



Chesterfield County Public Schools  
Innovative. Engaging. Relevant.

# Chesterfield County Public Schools

Effective July 1, 2021

**Department of Human Resources  
Office of Compensation and Benefits**

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## **Compensation Pay Plan 2021-2022**

**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.*

# 2021 - 2022

## Compensation Plan

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## School Board Policy 5400 - Compensation Plan

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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

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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. Job analysis and evaluation is conducted considering factors that affect the level of the position, such as complexity, scope of responsibility, level of supervision, judgment and decision making, impact of actions and required knowledge, skills and abilities. Additionally, market analysis is conducted as needed and internal and external equity is considered.

The 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

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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

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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

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### **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.

### **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

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

- a. Credit for teaching experience on a year-for-year basis is granted when the teaching experience was full-time and in
  - a public school in the United States, including resident public schools;
  - a college or university teaching, provided the college/university is accredited by the Virginia State Department of Education;
  - 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 full time at least one-half of the contract year.
- e. Positions that are deemed hard to fill may be given a full year of credit in an approved experience area, 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.

## Salary Placement – administered with following guidelines

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- 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 accredited by the Virginia State Department of Education;
  - 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

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- 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 Organizational Development Office.

# Graded Salary Placement

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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.
- b. Up to three years credit of non-job related experience for active service in the U.S. Armed Forces.
- c. At no time may the placement exceed the salary range maximum.
- d. Year for year experience for related full-time employment with Chesterfield County Government will be given.
- e. 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.
- f. Individuals hired into skilled or unskilled trades 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.
- g. Credit for substitute or apprenticeship experience is not considered creditable experience for salary placement purposes.

## Graded Pay Scale Compensation for Doctorate

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Current employees below the Cabinet level may receive an in-grade adjustment for possession of a doctorate degree related to their job assignment (doctorate in field). The effective date is normally the date of conferral of the degree within the fiscal year.

## Promotion

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- 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

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- 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

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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

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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**

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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.

## **Special Salary Adjustments**

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

## **Permanently Increased Responsibilities**

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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**

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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**

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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.
- b. Job templates and assistance in writing or revising a job description are available through the Office of Compensation and Benefits.

## **Position Classification Review – Vacant Position**

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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**

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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**

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

## **For the 2021-2022 School Year Only**

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Effective 9/1/2021, employees in positions within the Transportation Department that require or prefer a CDL received a \$3.00/hour increase. Until the results of the second salary study are implemented, any pay changes associated with position changes in the Transportation Department to include promotions, demotions, and lateral transfers will be evaluated on an individual basis to ensure internal alignment with others in the new position.

# Fair Labor Standards Act

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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 \$9.50 an hour (starting January 1, 2022 the minimum wage of \$11.00 an hour) and additionally compensate non-exempt employees who physically work in excess of 40 per week at an overtime rate. The overtime premium is one and one-half times the regular rate of pay or compensatory time at the same rate for every overtime hour worked. Non-exempt employees who have worked more than their normal hours, but less than 40 for the week, are given compensatory time for up to 40 hours or are paid at their regular rate of pay if the compensatory time cannot be taken within 30 days.

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

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

## Non-Exempt Employees

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

## Principal/Supervisor Requirements

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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

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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.

## Fair Labor Standards Act...continued

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### **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

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## Time Sheets

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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

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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

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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:													
Wk Ending:													
Date	Start	Finish	Start	Finish	Start	Finish	Total Hours Worked	Regular Hours Worked	Comp Time Earned	Paid Overtime Hours	Leave/Comp Hrs Taken	Funding Source (for paid OT) *	
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
Weekly Totals													
<b>Notes:</b> The total of the row of shaded boxes (Regular Hours Worked, Comp Time Earned and Paid Overtime Hours) for each day must equal Total Hours Worked for each day. Overtime hours are considered to be any hours worked beyond the employee's contractual day. If overtime payment applies, payment will be made at the employee's regular rate of pay for hours worked up to 40 hours per week. Overtime at time and one-half the employee's regular rate of pay will be paid for all hours worked beyond 40 hours per week. *Please provide an explanation for any overtime worked that will be charged to a grant:													
Employee Signature: _____ Date: _____ Approved By: _____ Date: _____ OT funding approval _____ OT funding approval _____ OT funding approval _____													
Revised 08/05													

## 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

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

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

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

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

## Summer Sports Camp Income/Expense Worksheet

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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/10aJtfayghJRDcG\\_M1nxUVfoiQjeYt\\_O6g0SnxR1xMzU/edit?ts=60db606e](https://docs.google.com/forms/d/10aJtfayghJRDcG_M1nxUVfoiQjeYt_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 \$9.50\* per hour until January 1, 2022. Starting January 1, 2022 minimum hourly wage is \$11.00 per hour. The hourly rates are as follows:
  - Camp Director \$15.45
  - Assistant Camp Director \$12.36
  - Coach/Instructor \$12.36
  - Student Worker \$ 9.50\*
  - Concession Worker \$ 9.50\*
  - 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.
- Nepotism – The employment of spouses or other relatives is prohibited by the State and Local Government Conflict of Interest Act. All employment will be consistent with these requirements.

# Temporary Work Assignments (TWA) Procedures

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

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

**Step 2: School/Department Approval**

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

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

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

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

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

**Step 5: Human Resources Office** - Approval and Data Entry

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

**Step 6: Office of Finance** - Authorizing Payment

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

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

## Additional Notes Regarding TWAs

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- 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)	Speech Language Pathologist w/PHD & CCC or HS Dean w/PHD or Counseling Coordinator w/PHD in field	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)	Speech Language Pathologist w/PHD & CCC or HS Dean w/PHD or Counseling Coordinator w/PHD in field
0	\$46,000	\$48,760	\$51,198	\$53,758	0	\$28.75000	\$30.47500	\$31.99875	\$33.59869
1	\$46,552	\$49,345	\$51,812	\$54,403	1	\$29.09500	\$30.84070	\$32.38274	\$34.00187
2	\$47,111	\$49,937	\$52,434	\$55,056	2	\$29.44414	\$31.21079	\$32.77133	\$34.40989
3	\$47,676	\$50,537	\$53,063	\$55,717	3	\$29.79747	\$31.58532	\$33.16458	\$34.82281
4	\$48,248	\$51,143	\$53,700	\$56,385	4	\$30.15504	\$31.96434	\$33.56256	\$35.24069
5	\$48,827	\$51,757	\$54,344	\$57,062	5	\$30.51690	\$32.34791	\$33.96531	\$35.66357
6	\$49,413	\$52,378	\$54,997	\$57,746	6	\$30.88310	\$32.73609	\$34.37289	\$36.09154
7	\$50,006	\$53,006	\$55,657	\$58,439	7	\$31.25370	\$33.12892	\$34.78537	\$36.52464
8	\$50,606	\$53,642	\$56,324	\$59,141	8	\$31.62874	\$33.52647	\$35.20279	\$36.96293
9	\$51,213	\$54,286	\$57,000	\$59,850	9	\$32.00829	\$33.92879	\$35.62523	\$37.40649
10	\$51,828	\$54,937	\$57,684	\$60,569	10	\$32.39239	\$34.33593	\$36.05273	\$37.85536
11	\$52,346	\$55,487	\$58,261	\$61,174	11	\$32.71631	\$34.67929	\$36.41326	\$38.23392
12	\$52,870	\$56,042	\$58,844	\$61,786	12	\$33.04348	\$35.02608	\$36.77739	\$38.61626
13	\$53,398	\$56,602	\$59,432	\$62,404	13	\$33.37391	\$35.37635	\$37.14516	\$39.00242
14	\$53,932	\$57,168	\$60,027	\$63,028	14	\$33.70765	\$35.73011	\$37.51661	\$39.39244
15	\$54,472	\$57,740	\$60,627	\$63,658	15	\$34.04473	\$36.08741	\$37.89178	\$39.78637
16	\$55,016	\$58,317	\$61,233	\$64,295	16	\$34.38517	\$36.44828	\$38.27070	\$40.18423
17	\$55,566	\$58,900	\$61,845	\$64,938	17	\$34.72902	\$36.81277	\$38.65340	\$40.58608
18	\$56,122	\$59,489	\$62,464	\$65,587	18	\$35.07632	\$37.18089	\$39.03994	\$40.99194
19	\$56,683	\$60,084	\$63,089	\$66,243	19	\$35.42708	\$37.55270	\$39.43034	\$41.40186
20	\$57,250	\$60,685	\$63,719	\$66,905	20	\$35.78135	\$37.92823	\$39.82464	\$41.81587
21	\$57,823	\$61,292	\$64,357	\$67,574	21	\$36.13916	\$38.30751	\$40.22289	\$42.23403
22	\$58,401	\$61,905	\$65,000	\$68,250	22	\$36.50055	\$38.69059	\$40.62512	\$42.65637
23	\$58,985	\$62,524	\$65,650	\$68,933	23	\$36.86556	\$39.07749	\$41.03137	\$43.08294
24	\$59,575	\$63,149	\$66,307	\$69,622	24	\$37.23422	\$39.46827	\$41.44168	\$43.51377
25	\$60,170	\$63,781	\$66,970	\$70,318	25	\$37.60656	\$39.86295	\$41.85610	\$43.94890
26	\$60,772	\$64,419	\$67,639	\$71,021	26	\$37.98262	\$40.26158	\$42.27466	\$44.38839
27	\$61,380	\$65,063	\$68,316	\$71,732	27	\$38.36245	\$40.66420	\$42.69741	\$44.83228
28	\$61,994	\$65,713	\$68,999	\$72,449	28	\$38.74607	\$41.07084	\$43.12438	\$45.28060
29	\$62,614	\$66,370	\$69,689	\$73,173	29	\$39.13353	\$41.48155	\$43.55562	\$45.73341
30	\$63,240	\$67,034	\$70,386	\$73,905	30	\$39.52487	\$41.89636	\$43.99118	\$46.19074
31	\$63,872	\$67,705	\$71,090	\$74,644	31	\$39.92012	\$42.31533	\$44.43109	\$46.65265
32	\$64,511	\$68,382	\$71,801	\$75,391	32	\$40.31932	\$42.73848	\$44.87540	\$47.11917
33	\$65,156	\$69,065	\$72,519	\$76,145	33	\$40.72251	\$43.16586	\$45.32416	\$47.59036
34	\$65,808	\$69,756	\$73,244	\$76,906	34	\$41.12974	\$43.59752	\$45.77740	\$48.06627
35	\$66,466	\$70,454	\$73,976	\$77,675	35	\$41.54104	\$44.03350	\$46.23517	\$48.54693

Counseling Coordinators multiply hourly rate by 2080 hours (260 days, 8 hours/day)  
Any position on a Teacher Contract that works more than 200 days/8 hours must use the hourly rate and multiply number of days by number of hours worked per day.

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 Principal Pay Scale

237 days (11 months)			
Step	Elementary	Middle	High
0	\$63,566	\$68,651	\$74,144
1	\$64,329	\$69,475	\$75,033
2	\$65,101	\$70,309	\$75,934
3	\$65,882	\$71,153	\$76,845
4	\$66,673	\$72,007	\$77,767
5	\$67,473	\$72,871	\$78,700
6	\$68,282	\$73,745	\$79,645
7	\$69,102	\$74,630	\$80,600
8	\$69,931	\$75,526	\$81,568
9	\$70,770	\$76,432	\$82,546
10	\$71,619	\$77,349	\$83,537
11	\$72,479	\$78,277	\$84,539
12	\$73,349	\$79,217	\$85,554
13	\$74,229	\$80,167	\$86,581
14	\$75,120	\$81,129	\$87,620
15	\$76,021	\$82,103	\$88,671
16	\$76,933	\$83,088	\$89,735
17	\$77,856	\$84,085	\$90,812
18	\$78,791	\$85,094	\$91,902
19	\$79,736	\$86,115	\$93,004
20	\$80,693	\$87,149	\$94,120
21	\$81,661	\$88,194	\$95,250
22	\$82,641	\$89,253	\$96,393
23	\$83,633	\$90,324	\$97,550
24	\$84,637	\$91,408	\$98,720
25	\$85,652	\$92,504	\$99,905
26	\$86,680	\$93,615	\$101,104
27	\$87,720	\$94,738	\$102,317
28	\$88,773	\$95,875	\$103,545
29	\$89,838	\$97,025	\$104,787
30	\$90,916	\$98,190	\$106,045
31	\$92,007	\$99,368	\$107,317
32	\$93,111	\$100,560	\$108,605
33	\$94,229	\$101,767	\$109,908
34	\$95,359	\$102,988	\$111,227
35	\$96,504	\$104,224	\$112,562
36	\$97,662	\$105,475	\$113,913
37	\$98,834	\$106,740	\$115,280
38	\$100,020	\$108,021	\$116,663
39	\$101,220	\$109,318	\$118,063
40	\$102,435	\$110,629	\$119,480

**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.

## Associate Principal Pay Scale

260 days/8 hours			
Step	Elementary	Middle	High
0	\$69,735	\$75,314	\$81,339
1	\$70,572	\$76,218	\$82,315
2	\$71,419	\$77,132	\$83,303
3	\$72,276	\$78,058	\$84,302
4	\$73,143	\$78,995	\$85,314
5	\$74,021	\$79,942	\$86,338
6	\$74,909	\$80,902	\$87,374
7	\$75,808	\$81,873	\$88,422
8	\$76,718	\$82,855	\$89,483
9	\$77,638	\$83,849	\$90,557
10	\$78,570	\$84,856	\$91,644
11	\$79,513	\$85,874	\$92,744
12	\$80,467	\$86,904	\$93,857
13	\$81,433	\$87,947	\$94,983
14	\$82,410	\$89,002	\$96,123
15	\$83,399	\$90,071	\$97,276
16	\$84,399	\$91,151	\$98,443
17	\$85,412	\$92,245	\$99,625
18	\$86,437	\$93,352	\$100,820
19	\$87,474	\$94,472	\$102,030
20	\$88,524	\$95,606	\$103,254
21	\$89,586	\$96,753	\$104,494
22	\$90,661	\$97,914	\$105,747
23	\$91,749	\$99,089	\$107,016
24	\$92,850	\$100,278	\$108,301
25	\$93,965	\$101,482	\$109,600
26	\$95,092	\$102,699	\$110,915
27	\$96,233	\$103,932	\$112,246
28	\$97,388	\$105,179	\$113,593
29	\$98,557	\$106,441	\$114,956
30	\$99,739	\$107,718	\$116,336
31	\$100,936	\$109,011	\$117,732
32	\$102,147	\$110,319	\$119,145
33	\$103,373	\$111,643	\$120,575
34	\$104,614	\$112,983	\$122,021
35	\$105,869	\$114,339	\$123,486
36	\$107,139	\$115,711	\$124,968
37	\$108,425	\$117,099	\$126,467
38	\$109,726	\$118,504	\$127,985
39	\$111,043	\$119,926	\$129,521
40	\$112,376	\$121,366	\$131,075

**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.

# Principal Pay Scale

260 days/8 hours			
Step	Elementary	Middle	High
0	\$87,846	\$94,874	\$102,464
1	\$88,900	\$96,012	\$103,693
2	\$89,967	\$97,164	\$104,938
3	\$91,047	\$98,330	\$106,197
4	\$92,139	\$99,510	\$107,471
5	\$93,245	\$100,704	\$108,761
6	\$94,364	\$101,913	\$110,066
7	\$95,496	\$103,136	\$111,387
8	\$96,642	\$104,374	\$112,723
9	\$97,802	\$105,626	\$114,076
10	\$98,975	\$106,893	\$115,445
11	\$100,163	\$108,176	\$116,830
12	\$101,365	\$109,474	\$118,232
13	\$102,582	\$110,788	\$119,651
14	\$103,812	\$112,117	\$121,087
15	\$105,058	\$113,463	\$122,540
16	\$106,319	\$114,824	\$124,010
17	\$107,595	\$116,202	\$125,499
18	\$108,886	\$117,597	\$127,005
19	\$110,193	\$119,008	\$128,529
20	\$111,515	\$120,436	\$130,071
21	\$112,853	\$121,881	\$131,632
22	\$114,207	\$123,344	\$133,211
23	\$115,578	\$124,824	\$134,810
24	\$116,965	\$126,322	\$136,428
25	\$118,368	\$127,838	\$138,065
26	\$119,789	\$129,372	\$139,722
27	\$121,226	\$130,924	\$141,398
28	\$122,681	\$132,495	\$143,095
29	\$124,153	\$134,085	\$144,812
30	\$125,643	\$135,694	\$146,550
31	\$127,151	\$137,323	\$148,308
32	\$128,676	\$138,970	\$150,088
33	\$130,220	\$140,638	\$151,889
34	\$131,783	\$142,326	\$153,712
35	\$133,365	\$144,034	\$155,556
36	\$134,965	\$145,762	\$157,423
37	\$136,584	\$147,511	\$159,312
38	\$138,224	\$149,281	\$161,224
39	\$139,882	\$151,073	\$163,159
40	\$141,561	\$152,886	\$165,116

**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 (2021-2022)

The annual is based on a 12-month, 260 days/year, 8 hours/day calendar or 2080 hours per year.

GRADE LEVEL	Annual Salary			Hourly Rates		
	Min	Mid	Max	Min	Mid	Max
33	\$22,880	\$30,394	\$37,908	\$11.00000	\$14.61244	\$18.22488
34	\$25,359	\$34,333	\$43,306	\$12.19189	\$16.50612	\$20.82035
34+5%	\$26,628	\$36,052	\$45,476	\$12.80213	\$17.33284	\$21.86355
35	\$28,975	\$39,227	\$49,479	\$13.93016	\$18.85901	\$23.78785
35+5%	\$30,427	\$41,188	\$51,949	\$14.62851	\$19.80212	\$24.97572
36	\$33,104	\$44,816	\$56,529	\$15.91536	\$21.54639	\$27.17742
36+5%	\$34,758	\$47,056	\$59,355	\$16.71054	\$22.62330	\$28.53607
37	\$37,824	\$51,206	\$64,588	\$18.18449	\$24.61831	\$31.05214
37+5%	\$39,714	\$53,765	\$67,817	\$19.09303	\$25.84876	\$32.60449
37IST	\$37,824	\$55,805	\$73,786	\$18.18449	\$26.82925	\$35.47402
38	\$43,209	\$58,497	\$73,786	\$20.77342	\$28.12371	\$35.47402
38+5%	\$45,372	\$61,424	\$77,476	\$21.81333	\$29.53077	\$37.24821
38 IST	\$43,209	\$63,757	\$84,305	\$20.77342	\$30.65229	\$40.53116
39	\$49,370	\$66,837	\$84,305	\$23.73545	\$32.13331	\$40.53116
39+5%	\$51,838	\$70,180	\$88,522	\$24.92223	\$33.74052	\$42.55881
39 IST	\$49,370	\$72,845	\$96,319	\$23.73545	\$35.02140	\$46.30735
40	\$56,406	\$76,363	\$96,319	\$27.11846	\$36.71290	\$46.30735
40+5	\$59,227	\$80,181	\$101,135	\$28.47438	\$38.54854	\$48.62271
40 IST	\$56,406	\$83,225	\$110,044	\$27.11846	\$40.01217	\$52.90589
41	\$64,443	\$87,244	\$110,044	\$30.98227	\$41.94407	\$52.90589
41 IST	\$64,443	\$95,086	\$125,729	\$30.98227	\$45.71437	\$60.44648
42	\$73,627	\$99,677	\$125,729	\$35.39759	\$47.92148	\$60.44648
43	\$84,119	\$113,880	\$143,642	\$40.44164	\$54.75008	\$69.05853
44	\$96,102	\$130,101	\$164,100	\$46.20275	\$62.54855	\$78.89435
44+5%	\$100,907	\$136,606	\$172,305	\$48.51288	\$65.67597	\$82.83906
45	\$109,809	\$148,661	\$187,514	\$52.79287	\$71.47185	\$90.15083

## Graded Position by Alpha

Grade	Title	FLSA
43	ACADEMY ADMINISTRATOR	Exempt
38	ACCOUNTANT - SR	Non Exempt
37	ADMINISTRATIVE ASSISTANT	Non Exempt
38	ADMINISTRATIVE ASSISTANT - SR	Non Exempt
36	ADMINISTRATIVE SECRETARY	Non Exempt
41	ADMINISTRATOR - BENEFITS	Exempt
41	ADMINISTRATOR - COMPENSATION	Exempt
41	ADMINISTRATOR - CONSTRUCTION CONTRACT	Exempt
41	ADMINISTRATOR - GRANTS	Exempt
41	ADMINISTRATOR - HUMAN RESOURCES	Exempt
40	ADMINISTRATOR - NUTRITION SVCS	Exempt
41	ADMINISTRATOR - PLANNING	Exempt
42	ADMINISTRATOR SR - PLANNING	Exempt
40	ANALYST - 1 SOL LIAISON	Exempt
40IST	ANALYST - APP SUPPORT	Exempt
37+5%	ANALYST - BLDG AUTOMATION	Non Exempt
40	ANALYST - BUDGET	Exempt
40IST	ANALYST - BUSINESS SYSTEMS	Exempt
38	ANALYST - COMMUNICATIONS	Exempt
38	ANALYST - COMPENSATION & BENEFITS	Exempt
40IST	ANALYST - ENTERPRISE SYS	Exempt
40	ANALYST - FINANCIAL	Exempt
39IST	ANALYST - HRIS	Exempt
40IST	ANALYST - OPERATIONS	Exempt
40IST	ANALYST - SECURITY	Exempt
41	ANALYST SR - BUDGET	Exempt
39IST	ANALYST SR - PROGRAMMER	Exempt
38+5%	ANNUAL SUBSTITUTE TEACHER	Exempt
41	AREA MANAGER - TRANSPORTATION	Exempt
39+5%	ASSISTANT AREA MANAGER - TRANSPORTATION	Exempt
42	ASSISTANT DIRECTOR - FACILITIES	Exempt
42	ASSISTANT DIRECTOR - FINANCE	Exempt
42	ASSISTANT DIRECTOR - HRIS	Exempt
42	ASSISTANT DIRECTOR - MAINTENANCE	Exempt
42	ASSISTANT DIRECTOR - MANAGEMENT & BUDGET	Exempt
42	ASSISTANT DIRECTOR - PAYROLL	Exempt
42	ASSISTANT DIRECTOR - RECRUITING	Exempt
42	ASSISTANT DIRECTOR - STUDENT TRANSPORTATION	Exempt
39	ASSISTANT PROJECT MANAGER	Exempt
33	ASSOCIATE - NUTRITION SVCS	Non Exempt
43	ASST SCHOOL BOARD ATTORNEY	Exempt
36	BILINGUAL INTERPRETER	Non Exempt
36	BILINGUAL LIAISON	Non Exempt

## Graded Position by Alpha

Grade	Title	FLSA
37	BUILDING OPERATIONS SUPERVISOR ELEMENTARY	Non Exempt
37+5%	BUILDING OPERATIONS SUPERVISOR SECONDARY	Non Exempt
35+5%	BUS ATTENDANT	Non Exempt
35+5%	BUS DRIVER	Non Exempt
36	BUS DRIVER TRAINER	Non Exempt
40	CAPITAL MAINT PROGRAM COORDINATOR	Exempt
36	CARPENTER	Non Exempt
39	CEC BUSINESS AND INDUSTRY LIAISON	Exempt
45	CHIEF ACADEMIC OFFICER	Exempt
45	CHIEF COMMUNICATIONS OFFICER	Exempt
45	CHIEF FINANCE OFFICER	Exempt
45	CHIEF HUMAN RESOURCES OFFICER	Exempt
45	CHIEF OPERATIONS OFFICER	Exempt
45	CHIEF SCHOOLS OFFICER	Exempt
45	CHIEF TECHNOLOGY OFFICER	Exempt
39	CIS SITE COORDINATOR - ELEMENTARY	Exempt
39	CIS SITE COORDINATOR - SECONDARY	Exempt
34+5%	CLINIC ASSISTANT	Non Exempt
38	COMMUNITY USE OF SCHOOLS COORDINATOR	Non Exempt
37	CONFERENCE CENTER TECHNICIAN	Non Exempt
42	COORDINATOR OF COMMUNITY IN SCHOOLS	Exempt
42	COORDINATOR OF CONSTITUENT SERVICES	Exempt
42	COORDINATOR OF CTE	Exempt
42	COORDINATOR OF DATABASE SERVICES	Exempt
42	COORDINATOR OF DISABILITIES SERVICES	Exempt
42	COORDINATOR OF EARLY CHILDHOOD SERVICES	Exempt
42	COORDINATOR OF EQUITY	Exempt
42	COORDINATOR OF ESL	Exempt
42	COORDINATOR OF FAMILY AND COMM ENGAGEMENT	Exempt
42	COORDINATOR OF GIFTED EDUCATION	Exempt
42	COORDINATOR OF INSTRUCTIONAL TECHNOLOGY	Exempt
41IST	COORDINATOR OF NETWORK	Exempt
42	COORDINATOR OF PROFESSIONAL LEARNING	Exempt
42	COORDINATOR OF PYSCHOLOGIST	Exempt
42	COORDINATOR OF SCHOOL COUNSELING	Exempt
42	COORDINATOR OF SCHOOL HEALTH SERVICES	Exempt
42	COORDINATOR OF SCHOOL IMPROVEMENT	Exempt
41IST	COORDINATOR OF SCHOOL TECHNOLOGY SERVICES	Exempt
42	COORDINATOR OF SECONDARY CURRICULUM	Exempt
42	COORDINATOR OF SOCIAL WORKERS	Exempt
42	COORDINATOR OF SPECIAL ED	Exempt
42	COORDINATOR OF SPED ADMIN SERVICES	Exempt
42	COORDINATOR OF SPED AND TRANSITION	Exempt
42	COORDINATOR OF STUDENT HEALTH	Exempt
42	COORDINATOR OF TITLE 1	Exempt

# Graded Position by Alpha

Grade	Title	FLSA
33	CUSTODIAN DAY PORTER	Non Exempt
37	CUSTOMER SERVICE COORDINATOR	Non Exempt
35	DEAF/HARD OF HEARING ASSISTANT	Non Exempt
39	DEPUTY SCHOOL BOARD CLERK	Non Exempt
not graded	DEPUTY SUPERINTENDENT	Exempt
44	DIRECTOR OF BUDGET AND MANAGEMENT	Exempt
44	DIRECTOR OF CAREER & TECHNICAL EDUCATION	Exempt
44	DIRECTOR OF COMMUNICATIONS & OUTREACH	Exempt
44	DIRECTOR OF COMPENSATION AND BENEFITS	Exempt
44	DIRECTOR OF CONSTITUENT SERVICES	Exempt
44	DIRECTOR OF CONTRUCATION	Exempt
44	DIRECTOR OF CURRICULUM DEVELOPMENT & SUPPT	Exempt
44	DIRECTOR OF ELEMENTARY SCHOOL LEADERSHIP	Exempt
44	DIRECTOR OF EQUITY & STUDENT SUPPORT SVCS	Exempt
44	DIRECTOR OF FACILITIES & MAINTENANCE	Exempt
44	DIRECTOR OF FINANCE AND PAYROLL	Exempt
44	DIRECTOR OF FOOD SERVICES	Exempt
44	DIRECTOR OF HIGH SCHOOL LEADERSHIP	Exempt
44	DIRECTOR OF INSTRUCTIONAL INNOVATION	Exempt
44	DIRECTOR OF MIDDLE SCHOOL LEADERSHIP	Exempt
44	DIRECTOR OF SCHOOL IMPROVEMENT	Exempt
44	DIRECTOR OF SPECIAL EDUCATION	Exempt
44	DIRECTOR OF STAFFING AND EMPLOYEE RELATIONS	Exempt
44	DIRECTOR OF STUDENT TRANSPORTATION	Exempt
35	DOCUMENTATION PRODUCTION SPECIALIST	Non Exempt
35+5%	DRIVER/TRAINER	Non Exempt
36+5%	ELECTRICIAN	Non Exempt
41	EMPLOYEE WELLNESS COORDINATOR	Exempt
39	EMPLOYMENT SUPPORT LEAD	Exempt
41	ENERGY MANAGEMENT ENGINEER	Exempt
39	ENGAGEMENT RESOURCE	Exempt
41	EXECUTIVE ASSISTANT TO THE SUPERINTENDENT	Exempt
44+5%	EXECUTIVE DIRECTOR OF CONSTITUENT SERVICES	Exempt
44+5%	EXECUTIVE DIRECTOR OF FINANCE	Exempt
37	FISCAL SPECIALIST	Non Exempt
38	FISCAL TAX SPECIALIST	Non Exempt
36	FIXED ASSETS CLERK	Non Exempt
34	FOOD SUPPLY TRANSPORTER	Non Exempt
39+5%	GRAPHIC DESIGN/WEB DESIGN	Exempt
37	HEAD START SPECIALIST	Non Exempt
38	HOME SCHOOL SUPPORT SPECIALIST	Non Exempt
38	HUMAN RESOURCES DATA ANALYTICS & AUDIT SPEC	Exempt
36	HVAC APPRENTICE	Non Exempt
35	INSTRUCTIONAL ASSISTANT - GENERAL ED/ESL	Non Exempt
35	INSTRUCTIONAL ASSISTANT - HEAD START	Non Exempt
35	INSTRUCTIONAL ASSISTANT - SPECIAL ED	Non Exempt

## Graded Position by Alpha

Grade	Title	FLSA
38IST	IS REPORT WRITER	Non Exempt
39	LEAD - ACCOUNTANT	Exempt
38	LEAD - TRADES	Non Exempt
40IST	LEAD ANALYST - NETWORK	Exempt
40IST	LEAD ANALYST - PROGRAMMER	Exempt
40IST	LEAD ANALYST - TECHNOLOGY	Exempt
40	LEAD SUPERVISOR - FIELD	Exempt
34	LIBRARY ASSISTANT	Non Exempt
35	LIBRARY ASSISTANT SR	Non Exempt
33	MAIL DISTRIBUTION CARRIER	Non Exempt
41	MANAGER - CAPITAL PROJECTS	Exempt
40	MANAGER - CONSTRUCTION PROJECT	Exempt
36+5%	MANAGER - NUTRITION SVCS	Non Exempt
39	MANAGER - PRINT SHOP	Exempt
41	MANAGER - PROGRAM	Exempt
41	MANAGER - SAFETY & SECURITY	Exempt
39	MANAGER - TRADES	Exempt
34+5%	MANAGER IN TRAINING - NUTR SVCS	Non Exempt
36+5%	MECHANIC - BOILER	Non Exempt
35	MECHANIC - GEN MAINT	Non Exempt
36+5%	MECHANIC - HVAC	Non Exempt
40	MUSIC THERAPIST	Exempt
37	NURSE - LPN	Non Exempt
40	NURSE - RN	Exempt
40	NURSE - RN - SPED	Exempt
39	NUTRITION PURCHASING COORD	Exempt
41	OCCUPATIONAL THERAPIST	Exempt
33	OFFICE ASSISTANT	Non Exempt
34	OFFICE ASSISTANT SR	Non Exempt
36	OFFICE MANAGER	Non Exempt
37	OFFICE MANAGER SR	Non Exempt
36	PAINTER	Non Exempt
41	PHYSICAL THERAPIST	Exempt
36+5%	PLUMBER	Non Exempt
34	PROGRAM TECH I	Non Exempt
35	PROGRAM TECH II	Non Exempt
36	PROGRAM TECH III	Non Exempt
37	PROGRAM TECH IV	Non Exempt
41	PROJECT MANAGER	Exempt
42	PROJECT MANAGER SR	Exempt
41	PSYCHOLOGIST	Exempt
41	RECRUITER	Exempt
40	REGISTERED DIETICIAN	Exempt
36	ROOFER	Non Exempt
39+5%	SAFETY & SECURITY ASST MGR	Exempt
44	SCHOOL BOARD ATTORNEY	Exempt

## Graded Position by Alpha

Grade	Title	FLSA
35	SCHOOL SECURITY OFFICER	Non Exempt
41	SCHOOL SOCIAL WORKER	Exempt
35	SECRETARY	Non Exempt
35	SECRETARY SPECIAL EDUCATION	Non Exempt
40IST	SENIOR DATABASE ADMINISTRATOR	Exempt
39	SENIOR PAYROLL SPECIALIST	Exempt
40IST	SENIOR SIS SPECIALIST	Exempt
34	SERVICE CREW	Non Exempt
40	SIGN LANGUAGE INTERPRETER SR	Non Exempt
36	SKILLED FAC MECH/GLAZIER	Non Exempt
39	SPEC ASST TO SUPERINTENDENT	Exempt
41	SPECIALIST - ADULT CONTIN ED	Exempt
36+5%	SPECIALIST - ASBESTOS	Non Exempt
41	SPECIALIST - ASSESSMENT (DDOT)	Exempt
37	SPECIALIST - AUTOMATION	Non Exempt
38IST	SPECIALIST - AUTOMATION (HR)	Non Exempt
41	SPECIALIST - CURRICULUM	Exempt
41	SPECIALIST - ECSE	Exempt
41	SPECIALIST - EDUCATIONAL DATA	Exempt
41	SPECIALIST - GRANTS	Exempt
41	SPECIALIST - INTERVENTION	Exempt
39+5%	SPECIALIST - MCINNEY VENTO SUP	Exempt
41	SPECIALIST - MEDICAID	Exempt
39	SPECIALIST - MEDICAID SUPPORT	Exempt
40	SPECIALIST - MH INTERVENTION	Exempt
39	SPECIALIST - MULTIMEDIA	Exempt
38	SPECIALIST - NUTRITION (Training & Support)	Non Exempt
38	SPECIALIST - NUTRITION (Free & Reduced)	Non Exempt
39	SPECIALIST - NUTRITION (Marketing)	Exempt
36+5%	SPECIALIST - PEST CONTROL	Non Exempt
41	SPECIALIST - PROF LEARNING	Exempt
41	SPECIALIST - PROGRAM	Exempt
41	SPECIALIST - RESEARCH & EVAL	Exempt
39IST	SPECIALIST - SIS	Exempt
41	SPECIALIST - SPED	Exempt
41	SPECIALIST - STUDENT SERVICES	Exempt
39	SPECIALIST - SUBSTITUTE	Exempt
39IST	SPECIALIST - TECHNOLOGY	Non Exempt
40IST	SPECIALIST - TECHNOLOGY RESOURCE	Exempt
34	STOREKEEPER	Non Exempt
38	STUDENT RECORDS SUPPORT SPECIALIST	Exempt
39	STUDENT RE-ENGAGEMENT CASE MANAGER	Exempt

## Graded Position by Alpha

Grade	Title	FLSA
36	STUDENT TRANSPORTATION ROUTING COORDINATOR	Non Exempt
36	STUDENT TRANSPORTATION COORDINATOR	Non Exempt
39	SUPERVISOR - AUXILIARY SVCS	Exempt
37	SUPERVISOR - CUSTODIAL SVCS	Non Exempt
39	SUPERVISOR - FIELD	Exempt
39	SUPERVISOR - FIELD TRIP	Exempt
39	SUPERVISOR - KITCHEN MAINTENANCE	Exempt
41	SUPERVISOR - NURSE	Exempt
39+5%	SUPERVISOR - OFFICE EQUIP	Exempt
39	SUPERVISOR - PRINT SHOP	Exempt
39	SUPERVISOR - ROUTING & TRANSPORTATION	Exempt
39	SUPERVISOR - TRADES	Exempt
40	SUPERVISOR - TRADES SR.	Exempt
36+5%	TEAM LEADER - PRINT SHOP	Non Exempt
36	TECHNICIAN - ASSISTIVE TECHNOLOGY (SE)	Non Exempt
37IST	TECHNICIAN - EQUIPMENT REPAIR	Non Exempt
36	TECHNICIAN - FIRE/SPRNKLR	Non Exempt
35	TECHNICIAN - FISCAL II	Non Exempt
36	TECHNICIAN - FISCAL III	Non Exempt
35	TECHNICIAN - HR/BENEFITS	Non Exempt
36+5%	TECHNICIAN - KITCHEN EQUIPMENT	Non Exempt
38IST	TECHNICIAN - LAN	Non Exempt
36	TECHNICIAN - MASONRY/TILE	Non Exempt
36	TECHNICIAN - OT/PT	Non Exempt
37	TECHNICIAN - RESIDENCY	Non Exempt
35	TECHNICIAN - SCHOOL COUNSELING	Non Exempt
36	TECHNICIAN - SECURITY EQUIP	Non Exempt
36	TECHNICIAN - SPED (Vision)	Non Exempt
36	TECHNICIAN - SPED TRANSITION EMPLOYMENT	Non Exempt
37IST	TECHNICIAN - TELECOM	Non Exempt
36	TECHNICIAN - TRADES	Non Exempt
37	TECHNICIAN - TRADES II	Non Exempt
38	TESTING SUPPORT SPECIALIST	Non Exempt
39	TESTING/CAREER CENTER COORDINATOR	Non Exempt
34	TRANSPORTER/FOOD SERVICE ASSOC	Non Exempt
33	TRUCK OPERATOR ASST	Non Exempt
35	TUTOR MONITOR	Non Exempt
39IST	WEB ADMINISTRATOR	Exempt
39	WRITER/EDITOR	Exempt

# Graded Position by Grade

Grade	Title	FLSA	Hours	Days	Hourly Rates		Annual Rates	
					Min	Max	Min	Max
<b>33</b>	<b>Hourly Pay Range</b>				<b>\$11.00000</b>	<b>\$18.22488</b>		
33	ASSOCIATE - NUTRITION SVCS	NE	varies	183				
33	CUSTODIAN DAY PORTER	NE	8.00	260			\$22,880	\$37,908
33	MAIL DISTRIBUTION CARRIER	NE	8.00	260			\$22,880	\$37,908
33	OFFICE ASSISTANT	NE	6.00	183			\$13,200	\$21,870
33	TRUCK OPERATOR ASST	NE	8.00	260			\$22,880	\$37,908
<b>34</b>	<b>Hourly Pay Range</b>				<b>\$12.19189</b>	<b>\$20.82035</b>		
34	FOOD SUPPLY TRANSPORTER	NE	6.00	260			\$19,019	\$32,480
34	LIBRARY ASSISTANT	NE	8.00	190			\$20,580	\$35,145
34	OFFICE ASSISTANT SR	NE	6.00	183			\$14,630	\$24,984
34	PROGRAM TECH I	NE	8.00	260			\$25,359	\$43,306
34	SERVICE CREW	NE	8.00	260			\$25,359	\$43,306
34	STOREKEEPER	NE	8.00	260			\$25,359	\$43,306
34	TRANSPORTER/FOOD SERVICE ASSOC	NE	8.00	260			\$25,359	\$43,306
<b>34+5%</b>	<b>Hourly Pay Range</b>				<b>\$12.80213</b>	<b>\$21.86355</b>		
34+5%	CLINIC ASSISTANT	NE	6.50	183			\$17,059	\$29,133
34+5%	MANAGER N TRNG - NUTR SVCS	NE	7.00	183			\$18,192	\$31,068
<b>35</b>	<b>Hourly Pay Range</b>				<b>\$13.93016</b>	<b>\$23.78785</b>		
35	DEAF/HARD OF HEARING ASSISTANT	NE	6.50	183			\$18,109	\$30,924
35	DOCUMENTATION PRODUCTION SPEC	NE	8.00	260			\$28,975	\$49,479
35	INSTRUCTIONAL ASSISTANT - GE/ESL	NE	6.00	183			\$16,716	\$28,593
35	INSTRUCTIONAL ASSISTANT - HEAD START	NE	7.50	183			\$20,895	\$35,741
35	INSTRUCTIONAL ASSISTANT - SP ED	NE	6.50	183			\$18,109	\$30,976
35	LIBRARY ASSISTANT SR	NE	8.00	260			\$28,975	\$49,479
35	MECHANIC - GEN MAINT	NE	8.00	260			\$28,975	\$49,479
35	PROGRAM TECH II	NE	8.00	260			\$28,975	\$49,479
35	SCHOOL SECURITY OFFICER	NE	7.25	183			\$20,199	\$34,492
35	SECRETARY	NE	8.00	183			\$22,288	\$34,492
35	SECRETARY	NE	8.00	237			\$26,412	\$45,102
35	SECRETARY	NE	8.00	260			\$28,975	\$49,479
35	SECRETARY SPECIAL EDUCATION	NE	8.00	183			\$22,288	\$38,061
35	TECHNICIAN - FISCAL II	NE	8.00	260			\$28,975	\$49,479
35	TECHNICIAN - HR/BENEFITS	NE	8.00	260			\$28,975	\$49,479
35	TECHNICIAN - SCHOOL COUNSELING	NE	8.00	260			\$28,975	\$49,479
35	TUTOR MONITOR	NE	7.25	183			\$20,199	\$34,492
<b>35+5%</b>	<b>Hourly Pay Range</b>				<b>\$17.21383</b>	<b>\$30.56883</b>		
35+5%	BUS ATTENDANT	NE	6.00	183			\$18,901	\$30,271
35+5%	BUS DRIVER	NE	6.00	183			\$22,195	\$33,565
35+5%	DRIVER/TRAINER	NE	8.00	183			\$31,057	\$46,217

# Graded Position by Grade

Grade	Title	FLSA	Hours	Days	Hourly Rates		Annual Rates	
					Min	Max	Min	Max
<b>36</b>	<b>Hourly Pay Range</b>				<b>\$15.91536</b>	<b>\$27.17742</b>		
36	ADMINISTRATIVE SECRETARY	NE	8.00	260			\$33,104	\$56,529
36	BILINGUAL INTERPRETER	NE	7.00	183			\$22,282	\$38,048
36	BILINGUAL LIAISON	NE	8.00	260			\$33,104	\$56,529
36	BUS DRIVER TRAINER	NE	8.00	183			\$27,692	\$44,180
36	CARPENTER	NE	8.00	260			\$33,104	\$56,529
36	FIXED ASSETS CLERK	NE	8.00	260			\$33,104	\$56,529
36	HVAC APPRENTICE	NE	8.00	260			\$33,104	\$56,529
36	OFFICE MANAGER	NE	8.00	260			\$33,104	\$56,529
36	PAINTER	NE	8.00	260			\$33,104	\$56,529
36	PROGRAM TECH III	NE	8.00	260			\$33,104	\$56,529
36	ROOFER	NE	8.00	260			\$33,104	\$56,529
36	SKILLED FAC MECH/GLAZIER	NE	8.00	260			\$33,104	\$56,529
36	STUDENT TRANS COORDINATOR	NE	8.00	260			\$39,344	\$62,769
36	STUDENT TRANS ROUTING COORD	NE	8.00	260			\$39,344	\$62,769
36	TECHNICIAN - ASSIST TECHNOLOGY (SE)	NE	8.00	237			\$30,176	\$51,528
36	TECHNICIAN - FIRE/SPRNKLR	NE	8.00	260			\$33,104	\$56,529
36	TECHNICIAN - FISCAL III	NE	8.00	260			\$33,104	\$56,529
36	TECHNICIAN - MASONRY/TILE	NE	8.00	260			\$33,104	\$56,529
36	TECHNICIAN - OT/PT	NE	8.00	260			\$33,104	\$56,529
36	TECHNICIAN - SECURITY EQUIP	NE	8.00	260			\$33,104	\$56,529
36	TECHNICIAN - SPED (Vision)	NE	8.00	260			\$33,104	\$56,529
36	TECHNICIAN - SPED TRANSITION EMPL	NE	6.50	183			\$20,690	\$35,331
36	TECHNICIAN - TRADES	NE	8.00	260			\$33,104	\$56,529
<b>36+5%</b>	<b>Hourly Pay Range</b>				<b>\$16.71054</b>	<b>\$28.53607</b>		
36+5%	ELECTRICIAN	NE	8.00	260			\$34,758	\$59,355
36+5%	MANAGER - NUTRITION SVCS	NE	8.00	183			\$27,539	\$47,027
36+5%	MECHANIC - BOILER	NE	8.00	260			\$34,758	\$59,355
36+5%	MECHANIC - HVAC	NE	8.00	260			\$34,758	\$59,355
36+5%	PLUMBER	NE	8.00	260			\$34,758	\$59,355
36+5%	SPECIALIST - ASBESTOS	NE	8.00	260			\$34,758	\$59,355
36+5%	SPECIALIST - PEST CONTROL	NE	8.00	260			\$34,758	\$59,355
36+5%	TEAM LEADER - PRINT SHOP	NE	8.00	260			\$34,758	\$59,355
36+5%	TECHNICIAN - KITCHEN EQUIPMENT	NE	8.00	260			\$34,758	\$59,355

# Graded Position by Grade

Grade	Title	FLSA	Hours	Days	Hourly Rates		Annual Rates	
					Min	Max	Min	Max
<b>37</b>	<b>Hourly Pay Range</b>				<b>\$18.18449</b>	<b>\$31.05214</b>		
37	ADMINISTRATIVE ASSISTANT	NE	8.00	260			\$37,824	\$64,588
37	BLDG OPERATIONS SUPV ELEMENTARY	NE	8.00	260			\$37,824	\$64,588
37	CONFERENCE CENTER TECHNICIAN	NE	8.00	260			\$37,824	\$64,588
37	CUSTOMER SERVICE COORDINATOR	NE	8.00	260			\$37,824	\$64,588
37	FISCAL SPECIALIST	NE	8.00	260			\$37,824	\$64,588
37	HEAD START SPECIALIST	NE	8.00	260			\$37,824	\$64,588
37	NURSE - LPN	NE	6.50	183			\$23,640	\$40,368
37	OFFICE MANAGER SR	NE	8.00	260			\$37,824	\$64,588
37	PROGRAM TECH IV	NE	8.00	260			\$37,824	\$64,588
37	SPECIALIST - AUTOMATION	NE	8.00	260			\$37,824	\$64,588
37	SUPERVISOR - CUSTODIAL SVCS	NE	8.00	260			\$37,824	\$64,588
37	TECHNICIAN - RESIDENCY	NE	7.25	237			\$31,245	\$53,355
37	TECHNICIAN - TRADES II	NE	8.00	260			\$37,824	\$64,588
<b>37+5%</b>	<b>Hourly Pay Range</b>				<b>\$19.09303</b>	<b>\$32.60449</b>		
37+5%	ANALYST - BLDG AUTOMATION	NE	8.00	260			\$39,714	\$67,817
37+5%	BLDG OPERATIONS SUPV SECONDARY	NE	8.00	260			\$39,714	\$67,817
<b>37IST</b>	<b>Hourly Pay Range</b>				<b>\$18.18449</b>	<b>\$35.47402</b>		
37IST	TECHNICIAN - EQUIPMENT REPAIR	NE	8.00	260			\$37,824	\$73,786
37IST	TECHNICIAN - TELECOM	NE	8.00	260			\$37,824	\$73,786
<b>38</b>	<b>Hourly Pay Range</b>				<b>\$20.77342</b>	<b>\$35.47402</b>		
38	ACCOUNTANT - SR	NE	8.00	260			\$43,209	\$73,786
38	ADMINISTRATIVE ASSISTANT - SR	NE	8.00	260			\$43,209	\$73,786
38	ANALYST – COMMUNICATIONS	E	8.00	260			\$43,209	\$73,786
38	ANALYST - COMPENSATION & BENEFITS	E	8.00	260			\$43,209	\$73,786
38	COMMUNITY USE OF SCHOOLS COOR	NE	8.00	260			\$43,209	\$73,786
38	FISCAL TAX SPECIALIST	NE	8.00	260			\$43,209	\$73,786
38	HOME SCHOOL SUPPORT SPECIALIST	NE	8.00	260			\$43,209	\$73,786
38	LEAD - TRADES	NE	8.00	260			\$43,209	\$73,786
38	SPECIALIST - NUTRITION SVCS	NE	8.00	260			\$43,209	\$73,786
38	STUDENT RECORDS SUPPORT SPECIALIST	E	8.00	260			\$43,209	\$73,786
38	TESTING SUPPORT SPECIALIST	NE	8.00	260			\$43,209	\$73,786
<b>38+5%</b>	<b>Hourly Pay Range</b>				<b>\$21.81333</b>	<b>\$37.24821</b>		
38+5%	ANNUAL SUBSTITUTE TEACHER	E	8.00	200	\$25,50194	\$25,50194	\$40,803	\$40,803
<b>38IST</b>	<b>Hourly Pay Range</b>				<b>\$20.77342</b>	<b>\$40.53116</b>		
38IST	IS REPORT WRITER	NE	8.00	260			\$43,209	\$84,305
38IST	SPECIALIST - HR AUTOMATION	NE	8.00	260			\$43,209	\$84,305
38IST	TECHNICIAN - LAN	NE	8.00	260			\$43,209	\$84,305

# Graded Position by Grade

Grade	Title	FLSA	Hours	Days	Hourly Rates		Annual Rates	
					Min	Max	Min	Max
<b>39</b>	<b>Hourly Pay Range</b>				<b>\$23.73545</b>	<b>\$40.53116</b>		
39	ASSISTANT PROJECT MANAGER	E	8.00	260			\$49,370	\$84,305
39	CEC BUSINESS AND INDUSTRY LIAISON	E	8.00	237			\$48,670	\$68,417
39	CIS SITE COORDINATOR - ELEMENTARY	E	8.00	210			\$48,670	\$68,417
39	CIS SITE COORDINATOR - SECONDARY	E	8.00	237			\$54,667	\$76,847
39	DEPUTY SCHOOL BOARD CLERK	NE	8.00	260			\$49,370	\$84,305
39	EMPLOYMENT SUPPORT LEAD	E	8.00	260			\$49,370	\$84,305
39	ENGAGEMENT RESOURCE	E	8.00	260			\$49,370	\$84,305
39	LEAD - ACCOUNTANT	E	8.00	260			\$49,370	\$84,305
39	MANAGER - PRINT SHOP	E	8.00	260			\$49,370	\$84,305
39	MANAGER - TRADES	E	8.00	260			\$49,370	\$84,305
39	NUTRITION PURCHASING COORD	E	8.00	260			\$49,370	\$84,305
39	SENIOR PAYROLL SPECIALIST	E	8.00	260			\$49,370	\$84,305
39	SPEC ASST TO SUPERINTENDENT	E	8.00	260			\$49,370	\$84,305
39	SPECIALIST - MEDICAID SUPPORT	E	8.00	260			\$49,370	\$84,305
39	SPECIALIST - MULTIMEDIA	E	8.00	260			\$49,370	\$84,305
39	SPECIALIST - NUTRITION SVCS	E	8.00	260			\$49,370	\$84,305
39	SPECIALIST - SUBSTITUTE	E	8.00	260			\$49,370	\$84,305
39	STUDENT RE-ENGAGEMENT CASE MGR	E	8.00	260			\$49,370	\$84,305
39	SUPERVISOR - AUXILIARY SVCS	E	8.00	260			\$49,370	\$84,305
39	SUPERVISOR – CUSTODIAL	E	8.00	260			\$49,370	\$84,305
39	SUPERVISOR - FIELD	E	8.00	260			\$49,370	\$84,305
39	SUPERVISOR - FIELD TRIP	E	8.00	260			\$55,610	\$90,545
39	SUPERVISOR - KITCHEN MAINTENANCE	E	8.00	260			\$49,370	\$84,305
39	SUPERVISOR - PRINT SHOP	E	8.00	260			\$49,370	\$84,305
39	SUPERVISOR - TRADES	E	8.00	260			\$49,370	\$84,305
39	TESTING/CAREER CENTER COORDINATOR	NE	8.00	200			\$41,964	\$71,659
39	WRITER/EDITOR	E	8.00	260			\$49,370	\$84,305
<b>39+5%</b>	<b>Hourly Pay Range</b>				<b>\$24.92223</b>	<b>\$42.55881</b>		
39+5%	ASST AREA MANAGER - TRANSPORTATION	E	8.00	260			\$54,958	\$91,642
39+5%	GRAPHIC DESIGN/WEB DESIGN	E	8.00	260			\$51,838	\$88,522
39+5%	SAFETY & SECURITY ASST MGR	E	8.00	260			\$51,838	\$88,522
39+5%	SPECIALIST - COMMUNICATION	E	8.00	260			\$51,838	\$88,522
39+5%	SPECIALIST - MCINNEY VENTO SUP	E	8.00	260			\$51,838	\$88,522
39+5%	SUPERVISOR - OFFICE EQUIP	E	8.00	260			\$51,838	\$88,522

# Graded Position by Grade

Grade	Title	FLSA	Hours	Days	Hourly Rates		Annual Rates	
					Min	Max	Min	Max
<b>39IST</b>	<b>Hourly Pay Range</b>				<b>\$23.73545</b>	<b>\$46.30735</b>		
39IST	ANALYST - HRIS	E	8.00	260			\$49,370	\$96,319
39IST	ANALYST SR - PROGRAMMER	E	8.00	260			\$49,370	\$96,319
39IST	HR DATA ANALYTICS & AUDIT SPEC	E	8.00	260			\$49,370	\$96,319
39IST	SPECIALIST - SIS	E	8.00	260			\$49,370	\$96,319
39IST	SPECIALIST - TECHNOLOGY	NE	8.00	260			\$49,370	\$96,319
39IST	WEB ADMINISTRATOR	E	8.00	260			\$49,370	\$96,319
<b>40</b>	<b>Hourly Pay Range</b>				<b>\$27.11846</b>	<b>\$46.30735</b>		
40	ADMINISTRATOR - NUTRITION SVCS	E	8.00	260			\$56,406	\$96,319
40	ANALYST - 1 SOL LIAISON	E	8.00	260			\$56,406	\$96,319
40	ANALYST - BUDGET	E	8.00	260			\$56,406	\$96,319
40	ANALYST - FINANCIAL	E	8.00	260			\$56,406	\$96,319
40	CAPITAL MAINT PROGRAM COORD	E	8.00	260			\$56,406	\$96,319
40	LEAD SUPERVISOR - FIELD	E	8.00	260			\$56,406	\$96,319
40	MANAGER - CONSTRUCTION PROJECT	E	8.00	260			\$56,406	\$96,319
40	NURSE - RN	E	8.00	215			\$49,399	\$80,760
40	NURSE - RN - SPED	E	8.00	215			\$49,399	\$80,760
40	REGISTERED DIETICIAN	E	8.00	260			\$56,406	\$96,319
40	SECURITY ANALYST - TECH SERVICES	E	8.00	260			\$56,406	\$96,319
40	SIGN LANGUAGE INTERPRETER	NE	7.25	183			\$40,305	\$68,824
40	SIGN LANGUAGE INTERPRETER SR	NE	8.00	215			\$46,644	\$79,649
40	SPECIALIST - MH INTERVENTION	E	8.00	215			\$47,295	\$80,760
40	SUPERVISOR - TRADES SR.	E	8.00	260			\$56,406	\$96,319
<b>40IST</b>	<b>Hourly Pay Range</b>				<b>\$27.11846</b>	<b>\$52.90589</b>		
40IST	ANALYST - APP SUPPORT	E	8.00	260			\$56,406	\$110,044
40IST	ANALYST - BUSINESS SYSTEMS	E	8.00	260			\$56,406	\$110,044
40IST	ANALYST - ENTRPRISE SYSTEMS	E	8.00	260			\$56,406	\$110,044
40IST	ANALYST - OPERATIONS	E	8.00	260			\$56,406	\$110,044
40IST	ANALYST - SECURITY	E	8.00	260			\$56,406	\$110,044
40IST	LEAD ANALYST - NETWORK	E	8.00	260			\$56,406	\$110,044
40IST	LEAD ANALYST - PROGRAMMER	E	8.00	260			\$56,406	\$110,044
40IST	LEAD ANALYST - TECHNOLOGY	E	8.00	260			\$56,406	\$110,044
40IST	SENIOR DATABASE ADMINISTRATOR	E	8.00	260			\$56,406	\$110,044
40IST	SENIOR SPECIALIST - SIS	E	8.00	260			\$56,406	\$110,044
40IST	SPECIALIST - TECHNOLOGY RESOURCE	E	8.00	260			\$56,406	\$110,044

# Graded Position by Grade

Grade	Title	FLSA	Hours	Days	Hourly Rates		Annual Rates	
					Min	Max	Min	Max
<b>41</b>	<b>Hourly Pay Range</b>				<b>\$30.98227</b>	<b>\$52.90589</b>		
41	ADMINISTRATOR - BENEFITS	E	8.00	260			\$64,443	\$110,044
41	ADMINISTRATOR - COMPENSATION	E	8.00	260			\$64,443	\$110,044
41	ADMINISTRATOR - CONSTR CONTRACT	E	8.00	260			\$64,443	\$110,044
41	ADMINISTRATOR - GRANTS	E	8.00	260			\$64,443	\$110,044
41	ADMINISTRATOR - HUMAN RESOURCES	E	8.00	260			\$64,443	\$110,044
41	ADMINISTRATOR - PLANNING	E	8.00	260			\$64,443	\$110,044
41	ANALYST SR - BUDGET	E	8.00	260			\$64,443	\$110,044
41	AREA MANAGER – TRANSPORTATION	E	8.00	260			\$70,683	\$116,284
41	EMPLOYEE WELLNESS COORDINATOR	E	8.00	260			\$64,443	\$110,044
41	ENERGY MANAGEMENT ENGINEER	E	8.00	260			\$64,443	\$110,044
41	EXEC ASST TO THE SUPERINTENDENT	E	8.00	260			\$64,443	\$110,044
41	MANAGER - CAPITAL PROJECTS	E	8.00	260			\$64,443	\$110,044
41	MANAGER - CONSTRUCTION PROJECTS	E	8.00	260			\$64,443	\$110,044
41	MANAGER - PROGRAM	E	8.00	260			\$64,443	\$110,044
41	MANAGER – ROUTING & TECHNOLOGY	E	8.00	260			\$64,443	\$110,044
41	MANAGER - SAFETY & SECURITY	E	8.00	260			\$64,443	\$110,044
41	MUSIC THERAPIST	E	8.00	235			\$58,990	\$100,733
41	OCCUPATIONAL THERAPIST	E	8.00	210			\$54,033	\$92,268
41	PHYSICAL THERAPIST	E	8.00	210			\$54,033	\$92,268
41	PROJECT MANAGER	E	8.00	260			\$64,443	\$110,044
41	PSYCHOLOGIST	E	8.00	215			\$54,033	\$92,268
41	PSYCHOLOGIST	E	8.00	237			\$58,742	\$100,310
41	PSYCHOLOGIST	E	8.00	260			\$64,443	\$110,044
41	RECRUITER	E	8.00	260			\$64,443	\$110,044
41	SCHOOL SOCIAL WORKER	E	8.00	237			\$58,742	\$100,310
41	SCHOOL SOCIAL WORKER	E	8.00	215			\$54,033	\$92,268
41	SPECIALIST - ADULT CONTIN ED	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - ASSESSMENT (DDOT)	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - CURRICULUM	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - ECSE	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - EDUCATIONAL DATA	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - GRANTS	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - INTERVENTION	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - MEDICAID	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - PROF LEARNING	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - PROGRAM	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - RESEARCH & EVAL	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - SPED	E	8.00	260			\$64,443	\$110,044
41	SPECIALIST - STUDENT SERVICES	E	8.00	260			\$64,443	\$110,044
41	SUPERVISOR - NURSE	E	8.00	260			\$64,443	\$110,044

# Graded Position by Grade

Grade	Title	FLSA	Hours	Days	Hourly Rates		Annual Rates	
					Min	Max	Min	Max
<b>41IST</b>	<b>Hourly Pay Range</b>				<b>\$30.98227</b>	<b>\$60.44648</b>		
41IST	COORDINATOR OF NETWORK	E	8.00	260			\$64,443	\$125,729
41IST	COORDINATOR OF SCHOOL TECH SERVICES	E	8.00	260			\$64,443	\$125,729
<b>42</b>	<b>Hourly Pay Range</b>				<b>\$35.39759</b>	<b>\$60.44648</b>		
42	ADMINSTRATOR SR - PLANNING	E	8.00	260			\$73,627	\$125,729
42	ASSISTANT DIRECTOR - FACILITIES	E	8.00	260			\$73,627	\$125,729
42	ASSISTANT DIRECTOR - FINANCE	E	8.00	260			\$73,627	\$125,729
42	ASSISTANT DIRECTOR - HRIS	E	8.00	260			\$73,627	\$125,729
42	ASSISTANT DIRECTOR - MAINTENANCE	E	8.00	260			\$73,627	\$125,729
42	ASSISTANT DIRECTOR - MGMT & BUDGET	E	8.00	260			\$73,627	\$125,729
42	ASSISTANT DIRECTOR - PAYROLL	E	8.00	260			\$73,627	\$125,729
42	ASSISTANT DIRECTOR - RECRUITING	E	8.00	260			\$73,627	\$125,729
42	ASSISTANT DIRECTOR - STUDENT TRANS	E	8.00	260			\$73,627	\$125,729
42	COORD OF COMMUNITY IN SCHOOLS	E	8.00	260			\$73,627	\$125,729
42	COORD OF CONSTITUENT SERVICES	E	8.00	260			\$73,627	\$125,729
42	COORD OF CTE	E	8.00	260			\$73,627	\$125,729
42	COORD OF DATABASE SERVICES	E	8.00	260			\$73,627	\$125,729
42	COORD OF DISABILITIES SERVICES	E	8.00	260			\$73,627	\$125,729
42	COORD OF EARLY CHILDHOOD SERVICES	E	8.00	260			\$73,627	\$125,729
42	COORD OF EQUITY	E	8.00	260			\$73,627	\$125,729
42	COORD OF ESL	E	8.00	260			\$73,627	\$125,729
42	COORD OF FAMILY & COMM							
42	ENGAGEMENT	E	8.00	260			\$73,627	\$125,729
42	COORD OF GIFTED EDUCATION	E	8.00	260			\$73,627	\$125,729
42	COORD OF INSTRUCTIONAL TECHNOLOGY	E	8.00	260			\$73,627	\$125,729
42	COORD OF PROFESSIONAL LEARNING	E	8.00	260			\$73,627	\$125,729
42	COORD OF PYSCHOLOGIST	E	8.00	260			\$73,627	\$125,729
42	COORD OF SCHOOL COUNSELING	E	8.00	260			\$73,627	\$125,729
42	COORD OF SCHOOL HEALTH SERVICES	E	8.00	260			\$73,627	\$125,729
42	COORD OF SCHOOL IMPROVEMENT	E	8.00	260			\$73,627	\$125,729
42	COORD OF SECONDARY CURRICULUM	E	8.00	260			\$73,627	\$125,729
42	COORD OF SOCIAL WORKERS	E	8.00	260			\$73,627	\$125,729
42	COORD OF SPECIAL ED	E	8.00	260			\$73,627	\$125,729
42	COORD OF SPED ADMIN SERVICES	E	8.00	260			\$73,627	\$125,729
42	COORD OF SPED AND TRANSITION	E	8.00	260			\$73,627	\$125,729
42	COORD OF STUDENT HEALTH	E	8.00	260			\$73,627	\$125,729
42	COORD OF TITLE 1	E	8.00	260			\$73,627	\$125,729
42	PROJECT MANAGER SR	E	8.00	260			\$73,627	\$125,729

# Graded Position by Grade

Grade	Title	FLSA	Hours	Days	Hourly Rates		Annual Rates	
					Min	Max	Min	Max
<b>43</b>	<b>Hourly Pay Range</b>				<b>\$40.44164</b>	<b>\$69.05865</b>		
43	ACADEMY ADMINISTRATOR	E	8.00	260			\$84,119	\$143,642
43	ASST SCHOOL BOARD ATTORNEY	E	8.00	260			\$84,119	\$143,642
<b>44</b>	<b>Hourly Pay Range</b>				<b>\$46.20275</b>	<b>\$78.89435</b>		
44	DIRECTOR OF BUDGET & MGNT	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF CTE	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF COMM & OUTREACH	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF COMP AND BENEFITS	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF CONSTITUENT SERVICES	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF CONTRUCATION	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF CURR DVLPMNT & SUPPT	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF ELEM SCHOOL LEADERSHIP	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF EQUITY & STUD SUPP SVCS	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF FACILITIES & MAINT	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF FINANCE AND PAYROLL	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF FOOD SERVICES	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF HIGH SCHOOL LEADERSHIP	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF INSTR INNOVATION	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF MID SCHOOL LEADERSHIP	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF SCHOOL IMPROVEMENT	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF SPECIAL EDUCATION	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF STAFF & EMPL RELATIONS	E	8.00	260			\$96,102	\$164,100
44	DIRECTOR OF STUDENT TRANSP	E	8.00	260			\$96,102	\$164,100
44	SCHOOL BOARD ATTORNEY	E	8.00	260			\$96,102	\$164,100
<b>44+5%</b>	<b>Hourly Pay Range</b>				<b>\$48.51288</b>	<b>\$82.83906</b>		
44+5%	EXECUTIVE DIRECTOR OF CONST SVCS	E	8.00	260			\$100,907	\$172,305
44+5%	EXECUTIVE DIRECTOR OF FINANCE	E	8.00	260			\$100,907	\$172,305
<b>45</b>	<b>Hourly Pay Range</b>				<b>\$52.79287</b>	<b>90.15083</b>		
45	CHIEF ACADEMIC OFFICER	E	8.00	260			\$109,809	\$187,514
45	CHIEF COMMUNICATIONS OFFICER	E	8.00	260			\$109,809	\$187,514
45	CHIEF FINANCE OFFICER	E	8.00	260			\$109,809	\$187,514
45	CHIEF HUMAN RESOURCES OFFICER	E	8.00	260			\$109,809	\$187,514
45	CHIEF OPERATIONS OFFICER	E	8.00	260			\$109,809	\$187,514
45	CHIEF SCHOOLS OFFICER	E	8.00	260			\$109,809	\$187,514
45	CHIEF TECHNOLOGY OFFICER	E	8.00	260			\$109,809	\$187,514
not graded	DEPUTY SUPERINTENDENT	E	8.00	260	N/A	N/A	N/A	N/A

# Substitute Rate Schedule

SUBSTITUTE RATE SCHEDULE 2021 - 2022				
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		\$36.00	\$72.00
Family Life Educators			\$101.50	\$203.00
Food Services Associate	as needed	\$11.00		
Instructional Assistant - ESL and Pre-K	6		\$33.00	\$66.00
Instructional Assistant - Special Education	6.5		\$35.75	\$71.50
Tutor Monitor	6.5		\$35.75	\$71.50
After 20 consecutive days in same position; increased rate retro to start of assignment	7		\$45.32	\$90.64

## Temporary Work Assignment (TWA)

Title	Rate
After School Administrator	\$26.27
After School Monitor	\$15.45
Bilingual Interpreter	\$25.75
Bus Driver (current CCPS Bus Driver)	hourly rate
Bus Driver (not current CCPS Bus Driver)	\$20.21
Bus Driver Transportation Trainer (currently employed bus driver w/CCPS)	hourly rate
Carver Career Academy Night School	Teacher's scale
Clerical (general office duties, office asst)	\$11.00
Clerical (secretarial, SOL clerical)	\$12.68
Curriculum Development	\$22.96
Custodian (retired CCPS Custodian)	\$11.33
Detention (after school/Saturday)	\$15.45
Event Workers	\$15.45
Facilities Helper	\$11.00
Food Service Associate (Retired CCPS Food Service Manager)	\$13.39
Food Service Manager/Assistant Manager (Retired CCPS Food Service Manager)	\$15.97
Grants Site Coordinator	\$30.90
Locker Maintenance	\$11.00
Professional Development Training Presenter	\$22.96
Professional Development Training Participant	\$11.00
Sign Language Interpreter	\$20.65
Site Coordinator (exempt employees)	\$26.27
Social Worker (licensed)	\$25.16
SOL Testing Coordinator	\$22.96
Testing/AP Proctor	\$15.45
Registered Nurse	\$28.32
VGLA Scoring	\$22.96
<b>Instructional and Student Tutors</b>	
Adult Ed Instructor	\$22.96
Driver's Ed Instructor	\$22.96
High School Students tutoring or monitoring	\$11.00
Homebound Teacher	\$24.10
Homebound Case Manager/Lead Lab Teacher	\$26.27
Instructional Tutor Licensed	\$22.96
Instructional Tutor Non Licensed (expired teaching license, minimum of bachelor's degree)	\$21.27
Instructional Tutor Non Degreed (professional certification or college coursework)	\$15.45
Online teacher per student per quarter	\$75.00
Online teacher per student in summer	\$130.00
Nursing Instructor (Registered Nurse)	\$25.42

## 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
		<b>HOURS</b>	<b>FALL, WINTER, SPRING</b>
	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

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

<h2>High School</h2> <p>8 Department Chairs per school All stipends paid per semester</p>	
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 no personal 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.	
<h2>Middle School</h2> <p>6 Department Chairs per school All stipends paid are per semester</p>	
<u>Minimum of 4 teaching FTEs</u> <b>Core:</b> Language Arts, Math, Science and Social Studies <b>Non-Core:</b> Health/P.E., Fine Arts (includes World Languages and Electives) No additional planning period provided.	\$1,290
<h2>Elementary School</h2> <p>Approved Elementary School Positions All Stipends paid annually</p>	
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

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### Stipend Notes

FTE = 1 full time position or the equivalent number of part time teaching positions 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 an additional .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 budgeted for. The intramural stipend is not to be used for coaching positions that are already listed.

In the event that an 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 part of their job function.

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

### Payment Schedule for Stipends

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

**CONTRACT** Added to base salary

**FALL** Paid in November

**SEMESTER** Paid in November and paid again in May

**SPRING** Paid in May

**WINTER** Paid in February