 |
| 29 | \$2,118 | \$3,048 | \$5,268 | 29 | \$1,660 | \$2,868 |
| 30 | \$2,165 | \$3,118 | \$5,387 | 30 | \$1,697 | \$2,933 |
| 31+ | \$2,213 | \$3,188 | \$5,508 | 31 | \$1,735 | \$2,999 |

High and Middle School Athletic Stipend

| High School | | | | | | | |
|-------------|----------------------------------|------------|--------------------------|-------|---------------------------------|------------|--------------------------|
| Scale | Approved Positions | Per School | Seasons Payment Schedule | Scale | Approved Positions | Per School | Seasons Payment Schedule |
| 3 | ASST ATHLETIC DIR | 1 | FALL, WINTER, SPRING | 4 | SOCCER ASSISTANT - BOYS | 1 | SPRING |
| 3 | BAND ASSISTANT | 1 | FALL | 4 | SOCCER ASSISTANT - GIRLS | 1 | SPRING |
| 4 | BASEBALL ASSISTANT | 1 | SPRING | 6 | SOCCER HEAD - BOYS | 1 | SPRING |
| 6 | BASEBALL HEAD | 1 | SPRING | 6 | SOCCER HEAD - GIRLS | 1 | SPRING |
| 5 | BASKETBALL ASSISTANT - BOYS | 1 | WINTER | 4 | SOFTBALL ASSISTANT | 1 | SPRING |
| 5 | BASKETBALL ASSISTANT - GIRLS | 1 | WINTER | 6 | SOFTBALL HEAD | 1 | SPRING |
| 5 | BASKETBALL FRESHMAN ASST - BOYS | 1 | WINTER | 4 | SWIM ASSISTANT - BOYS | 1 | WINTER |
| 5 | BASKETBALL FRESHMAN ASST - GIRLS | 1 | WINTER | 4 | SWIM ASSISTANT - GIRLS | 1 | WINTER |
| 7 | BASKETBALL HEAD - BOYS | 1 | WINTER | 6 | SWIM HEAD - BOYS | 1 | WINTER |
| 7 | BASKETBALL HEAD - GIRLS | 1 | WINTER | 6 | SWIM HEAD - GIRLS | 1 | WINTER |
| 2 | CHEERLEADER FRESHMAN | 1 | FALL, WINTER | 4 | TENNIS HEAD - BOYS | 1 | SPRING |
| 3 | CHEERLEADER HEAD | 1 | FALL, WINTER | 4 | TENNIS HEAD - GIRLS | 1 | SPRING |
| 2 | CHEERLEADER ASSISTANT | 1 | FALL, WINTER | 2 | TRACK INDOOR ASSISTANT** | 1 | WINTER |
| 5 | CROSS COUNTRY HEAD - BOYS | 1 | FALL | 4 | TRACK INDOOR HEAD - BOYS | 1 | WINTER |
| 5 | CROSS COUNTRY HEAD - GIRLS | 1 | FALL | 4 | TRACK INDOOR HEAD - GIRLS | 1 | WINTER |
| 1 | DANCE TEAM | 1 | FALL, WINTER | 4 | TRACK OUTDOOR ASSISTANT - GIRLS | 1 | SPRING |
| 4 | FIELD HOCKEY ASSISTANT | 1 | FALL | 4 | TRACK OUTDOOR ASSISTANT -BOYS | 1 | SPRING |
| 6 | FIELD HOCKEY HEAD | 1 | FALL | 6 | TRACK OUTDOOR HEAD - BOYS | 1 | SPRING |
| 6 | FOOTBALL ASSISTANT | 5 | FALL | 6 | TRACK OUTDOOR HEAD - GIRLS | 1 | SPRING |
| 6 | FOOTBALL FRESHMAN ASSISTANT | 1 | FALL | 4 | VOLLEYBALL ASSISTANT - BOYS | 1 | FALL |
| 8 | FOOTBALL HEAD | 1 | FALL | 4 | VOLLEYBALL ASSISTANT - GIRLS | 1 | FALL |
| 4 | GOLF HEAD | 1 | FALL | 6 | VOLLEYBALL HEAD | 2 | FALL |
| 4 | LACROSSE ASSISTANT - BOYS | 1 | SPRING | 2 | WEIGHT ROOM SUPV | 1 | FALL, WINTER, SPRING |
| 4 | LACROSSE ASSISTANT - GIRLS | 1 | SPRING | 5 | WRESTLING ASSISTANT | 1 | WINTER |
| 6 | LACROSSE HEAD - BOYS | 1 | SPRING | 7 | WRESTLING HEAD | 1 | WINTER |
| 6 | LACROSSE HEAD - GIRLS | 1 | SPRING | | | | |

****TRACK INDOOR ASSISTANT requires 51 or more participants per school.**

| Middle School | | | |
|---|-------------------------------------|--------------|-----------------------------|
| Scale | Approved Positions | Per School | Seasons |
| 4 | BASKETBALL HEAD - BOYS | 1 | WINTER |
| 4 | BASKETBALL HEAD - GIRLS | 1 | FALL |
| 1.1 | CHEERLEADER | 1 | FALL, WINTER |
| 4 | CROSS COUNTRY | 1 | FALL |
| 3 | CROSS COUNTRY ASSISTANT | 1 | FALL |
| 4 | SOCCER HEAD - BOYS | 1 | FALL |
| 4 | SOCCER HEAD - GIRLS | 1 | SPRING |
| 3 | TRACK OUTDOOR ASSISTANT - BOYS | 1 | SPRING |
| 3 | TRACK OUTDOOR ASSISTANT - GIRLS | 1 | SPRING |
| 4 | TRACK OUTDOOR HEAD - BOYS | 1 | SPRING |
| 4 | TRACK OUTDOOR HEAD - GIRLS | 1 | SPRING |
| | | HOURS | FALL, WINTER, SPRING |
| | Intramurals (270 hour yearly limit) | 10 hours | \$440 |
| | | 20 hours | \$659 |
| | | 30 hours | \$990 |
| Intramurals are an organized sport or academic activity that is individualized by the school for a sport or academic activity that isn't already budgeted. The intramural stipend is not to be used for coaching positions that are already listed. | | | |

High and Middle School Athletic Stipend Scale

| EXP | 1 | 2 | 3 | 4 | 1.1 | 5 | 6 | 7 | 8 |
|------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 0-6 | \$997.50 | \$1,197.00 | \$1,436.40 | \$1,723.05 | \$1,034.25 | \$2,068.50 | \$2,482.20 | \$2,978.85 | \$3,574.20 |
| 7-13 | \$1,019.55 | \$1,224.30 | \$1,468.95 | \$1,761.90 | \$1,057.35 | \$2,114.70 | \$2,537.85 | \$3,045.00 | \$3,654.00 |
| 14 | \$1,042.65 | \$1,251.60 | \$1,501.50 | \$1,801.80 | \$1,081.50 | \$2,161.95 | \$2,594.55 | \$3,114.30 | \$3,736.95 |
| 15 | \$1,066.80 | \$1,279.95 | \$1,535.10 | \$1,842.75 | \$1,105.65 | \$2,211.30 | \$2,653.35 | \$3,183.60 | \$3,820.95 |
| 16 | \$1,089.90 | \$1,308.30 | \$1,569.75 | \$1,883.70 | \$1,130.85 | \$2,260.65 | \$2,713.20 | \$3,256.05 | \$3,907.05 |
| 17 | \$1,115.10 | \$1,337.70 | \$1,605.45 | \$1,926.75 | \$1,156.05 | \$2,312.10 | \$2,774.10 | \$3,328.50 | \$3,994.20 |
| 18 | \$1,140.30 | \$1,368.15 | \$1,641.15 | \$1,969.80 | \$1,182.30 | \$2,363.55 | \$2,836.05 | \$3,404.10 | \$4,084.50 |
| 19 | \$1,165.50 | \$1,398.60 | \$1,677.90 | \$2,013.90 | \$1,208.55 | \$2,417.10 | \$2,900.10 | \$3,480.75 | \$4,175.85 |
| 20 | \$1,191.75 | \$1,430.10 | \$1,715.70 | \$2,059.05 | \$1,235.85 | \$2,471.70 | \$2,965.20 | \$3,558.45 | \$4,270.35 |
| 21 | \$1,219.05 | \$1,462.65 | \$1,754.55 | \$2,105.25 | \$1,263.15 | \$2,527.35 | \$3,032.40 | \$3,638.25 | \$4,365.90 |
| 22 | \$1,246.35 | \$1,495.20 | \$1,794.45 | \$2,153.55 | \$1,291.50 | \$2,584.05 | \$3,100.65 | \$3,720.15 | \$4,464.60 |
| 23 | \$1,273.65 | \$1,528.80 | \$1,834.35 | \$2,201.85 | \$1,320.90 | \$2,641.80 | \$3,169.95 | \$3,804.15 | \$4,565.40 |
| 24 | \$1,303.05 | \$1,563.45 | \$1,876.35 | \$2,251.20 | \$1,350.30 | \$2,701.65 | \$3,241.35 | \$3,890.25 | \$4,668.30 |
| 25 | \$1,332.45 | \$1,598.10 | \$1,918.35 | \$2,301.60 | \$1,380.75 | \$2,762.55 | \$3,314.85 | \$3,977.40 | \$4,773.30 |
| 26 | \$1,361.85 | \$1,634.85 | \$1,961.40 | \$2,353.05 | \$1,412.25 | \$2,824.50 | \$3,389.40 | \$4,066.65 | \$4,880.40 |
| 27 | \$1,392.30 | \$1,671.60 | \$2,005.50 | \$2,406.60 | \$1,443.75 | \$2,887.50 | \$3,465.00 | \$4,158.00 | \$4,989.60 |
| 28 | \$1,423.80 | \$1,708.35 | \$2,050.65 | \$2,460.15 | \$1,476.30 | \$2,952.60 | \$3,543.75 | \$4,251.45 | \$5,101.95 |
| 29 | \$1,456.35 | \$1,747.20 | \$2,096.85 | \$2,515.80 | \$1,509.90 | \$3,018.75 | \$3,622.50 | \$4,348.05 | \$5,217.45 |
| 30 | \$1,488.90 | \$1,786.05 | \$2,144.10 | \$2,572.50 | \$1,543.50 | \$3,087.00 | \$3,704.40 | \$4,445.70 | \$5,334.00 |
| 31+ | \$1,522.50 | \$1,827.00 | \$2,192.40 | \$2,630.25 | \$1,578.15 | \$3,156.30 | \$3,787.35 | \$4,545.45 | \$5,454.75 |

High and Middle School Academic Stipend

Annual stipends for teaching dual enrollment courses are distributed 50% at the end of each semester.

- \$1,000 for 1 section
- \$2,000 for 2 or more sections

| Academic Scale | High School Approved Positions | Position per School | Payment Schedule and Seasons | Academic Scale | Middle School Approved Positions | Position per school | Payment Schedule and Seasons |
|----------------|--------------------------------|---------------------|------------------------------|----------------|----------------------------------|---------------------|------------------------------|
| 4 | ACADEMIC TEAM | 1 | WINTER | 1 | MAGAZINE | 1 | SPRING |
| 2 | DEBATE ASSISTANT | 1 | WINTER | 1 | NEWSPAPER | 1 | SPRING |
| 4 | DEBATE HEAD | 1 | WINTER | 2 | STUDENT GOVT | 1 | SPRING |
| 1 | FORENSIC ASSISTANT | 1 | WINTER | 4 | YEARBOOK | 1 | SPRING |
| 3 | FORENSIC HEAD | 1 | WINTER | | | | |
| 2 | JR CLASS SPONSOR | 1 | SPRING | | | | |
| 1 | MAGAZINE | 1 | SPRING | | | | |
| 4 | NEWSPAPER | 1 | SPRING | | | | |
| 3 | SR CLASS SPONSOR | 1 | SPRING | | | | |
| 3 | STUDENT GOVT | 1 | SPRING | | | | |
| 3 | VHSL ESPORTS | 1 | WINTER | | | | |
| 3 | VHSL FILM FESTIVAL | 1 | SPRING | | | | |
| 3 | VHSL ROBOTICS | 1 | SPRING | | | | |
| 4 | YEARBOOK | 1 | SPRING | | | | |

| Stipend Scale | | | | |
|---------------|------------|------------|------------|------------|
| EXP | 1 | 2 | 3 | 4 |
| 0-5 | \$977.55 | \$1,173.90 | \$1,408.05 | \$1,689.45 |
| 6-12 | \$999.60 | \$1,200.15 | \$1,439.55 | \$1,728.30 |
| 13 | \$1,022.70 | \$1,226.40 | \$1,472.10 | \$1,767.15 |
| 14 | \$1,045.80 | \$1,254.75 | \$1,505.70 | \$1,806.00 |
| 15 | \$1,068.90 | \$1,283.10 | \$1,539.30 | \$1,846.95 |
| 16 | \$1,093.05 | \$1,311.45 | \$1,573.95 | \$1,888.95 |
| 17 | \$1,117.20 | \$1,340.85 | \$1,609.65 | \$1,930.95 |
| 18 | \$1,142.40 | \$1,371.30 | \$1,645.35 | \$1,975.05 |
| 19 | \$1,168.65 | \$1,401.75 | \$1,682.10 | \$2,019.15 |
| 20 | \$1,194.90 | \$1,433.25 | \$1,719.90 | \$2,064.30 |
| 21 | \$1,221.15 | \$1,465.80 | \$1,758.75 | \$2,110.50 |
| 22 | \$1,249.50 | \$1,498.35 | \$1,798.65 | \$2,158.80 |
| 23 | \$1,276.80 | \$1,533.00 | \$1,839.60 | \$2,207.10 |
| 24 | \$1,306.20 | \$1,566.60 | \$1,880.55 | \$2,256.45 |
| 25 | \$1,335.60 | \$1,602.30 | \$1,922.55 | \$2,306.85 |
| 26 | \$1,365.00 | \$1,638.00 | \$1,965.60 | \$2,359.35 |
| 27 | \$1,396.50 | \$1,674.75 | \$2,010.75 | \$2,411.85 |
| 28 | \$1,426.95 | \$1,712.55 | \$2,055.90 | \$2,466.45 |
| 29 | \$1,459.50 | \$1,751.40 | \$2,102.10 | \$2,522.10 |
| 30 | \$1,492.05 | \$1,791.30 | \$2,149.35 | \$2,578.80 |
| 31+ | \$1,525.65 | \$1,831.20 | \$2,197.65 | \$2,636.55 |

Department Chair Stipend

| High School | |
|--|-------------|
| 8 Department Chairs per school All stipends paid per semester | |
| Core Subject Area: Language Arts, Math, Science and Social Studies | Rate |
| Must have a minimum of 4 teaching FTEs; will receive regular supplement and planning period. | \$710 |
| Must have an excess of 21 teaching FTE's; will receive double supplement and planning period. | \$1,420 |
| Non-Core Subject Area: Health/P.E., Fine Arts, World Languages, Vocational Education | |
| Must have a minimum of 4 to 8 teaching FTE's, will receive double supplement and waived planning period. | \$1,420 |
| Must have more than 8 teaching FTE's, will receive regular supplement and planning period. | \$710 |
| Specialty Center Coordinator** (1 per school) | \$1,485 |
| **Daily functions and teaching assignments are determined by the school principal with consideration of the needs of the school. Must teach 2 classes during semester to be eligible for supplement. | |
| Middle School | |
| 6 Department Chairs per school All stipends paid are per semester | |
| <u>Minimum of 4 teaching FTEs</u> Core: Language Arts, Math, Science and Social Studies Non-Core: Health/P.E., Fine Arts (includes World Languages and Electives) No additional planning period provided. | \$1,290 |
| Elementary School | |
| Approved Elementary School Positions All Stipends paid annually | |
| 6 Department Chairs: K-5 - One per grade level | \$540 |
| Additionally there are: 4 - Lead Teacher (CONTENT AREAS) 1 - ESOL 1 - Special Education 1 - Resource | \$540 |

Stipend Notes and Payment Schedule

Stipend Notes

FTE - 1 full-time position to the equivalent number of part-time position to equal one full-time position.

If a principal determines the need for a core department chair to teach a 5th class, the employee will be paid for an additional 0.2 FTE. CORE department chair incumbents may not teach more than 5 classes at any time.

Intramurals are an organized sport that is individualized by the school for a sport that isn't already in the budget. The intramural stipend is not to be used for coaching positions that are already listed.

In the event that the employee cannot complete the stipend assignment, the stipend payment will be prorated based on the percentage completed.

Special Education Department Chair duties are performed by the Special Education Coordinator as a part of their job function.

Only teachers that are assigned student and teaching duties are eligible to receive Department Chair and Specialty Center stipend. A minimum of two classes taught per semester is required.

Payment Schedule for Stipends

CONTRACT - Added to base salary

ANNUAL - Stipend paid 50% at the end of each semester

SEMESTER - Paid in November and paid again in May

FALL - Paid in November

WINTER - Paid in February

SPRING - Paid in May

Salary Study Resources

[2020-2021 Segal Salary Study \(Study 1\)](#)

[2021-2022 Evergreen Salary Study \(Study 2\)](#)

EQUAL OPPORTUNITY EMPLOYER

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