



**DIVISION OF HUMAN RESOURCES**

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

**2018-2019  
SALARY  
SCHEDULES**

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# 2018-2019 Salary Schedules

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

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## COMPENSATION AND PAY PLAN

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

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

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

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

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

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

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

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

**Step Advancement:** Each eligible classified employee and certified personnel not paid on the teacher's salary matrix shall, upon recommendation by the Superintendent and a majority approval by the board, advance one step on the salary schedule each budget year (currently October 1 of each year). In years' in which the Superintendent does not make a recommendation for a step increase or the Board does not, by a majority vote, approve the recommendation for a step increase, there shall be no step movement. Employees not paid on a state salary matrix who are not assigned to a salary schedule or who have reached the highest step on their salary schedule shall receive, every three years, a cost of living increase equal to 1.5% of their current salary contemporaneously with the step advancement of other eligible employees. In those years in which no step movement occurs no cost of living increase shall be granted.

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

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

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

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

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

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

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

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

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

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

since the respective employees left the system.

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

**I. Definitions:**

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

**II. General Procedures:**

**A. Miscellaneous, General:**

1. Omitted.
2. Effective October 1, 2011, the salary of an employee who receives a promotion (moving from at least one pay grade in the same job family to a position paid at a different, higher pay grade) will be determined by increasing the employee’s original step salary by four (4) per cent and then moving to the step in the new pay grade that is immediately higher in salary after the four percent is calculated. The Board recognizes that not all transfers between positions are promotions and in those truly lateral transfers, 4% will not be added to the person’s salary; rather, he or she will be put on the appropriate step on the new salary schedule based on the person’s prior salary. The following scenarios are considered “promotions” for the purpose of this section: (1) an increase in the length of someone’s work year (i.e. increase from 10 months to 12 months); (2) the acceptance of a supervisory position.
  - a. Notwithstanding the previous section, a Principal or Assistant Principal who is promoted to a larger school will be placed on the same step that he or she currently holds on the appropriate salary schedule. Similarly, a CNP Manager who is promoted to a larger school or a school that serves a higher ADM shall be moved to the same step he or she is currently holds on the appropriate schedule for the new position.
  - b. Examples of transfers that are not considered promotions include, but are not limited to: a school based clerk accepting a different school based clerk position paid on the same salary schedule, a clerk or bus driver accepting a custodian position or vice versa, and a carpenter accepting a multi craft carpenter position.
  - c. Salary decreases associated with changes in positions (or routes for a bus driver) will be calculated by moving the employee to the same step on the appropriate salary schedule for the employee’s new position.
3. For employees not paid on a state salary matrix, the step increase shall not occur until October 1 and only if the Board, following a recommendation by the Superintendent, approves by a majority vote that step advancement shall occur. Newly hired employees will not receive a step increase on October 1 in the same year they were hired unless they were hired before January 15 of that year.

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

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

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

**6. GUIDELINES FOR BUS DRIVERS**

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

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

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

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

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

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

FMW = Federal Minimum Wage

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

### C. Administrative and Professional

1. The salary of a teacher who becomes a 260-day administrator will be paid on the Administrative/Professional (AP) salary schedule for 260 days. The new 260-day salary of an employee whose previous salary has been paid according to the teacher salary matrix but is moving to a new position listed on the AP salary schedule will be equivalent to the salary paid on the same step and rank as a 260-day teacher plus an additional 4% salary adjustment and then placed on the step in the AP salary schedule that is immediately higher in salary after the 4% is calculated.
  - (a) 9, 10 or 11 month employees who are promoted to a 12 month administrative or supervisory position paid on the AP salary schedule shall be paid the 12 month equivalent of their 9, 10 or 11 month salary plus an additional 4% salary adjustment and then placed on the step in the AP salary schedule that is immediately higher in salary after the 4% is calculated. This section applies to persons promoted to the Lead Nurse Position.
2. Salary placement for principals and assistant principals will be reviewed annually based on the assigned school's enrollment as reflected on the annual Average Daily Membership (ADM) annual report. At the beginning of the new employment year (July 1), the principal and assistant principal will be placed on the appropriate salary schedule which will reflect the decrease in enrollment (i.e., salaries will be reduced). If there is an increase in ADM which results in a change on the appropriate salary schedule placement, the principal and assistant principal will be placed on the appropriate salary schedule which is based on ADM. The increase in salary will be retroactive to July 1 of the employment year. If there is a decrease in enrollment which would result in a change on the appropriate salary schedule placement, the principal and assistant principal will retain the higher salary through the end of the employment year (June 30), except that the Superintendent reserves the right to waive a decrease in a Principal or Assistant Principal's salary solely in those situations in which a decrease in enrollment is directly attributable to the separation of a School District from the Mobile County Board of Education. In such a situation, the Superintendent will direct the Executive Manager of Human Resources, in writing, that the decrease in enrollment at a particular school or schools is directly attributable to a separation or proposed separation of a school or group of schools for the purpose of forming a new School System. Upon receipt of such a Directive, the Executive Manager of Human Resources will adjust, if necessary, the salary of a school administrator who has suffered or will suffer a decrease in salary due only to a decrease in enrollment related to the formation of a new school system. This right of the Superintendent will only be effective from July 1, 2011 forward and shall not be applied retroactively to any Principal or Assistant Principal who received a decrease or adjustment in salary due to the formation of a new school system prior to July 1, 2011. If there is a decrease in enrollment which would result in a change on the salary schedule placement, the contract principal will retain the higher salary until the end of his contract period. At the beginning of the new contract period, the contract principal will be placed on the appropriate salary schedule which will reflect the decrease in enrollment (i.e., salary will be reduced). The waiver of a salary adjustment due to a decrease in enrollment related to the formation of a new school district also applies to Contract Principals.

The amount of salary to be paid an administrator whose pay grade has been designated as "open" shall not exceed the base amount paid the Superintendent.

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

**D. Experience Credit:**

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

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

2. **PROCEDURES FOR EXPERIENCE CREDIT**

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

**E. Holidays and Personal Leave:**

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

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

**F. Higher Degrees:**

**1. PROCEDURES FOR HIGHER DEGREE**

**a. Higher Degree completed on an Employee who holds an Alabama Professional Certificate which leads to an A or AA Certificate:**

- i. The employee himself/herself shall be responsible for providing one (1) official transcript with the **higher degree posted** to the MCPSS Division of Human Resources.
- ii. **Placement on appropriate Salary Schedule:** Higher Degrees must be approved by the Alabama State Department of Education (ASDE) and the procedures set by the ASDE must be followed. An employee shall be paid for an advanced degree after the advanced degree is recognized by the ALSDE and HR has received an official transcript with the degree posted. The effective date for higher pay for the advanced degree is the date the higher degree was recognized by the ALSDE. Please note that the effective date is not the date the degree was awarded by the college or university. If MCPSS receives notification from the ALSDE after the end of the school year in which the advanced degree is recognized, the advanced degree pay will begin on the first working day of the following or upcoming school year provided the aforementioned requirements regarding HR's receipt of the official transcript.

**b. Higher Degree completed on an Employee which Does Not lead to an A or AA Certificate:**

- i. The employee himself/herself shall be responsible for providing two (2) official transcripts with the **higher degree posted** to the MCPSS Division of Human Resources. One (1) official transcript will be forwarded by Human Resources to the ASDE for review and approval for higher pay. Higher degree must be approved by ASDE prior to employee receiving higher pay.
- ii. **Placement on appropriate Salary Schedule:** An employee shall be paid for an advanced degree after the advanced degree is recognized by the ALSDE. The effective date for higher pay for the advanced degree is the date the higher degree was recognized by the ALSDE. Please note that the effective date is not the date the degree was awarded by the college or university. If MCPSS receives notification from the ALSDE after the end of the school year in which the advanced degree is recognized, the advanced degree pay will begin on the first working day of the following or upcoming school year

provided the aforementioned requirements regarding HR's receipt of the official transcript.

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

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

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

**III. SUBSTITUTES**

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

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

**B. Certified Positions.**

**SCHEDULE 1 – Certified Positions**

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

\*-See definitions below.

1. **NO BENEFITS.** Substitutes are not eligible for Benefits
2. **Substitute Teacher – Non Certified**
  - a. This section applies to persons who have the required substitute teacher license issued by the State Department of Education. If serving for the same teacher, or if substituting for a paraprofessional, for more than twenty (20) consecutive work days, beginning on the twenty-first (21<sup>st</sup>) day an additional ten dollars (\$10.00) per day will be paid. This additional \$10.00 is not retroactive to the first day. **The school bookkeeper must notify payroll of the date of increase.**
  - b. **SUBSTITUTE TEACHER – Certified, with a current Alabama Teaching Certificate.** A person who has a current teacher certification but is not under contract. A current teaching certificate must be on file in Human Resources. This person may or may not be teaching in-field or on a long-term basis.
3. **Category Substitutes**
  - a. **CATEGORY II – with a current Alabama Teaching Certificate and has met State certification and licensure requirements.** A person who has a current teacher certification in-field but is not under a regular teaching contract who works for the same absent teacher for more than twenty (20) consecutive days. A Category II Substitute request must be submitted by the principal and approved by Human Resources prior to a commitment to pay \$120.00 retroactive to the first day. A current teaching certificate must be on file in Human Resources. Substitute teaching in a long term position does not count as experience credit for any purpose, including experience towards teacher certification renewal.
  - b. **CATEGORY IV – Retired or other Administrator with current Alabama Leadership Certificate serving as a substitute Principal, Administrator or other Supervisor.** A person who has maintained a current leadership certification whether retired or not who serves as a substitute Principal, Administrator or other Supervisor (in a position requiring a certified supervisor) A Category IV Substitute request must be submitted to and approved by Human Resources prior to a commitment to pay \$250.00. A current Alabama leadership certificate must be on file.
  - c. **Retired Teacher – No Current Certificate.** A person who is a retired teacher *with 20 years or more teaching experience* who had a valid teaching certificate at the time of retirement but who has not maintained a current teaching certificate. If serving for the same teacher for more than twenty (20) consecutive work days, beginning on the twenty-first (21<sup>st</sup>) day an additional ten dollars (\$10.00) per day will be paid. The school bookkeeper must notify payroll of the date of increase. However, a substitute teacher license is required. Persons in this category are not eligible to serve in long term Category II positions.

**NOTE: A substitute teacher is a person paid on a day-to-day basis either in the place of an absent classroom teacher or in a vacant or unfilled classroom position. A substitute teacher does not receive benefits. A substitute may not be used for an itinerant art or music teacher, speech therapist, counselor, media specialist, instructional specialist, administrative intern, assistant principal, principal, or any central office administrator without the prior approval of the Superintendent or Executive Manager of Human Resources. No substitute should teach in the same teacher's position longer than one semester.**

4. **Speech Teachers:** Individuals with a master's degree in speech pathology may substitute for speech teachers who are on extended leave to provide speech services to students – \$120.00 per

day. A Category II substitute request must be submitted and approved by Human Resources prior to a commitment to pay \$120 retroactive to the first day.

5. **High School and Middle School Teachers who Teach during their Planning Periods.** In some emergency situations where there are allocated teaching vacancies that have not been filled, a teacher may be authorized to teach an extra class during his or her planning period. For this extra work, high school teachers will be paid \$50.00 per 98-minute block and middle school teachers will be paid \$40.00. These teachers must still set aside time before or after school or both for planning and for parent conferencing. Teachers on a four-period block must teach four (4) classes to be eligible. Teachers on a six-block schedule must teach six (6) periods, etc., to be eligible.

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

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

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

#### b. Wages, generally.

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

to the first work day.

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

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

4. **Transportation**

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

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

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

5. **Nurses.**

- a. All substitute nurses (RNs and LPNs) are required to complete all requirements for classified substitute employees set forth by the Human Resources Division and be licensed in good

standing with the Alabama Board of Nursing. The nurse must attend an orientation in Human Resources and Health Services and receive a certificate of completion. A list of substitute nurses will be maintained by the Health Services Supervisor. Securing and placing substitute nurses in schools is the responsibility of the Supervisor of Health Services. Substitute nurses will be assigned based on need and the acuity of the student. Substitutes will not be placed in every school each time a nurse is absent. The Supervisor of Health Services will determine when a substitute is required.

- i. **Substitute Registered Nurse.** A registered nurse who has met all requirements for substitute employment. This person is called to work on an as needed basis. These substitutes will work short term assignments. The daily rate of pay is \$120.00.
  - ii. **Category RN Substitute Registered Nurse.** A registered nurse who has met all requirements for substitute employment. This substitute is one who works for the same absent or on leave registered nurse employee for twenty (20) consecutive days or more. A category RN substitute request must be submitted to Human Resources by the supervisor of Health Services as early as possible and in no event, not later than the twenty third (23<sup>rd</sup>) day of the substitute's work. A Category RN Substitute who is approved by Human Resources will receive a daily rate of pay of \$130.00 retroactive to the first day of his or her work.
  - iii. **Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for an LPN and substitute employment. This person is called to work on an as needed basis. Substitutes of this type will work short time assignments. The daily rate of pay is \$90.00.
  - iv. **Category LPN Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for substitute employment. Substitutes of this type work for the same absent licensed practical nurse for more than twenty (20) consecutive days. A category LPN substitute request must be submitted to Human Resources by the supervisor of Health Services as early as possible and in no event, not later than the twenty third (23<sup>rd</sup>) day of the substitute's work. A Category LPN Substitute who is approved by Human Resources will receive a daily rate of pay of \$100.00 retroactive to the first day of his or her work.
  - v. **Bus Nurses.** MCPSS RN's who ride the bus with special needs students beyond their work week hours shall be paid hourly, based on their normal hourly rate of pay.
  - vi. **Certified Nursing Assistant.** A certified nursing assistant ("CAN") who has met all requirements for a CNA and for substitute employment. This person is called to work on an as needed basis. Substitutes of this type will work short term assignments. The rate of pay is \$10.00 per hour.
6. **CNP Managers.** Retired CNP Managers may be hired as substitutes if the CNP Manager is absent for five or more consecutive days and is expected to miss an extended period of time, although a regular six hour CNP Assistant substitute may be retained from day one of a CNP Manager's absence. Substitutes for a CNP Manager must be approved by the Food Services Director. Retired CNP Managers who act as substitutes shall be paid \$75.00 per day. The retired CNP Manager must possess a valid food handlers card and Substitute Clearance Card

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

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

A. **SPECIAL RUN:** A “special run” necessitates extra bus driving which is regularly scheduled at other than the normal before school and after school hours, such as: Special Education assignments, excursions, field trips, athletic trips, or other special assignments, etc. A “community based run” are those unique runs involved in the transportation of special education students to community based work sites. Special and Community based runs must be approved by Special Programs and/or Transportation.

B. Bus Drivers assigned a community based run will function, and be compensated, as a Bus Driver until the students are delivered to the community based work site, at which time the Bus Driver shall begin to function, and will be compensated, as an Aide. A Bus Driver who takes one hour to deliver a special education student to a community based worksite and then spends four hours there functioning as an aide, will be paid \$8.95 for the hour involved in transporting the student, and \$8.00 per hour for the time spent functioning as an aide.

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

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

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

1 Extra Run	\$20.00 per day	2 Extra Runs	\$40.00 per day
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E. **GENERAL:** 1. All routes will be evaluated as needed. If it is determined that a route driven by a non-probationary bus driver, is no longer needed, this driver will be assigned to another route with no loss of status. 2. Total daily work time of a substitute cannot exceed the number of regular working hours of the absence employee.

**V. SUPPLEMENTS**

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

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

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

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

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

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

<b>Size of School (Number of Students)</b>	<b>Number of Department Heads Allocated</b>	<b>Supplemental Amount</b>
1 to 200	All Schools – 1	\$1,000
201 to 450	High Schools and Middle Schools – 3 Elementary Schools – 1	\$1,000
451 to 600	High Schools and Middle Schools – 4 Elementary Schools – 1	\$1,000
601 to 749 Students	High Schools and Middle Schools – 5 Elementary Schools – 1	\$1,000
750 to 1,249 Students	High Schools and Middle Schools – 6 Elementary Schools – 1	\$1,200
1,250 and Above	High Schools and Middle Schools – 6 Elementary Schools – 1	\$1,500

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

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

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

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

- Act #98-510 provides that each teacher who successfully passes a test in a specific teaching discipline and meets other evaluation criteria required by the National Board for Professional Teaching Standards (NBPTS) shall be entitled to a \$5,000.00 per year supplement. Payment shall be made in one installment. Teachers who become administrators are still entitled to this supplement. The amount paid by this supplement is set by the State. The supplement is subject to proration in those years in

which the State of Alabama does not fully fund the supplement.

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

1. Any existing, non-teaching or non-certified employee in a position that requires a bachelor’s degree for entry level who receives a master’s degree from a regionally accredited college or university in a field of study that is directly related to the work that he or she is currently performing for the System will receive a supplement of \$3,373 per year. The Assistant Superintendent or Executive Manager of Human Resources shall make the final decision as to whether a degree is job related or whether a University or College issuing a degree has the proper accreditation.

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

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

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

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

**I. Facilities and Maintenance Supplements**

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

whether both certifications are shown on one license card.		
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**J. Transportation Supplements**

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

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

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

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

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

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

**K. Other Supplements.**

1. **Nursing Supplements.** Nurses who are required to ride the bus, either in the morning or evening or both, as a result of a student’s medical condition as determined by the Supervisor of Health Services may be eligible for a supplement. There are a limited number of supplements available and Nurses who accompany students because of a medical need or requirement in the morning or afternoon will take preference in terms of receipt of a supplement. The supplement shall be \$3,600.00 for RN’s and \$2,400 for LPN’s, and this amount shall be prorated if the Nurse only rides one route per day or does not accompany a student with a medical need for the entire year. This supplement will only be offered in years in which sufficient funding exists.
2. **Information Technology and Technical Supplements.**
  - a. **Cost of Certifications and Examinations.** Current Information Technology employees who obtain the written preapproval of the Executive Manager, IT, may have the cost to take a certification exam reimbursed to them upon the successful completion of said certification exam. The employee seeking a reimbursement must obtain the aforementioned written approval before expending any funds to register for a certification exam. Written proof of the successful completion of the certification exam must be provided. The costs for any re-certification exams is also eligible for reimbursement under

this section. If the employee receiving reimbursement under this section leaves within one (1) year of receipt of said reimbursement, he or she shall refund said reimbursement to the System.

b. Upon completion of an approved certification exam, an employee shall be eligible for a supplement. No more than two IT or Technical supplements may be earned by any one employee. The supplement amount will be divided into three different categories and be based on the difficulty and usefulness of the certification to MCPSS as designated by the Executive Manager of Human Resources and Executive Manager of IT in their sole discretion. The categories and amounts of the respective supplements are: (1) Category 1 – technician level certification - \$600.00; (2) category 2 advanced level certification - \$1,200.00; and, (3) category 3 masters level certification - \$2,400.00. The certifications must remain current in order to receive the supplement. The employee shall be required to provide proof that the certification is in good standing upon request.

3. **Counselor’s Supplement.** Beginning with the 2017/2018 school year, no new 240/260 days counselors will be hired. Existing 240/260 day counselors will be grandfathered into the salary scale. High Schools will receive a certain number of counseling supplements to compensate identified 9 month counselor(s) who will perform counseling services on non contract days. The total amount of the supplemental pay for the work on non contract days will be the difference in the amount of the individual’s 187-day salary schedule and the salary schedule base salary amount he or she would be paid as a 12-month teacher. Counselors receiving this supplement will be expected to work sixty (60) non contract days, 8 hours per day, with the specific schedule to be set by the Principal. Principal’s will identify the counselor(s) receiving the supplement on a yearly basis. Existing 240/260 day counselors are not eligible to receive a summer supplement.

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

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

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

1. The band director is also eligible for supplemental pay for summer work to be paid only in the paychecks for June, July, and August. The total amount of supplemental pay for summer work will be the difference in the amount of the individual’s 187-day salary schedule and the salary schedule amount if he or she were paid as a 12-month teacher. This amount will be reduced for days not worked regardless of reason using a per diem rate of pay that is equivalent to the 12-month teacher per diem rate. Days worked during weekends or holidays can be substituted for regular weekly workdays.
2. Assistant High School Band Directors are paid a supplement of \$2,800.00 for work during the regular 187-day school year only.
3. Job Description of Band Directors
  - a. Band directors are responsible for preparing the high school band for marching band responsibilities.
  - b. Band directors are responsible for preparing students for concert band.
  - c. Band directors will provide, prepare, and present to the principal and fine arts supervisor a band handbook by July 30th.
  - d. Band directors will attend all parades with the HS band.
  - e. Band directors will attend all marching band related functions.
4. **High School Band Director Supplement Guidelines**
  - a. First Semester Requirements
    - i. Marching Band Competition- or Festival Minimum of (1)

- ii. Veterans Day Parade/Labor Day Parade for scheduled year
  - iii. Band Showcase when applicable
  - iv. Winter Concert
  - v. 10% of band enrollment must tryout and complete tryout requirements for Mobile County High School Honor Band. Students must be enrolled in band second semester to participate in the concert.
  - vi. Christmas Parade or civic event
  - vii. Band directors will submit a schedule and timeline to the Fine Arts Supervisor by July 30th for the requested list above. With approval of the principal and fine arts supervisor, band directors will receive a portion every month.
- b. **Second Semester Requirements**
- i. ABA District Band Contest
  - ii. 5% of band enrollment complete the audition for Alabama All-State Band
  - iii. Mobile City or County Mardi Gras Parades- Minimum of (2)
  - iv. ABA Solo and Ensemble Festival (Furnish fine arts supervisor with copies of student performance rating forms)
  - v. Spring Concert and Recruitment Concert
  - vi. Academics First- Eligibility Requirements
  - vii. Graduation Activities
  - viii. Judge for middle school honor band tryouts
  - ix. Band directors will submit a schedule and timeline to the Fine Arts Supervisor by October 31<sup>st</sup> for the requested list above. With approval of the principal and Fine Arts Supervisor, band directors will receive a portion every month.
- c. **Summer Guidelines**
- i. **High School Band Directors**
    - 1. **General Responsibilities**
      - Summer supplemental will begin the day after the school year ends.
      - Directors will be required to work an eight-hour day. In the case of a four –day workweek a 10-hour day will be required. Hours may be split between mornings and evenings.
      - A weekly schedule for the summer will be submitted to the Principal and Fine Arts Supervisor.
      - Directors will sign a time card daily
    - 2. **May**
      - Finalize fall calendars and schedules
      - Assign times for student private or group instruction
      - Submit budget for year
      - Plan fundraising activities
      - Meet with boosters to inform them of the calendar, budget, and other needs
      - Water practice field, cut grass if needed
      - Check out school owned instruments to students
      - Academics First
    - 3. **June/July**
      - Take equipment inventory
      - Repair equipment
      - Prepare for All-State tryouts
      - Select contest music

- Meet with band leaders to go over procedures and calendar
- Begin individual and group lessons
- Monitor color guard activities
- Finalize bus schedule for football games, parades, or concerts
- Begin evening rehearsals
- Line practice field
- Rookie Camp
- Full Band Camp

4. **August**

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

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

1. Middle school band director will be paid a supplement upon meeting minimum program standards by the board and when validated by the principal and Fine Arts supervisor. Directors should conduct weekly after school band rehearsals or sectionals to ensure preparation for concerts, assessment, individual student achievement and program success. Middle school band directors should conduct extensive recruitment at each feeder school for the purpose of maintaining satisfactory enrollment. They will serve as adjudicators for the Mobile County Honor Band Festival. They will prepare and present a minimum of two concerts yearly consisting of a winter and spring program. Students at each playing level should be given the opportunity to perform.
2. A bonus of \$527.00 will be paid middle school band directors who lead their bands to compete in both district competition and student participation in the Mobile County Honor Band Festival concert. This bonus will be paid at the end of the school year upon **request** of the band director and only when validated by the principal and fine arts supervisor. This supplement is to be paid on the June payroll.

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

1. **First Semester Requirements**

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

2. **Second Semester Requirements**

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

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

<b>Position</b>	<b>Number of Supplements per School</b>	<b>Amount of Supplement</b>
Athletic Director	1	5,000
Athletic Academic Advisor	1	2,100
Head Football	1	7,345**
Football Assistant	6	3491**
Basketball Boys	1	3491
Basketball Boys Junior Varsity	1	2094
Basketball Girls	1	3491
Basketball Girls Junior Varsity	1	2094
Track Boys	1	3491
Track Girls	1	3491
Track Asst. Boys/Girls	1	2094
Baseball Boys	1	3491
Baseball Boys Junior Varsity	1	2094
Softball Girls	1	3491
Softball Girls Junior Varsity	1	2094
Volleyball Girls	1	3491
Volleyball Girls Junior Varsity	1	2094
Tennis Boys/Girls*	1	2130
Golf Boys/Girls*	1	2130
Cross/Country Boys/Girls	1	2130
Swimming Boys/Girls	1	2130
Soccer Boys - Varsity	1	3491
Soccer Boys – Junior Varsity	1	2094
Soccer Girls – Varsity	1	3491
Soccer Girls – Junior Varsity	1	2094
Football – 9 <sup>th</sup> Grade	1	2094
Football Assistant – 9 <sup>th</sup> Grade	1	1744
Bowling	1	2130
Cheerleader – Varsity	1	3491
Cheerleader – Junior Varsity	1	1744

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

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

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

If a High School coach fields more than one varsity and one junior varsity team and that team plays a complete schedule, he or she will be entitled to an additional supplement equal to half of the regular supplement amount. For example, if a high school soccer coach fields 3 junior varsity teams, he or she would be entitled to \$2094 (\$1047 for each beyond the first jv team) for the two additional teams.

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

**Effective July 1, 2011**

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

**R. Supplements for Qualifying for Playoffs**

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

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

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

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

1. The high school head football coach is also eligible for supplemental pay for summer work to be paid only in the paychecks for June, July, and August. The total amount of supplemental pay for summer work will be the difference in the amount of the individual’s 187-day salary schedule and the salary schedule amount if he or she were paid as a 12-month teacher. This amount will be reduced for days not

worked regardless of reason using a per diem rate of pay that is equivalent to the 12-month teacher per diem rate. Days worked during weekends or holidays can be substituted for regular weekly workdays.

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

### **1. GENERAL RESPONSIBILITIES**

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

### **MAY**

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

### **JUNE/JULY**

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

### **AUGUST**

- hh. Re-check eligibility
- ii. Team roster and schedule to opponents
- jj. Contact workers for games.
- kk. Arrange buses for away games. (Freshman, J.V., Varsity)
- ll. Schedule pre-season scrimmages
- mm. Fall sport rules, parent, conference meetings
- nn. County Head Football meeting
- oo. Coaches Staff meetings

- pp. Practice schedules for all football teams at school.
- qq. Equipment issuing
- rr. GRASS CUTTING
- ss. Lining off football fields
- tt. Open weight room

**2. PROCEDURES FOR ADMINISTRATION OF ATHLETIC COACHING SUPPLEMENTS**

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

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

Bowling	6
Swimming	4
Volleyball Varsity	12
Volleyball Junior Varsity	10

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

### 3. GENERAL DUTIES OF ALL COACHES

- a. All coaches have year-round (“year round” pertains to “school year”) coaching responsibilities. Coaches will be expected to supervise contests, serve as ticket taker/seller, and any other duty as delegated by the principal or athletic director. Coaching responsibilities are to be performed after the school day has ended.
- b. Coaches of each respective sport will be responsible for the general coordination of his/her athletic program during the season as delegated by the principal and athletic director.
- c. All freshman/junior varsity coaches will be responsible for duties related to all athletic events assigned by the head coach of their respective sport with approval of the principal and athletic director.
- d. All coaches will be responsible for preparation prior to practice and athletics events and any tasks following practice and athletic events with approval of the principal and athletic director.
- e. All coaches are responsible for teaching the art of the game through exploration, demonstration, observation, and evaluation both during practices and the game itself. Coaches should serve as role models at all times for their athletes. All coaches are responsible for the conduct of the players at practice and athletic events under his/her direct supervision. A high level of sportsmanship should be taught and displayed by both coach and athlete.
- f. Any coach receiving a supplement must be present at all practices and games.
- g. The athletic director and all coaches must fulfill all parts of their job description as it is written in the Athletic Handbook.

### U. ACADEMIC COACHING SUPPLEMENTS

ACADEMIC TEAM	SCHOOL	# SUPPLEMENTS PER SCH	AMOUNT
Scholars Bowl/Scholastic Challenge	Middle	2	\$256.00
Math Team/Math Counts	Middle	2	\$256.00
SECME (Southeastern Consortium for Minority Engineering)	Middle	2	\$256.00
Robotics	Middle	2	\$256.00
Science Olympiad	Middle	2	\$128.00
Science Related Bowls	Middle	2	\$256.00
Dance (Duty requirements to be determined)	Middle	1	900.00
Theater (Duty requirements to be determined)	Middle	1	900.00
Dance (Duty requirements to be determined)	High	1	1800.00
Theater (Duty requirements to be determined)	High	1	1800.00
Academic Competition Coordinator	High	1	\$128.00
Scholars Bowl Coach	High	2	\$640.00
Journalism/Yearbook Sponsor	High	1	\$512.00
New Horizons Hi Q	High	2	\$640.00

Math Team	High	2	\$256.00
Science Related Bowls	High	2	\$256.00
SECME (Southeastern Consortium for Minority Engineering)	High	2	\$256.00
Robotics	High	2	\$512.00
Model U.N./Debate Team	High	1	\$128.00

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

- a. Principal will identify academic coaches during the first month of each school year and submit the names of the coaches to the Academic Affairs Assistant Superintendent or their designee no later than October 1. All supplements will be assigned to these coaches for one (1) year only.
- b. Coaching supplements will be **paid in a lump sum at the end of each school year (June 30<sup>th</sup> paycheck)**. Principals will submit to Human Resources by May 1 verification that each academic coach completed the assigned duties.
- c. Supplements are to be utilized only for the sanctioned academic competitions listed above.
- d. The principal will determine the number of supplements assigned per employee.
- e. The Academic Competition Coordinator’s major responsibilities will be as follows:
  - i. Coordinate the scheduling of events.
  - ii. Disseminate information relative to academic competitions.
  - iii. Validate participation in said events.
- f. Journalism / Yearbook sponsors are required to attend sporting events after school and at night to provide students with instruction on lighting, sound, photographer positioning and safety. Sponsors must provide instruction on outdoor photography and portraits, provide leadership for the development of a yearbook, belong to the Alabama Scholastic Press Association or the National Scholastic Press Association, the Journalism Education Association, take students to a state, regional or national convention and submit at least one school publication to a state, regional or national organization.
- g. Any coach who does not fulfill the requirements of the minimum standards and who is identified as not having done so will **forfeit his/her supplement** in that academic event. A specific financial settlement will be determined by the Superintendent’s designee, the Assistant Superintendent of Curriculum and Instruction, and the principal. The identified coach may appeal all or part of the settlement to an appeal committee.
- h. **All supplemented coaches are expected to practice or otherwise work with their teams / competitors at frequently scheduled times outside of the regular class environment (i.e., after school or Saturday).**

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

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

<b>CERTIFIED EMPLOYEES: TYPE OF WORK</b>	<b>RATE</b>
Attending workshop stipends (for selected workshops – not presenting)	\$16.00 per hour
After School ESP and Data meetings*	\$16.00
Curriculum development writers, grant proposal writers, on line course creation, etc.	\$18.50 per hour
Workshop presenters (not on contract Presentation plus Preparation Time**)	\$25.00 per hour
Psychometrists (Outside of regular annual contract, i.e., summer)	\$25.00 per hour
Resource teachers (Outside of regular annual contract, i.e., summer)	\$25.00 per hour

Retired Teacher Mentors, Summer School and Night School Coordinators (non-traditional principal) and other type coordinators approved by Human Resources. 21 <sup>st</sup> Century Coordinators are not included in this supplement and shall receive \$25.00 per hour.	\$35.00 per hour
Teachers in summer school (paid for actual days worked)	\$25.00 per hour
Teachers supervising students in detention	\$25.00 per hour
Teacher supervising other non-teacher tutors in after school tutoring	\$25.00 per hour
Teachers tutoring students for testing after school or on Saturday***	\$25.00 per hour
Teacher Taking Tickets at Athletic Events (Exempt Employee Only)****	\$10.00 per game
Teacher Operating Time/Score Clocks at Athletic Events (Exempt Employee Only)***	\$25.00 per game
Retired Teacher with valid certificate & tutoring students for testing	\$25.00 per hour
Retired Teacher with expired certificate tutoring students for testing	\$20.00 per hour
Certified employee who films a varsity football game	\$50.00 per game
Other special projects or approved special work outside of daily duties and not listed above	\$16.00 per hour

\*- This supplement does not apply to regular faculty and other staff meetings.

\*\*- For each hour of presentation time, an additional hour can be paid for preparation.

\*\*\*-Does not apply to teacher already receiving athletic coaching supplements.

\*\*\*\*- Teachers tutoring may be paid for 30 minutes planning for each hour of tutoring **if additional after school preparation is required.**

Employees working under this section will only be paid for actual time worked.

<b>CLASSIFIED EMPLOYEES: TYPE OF WORK</b>	<b>RATE</b>
Workshop attendee stipends (for selected workshops)	\$ 8.00 per hour
Workshop presenters (MCPSS Employees ONLY)	\$16.00 per hour
Summer School Employment:	
Clerk	\$ 9.25 per hour
Custodian	\$ 12.00 per hour
*Aide ( <i>less than 48 semester hours of college</i> )	\$ 8.00 per hour
*Paraprofessional ( <i>with a minimum of 48 hours of college</i> )	\$ 9.00 per hour
Bus Driver/CDL Truck Driver (must be MCPSS insurable)	\$ 8.95 per hour
Cafeteria	\$ 8.00 per hour
Summer Feeding Program:	
CNP Food Preparation Workers	\$ 8.00 per hour
Truck Drivers/CDL (must be MCPSS insurable)	\$ 8.95 per hour
Van Drivers (must be MCPSS insurable)	\$ 8.00 per hour
Retired CNP Employees Processing Free and Reduced Lunch Applications	\$10.00 per hour
Parent Organizer	\$9.00 per hour
Seasonal Maintenance/Grounds Worker	\$ 12.00 per hour
RN Nurse	\$25.00 per hour
OTs & PTs for Summer Schools	\$25.00 per hour
OT and PT Assistants	\$12.50 per hour
LPN Nurse	\$ 13.50 per hour
College Student Tutors (drug screen, background check required)	\$9.00 per hour
<i>Tutors with College Degrees</i>	<i>\$12.00 per hour</i>
BE Students - (drug screen, background check required)	Federal Minimum Wage

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

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

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

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

FMW = Federal Minimum Wage

**LISTING OF JOB TITLES/PAY GRADES**

<b>Job Title</b>	<b>Pay Grade</b>	<b>Contract Days</b>
Accountability Analyst	CT-07	260
Accountant I	CT-04	260
Accounts Analyst	CT-04	260
Aide (9-months, 7 hours daily)	CT-20	187
Assistant Programmer	CT-05	260
Assistant Superintendent	1003	260
Assistant to the Comptroller	CT-04	260
Attendance Resource Worker	AP-22	202
Audiologist (9-Months)	CT-37	187
Audio-Visual Repairperson	MT-04	260
Behavior Intervention Specialist	AP-20	187
Behavior Intervention Specialist, 10 month	AP-22	202
Biologist	AP-02	260
Boiler Technician	MT-04	260
Bookkeeper, Elementary School	CT-24	202
Bookkeeper Itinerant	CT-25	260
Bookkeeper, Middle School	CT-24	202
Bookkeeper, High School	CT-25	260
Budget Director	AP-05	260
Buildings and Groundskeeper	MT-23	260
Bus Driver – Dual Service	BD-02	186
Bus Driver – Dual Service Plus	BD-03	186
Bus Driver – Single Service	BD-01	186
Cable/Electronics Network Installer	MT-04	260
Career Coach	CT-36	202
Carpenter	MT-03A	260
Carpenter/Multicraft	MT-03A	260
Carpenter/Roofer	MT-03A	260
CDL Trainer	MT-03	260
Central Office Receptionist	CT-22	260
Human Resources Executive Director	AP-07	260
Chief Academic Officer	1003	260
Chief Financial Officer	1002	260
Chief Operating Officer	1003	260
Clerk, Accounting	CT-03	260
Clerk, Assistant Certification	CT-03	260
Clerk, Bilingual	CT-25	260
Clerk, Central Office, I	CT-22	260
Clerk, Central Office, II	CT-25	260
Clerk, Central Office, III	CT-03	260
Clerk, Central Office Receptionist	CT-22	260
Clerk, Computer Operations	CT-25	260
Clerk, Facilities	CT-03	260
Clerk, File	CT-22	260
Clerk, Fixed Assets	CT-03	260
Clerk, Elementary School Bookkeeper	CT-24	202
Clerk, Elementary School Registrar	CT-24	202
Clerk, High School Bookkeeper	CT-25	260
Clerk, Receptionist, High School, Middle School	CT-22	260
Clerk, High School Registrar	CT-25	260
Clerk, Human Resources	CT-03	260
Clerk, Insurance	CT-04	260
Clerk, Middle School Bookkeeper	CT-24	202

Clerk, Middle School Registrar	CT-24	202
Clerk, Payroll	CT-03	260
Clerk, Purchasing	CT-03	260
Clerk, School Bookkeeper (10 Months)	CT-24	202
Clerk, Elementary School, Other	CT-21	202
Clerk, School – One Clerk School	CT-24	202
Clerk, Transportation	CT-03	260
CNP Accountant	CT-04	260
CNP Assistant (6 Hours Daily)	CN-01	187
CNP Assistant (6.5 Hours Daily)	CN-02	187
CNP Assistant (7 Hours Daily)	CN-03	187
CNP Computer Analyst	CT-03	260
CNP Equipment Technician	MT-04	260
CNP Lead, Facilities	MT-05	43,259
CNP Manager	CN-05	191
CNP Manager (ADM 1000+)*Grandfathered effective 10/1/2014	CN-04	191
CNP Specialist (12 Months)	CT-04	260
Communications Assistant	CT-04	260
Compliance Officer Federal Programs	AP-01	260
Comptroller	AP-06	260
Computer Hardware Technician	CT-04	260
Computer Network Specialist	CT-06	260
Computer Network Technician	CT-04	260
Computer Operations Clerk	CT-25	260
Computer Operator	CT-04	260
Computer Software Specialist	CT-06	260
Contract Administrator, Facilities	MT-07	260
Contract Specialist, Facilities	MT-04	260
Coordinator, 504 Program	AP-03	260
Coordinator, Area School Improvement	AP-03	260
Coordinator, Elementary Curriculum	AP-05	260
Coordinator, Head Textbook	AP-04	260
Coordinator, Information Systems	AP-03	260
Coordinator, Middle School Curriculum	AP-05	260
Coordinator, Purchasing	AP-03	260
Coordinator, Secondary Curriculum	AP-05	260
Coordinator, Staff Development	AP-05	260
Coordinator, Technology	AP-04	260
Coordinator, Transportation	MT-07	260
Coordinator, Testing, Textbooks	AP-04	260
Custodian – 12 Months	MT-21	260
Custodian – 9.5 months	MT-20	197
Data Management Specialist	CT-06	260
Data Specialist – Information Technology	CT-03	260
Data Specialist – Special Education	CT-24	202
Day Care Aide (9-Months, 7 hours daily)	CT-20	187
Diesel Mechanic	MT-04	260
Digital Media Supervisor	CT-06	260
Director, Budget	AP-05	260
Director, Career Technical Executive	AP-07	260
Director, Curriculum and Instruction	AP-04	260
Director, Food Services	CT-07	260
Director, Environmental Education	AP-03	260
Director, JROTC	AP-02	260

Director, Psychological Services	AP-03	260
Director, Purchasing	AP-05	260
Director, Security	AP-04	260
Director, Staff Development	AP-04	260
Director, Student Discipline/Placement	AP-05	260
Director, Technology Support	AP-05	260
Discipline/Student Placement Specialist	CT-04	260
Draftsperson	MT-04	260
Drop-Out Specialist	AP-20	187
Electrician	MT-04	260
Energy Management Repairperson	MT-03	260
Equipment Operator	MT-03	260
Equipment Operator, Heavy, Forestry	MT-03A	260
Executive Director	AP-07	260
Executive Director, Career Technical Education	AP-07	260
Executive Director, Human Resources	AP-07	260
Executive Director, Special Education	AP-07	260
Executive Manager	1003	260
Executive Secretary – Board	CT-04	260
Executive Secretary – Deputy/ CFO	CT-04	260
Executive Secretary – Superintendent	CT-04	260
Extended Day Aide (< 20 Hours) Council		187
Facilities Accounts Analyst	CT-04	260
Financial Administrator for Title I	AP-05	260
Fine Arts Dance Specialist	AP-20	187
Fleet Manager	MT-06	260
Foreman, Plumbing	MT-05	260
Foreman, Distribution Site	MT-04	260
Foreman, Transportation	MT-06	260
Foreman, Truck/Bus Shop	MT-05	260
Forestry Lead	MT-05	260
Generalist, Facilities	MT-03	2602
Glazier	MT-03	260
Head Custodian	MT-22	197
Head Mechanic	MT-05	260
Head Textbook Coordinator	AP-04	260
Health Aide (9-Months, 7 hours daily)	CT-20	187
Heavy Equipment Operator, Forestry	MT-03A	260
High School Receptionist	CT-22	260
HVAC Technician	MT-04	260
Information Support Specialist	CT-04	260
Inspector Bus Shop	MT-06	260
Instructional Aide (9-Months, 7 hours daily)	CT-20	187
Instructional Technology/Microcomputer Services Coordinator	AP-03	260
Intercom/Clock Repair	MT-03	260
Internal Auditor	AP-04	260
Junior Budget Analyst	CT-04	260
Junior Buyer	CT-04	260
Key and Lock Technician	MT-03A	260
Kitchen Equipment Repairperson	MT-04	260
Landscape Lead	MT-03A	260
Landscape Technician	MT-21	260
Lead Logistics Worker	MT-03	260
Lead Nurse	Nurses 68/69	260
Lead Social Worker	AP-03	260

Library/Media Aide (9-Months, 7 hours daily)	CT-20	187
Logistics Manager	MT-06	260
Logistics Warehouse Worker	MT-23	260
Low Voltage Lead	MT-05	260
Low Voltage Technician	MT-04	260
LPN (9-Months, 7.5 hours daily)	Nurses 70/71	182
Maintenance Warehouse Worker	MT-23	260
Maintenance Worker	MT-03	260
Manager, CNP (ADM 0-699)	CN-06	191
Manager, CNP (ADM 700-999)	CN-05	191
Manager, CNP (ADM 1000+)	CN-04	191
Manager, Distribution Site	MT-03	260
Manager, Fleet	MT-06	260
Manager, Logistics	MT-06	260
Manager, Network Projects	CT-06	260
Manager, Parent Program	CT-26	182
Manager, Parts – Auto, Bus, Truck Shop	MT-04	260
Manager, Student Data	CT-07	260
Manager, Web Telecommunications	CT-07	260
Mason	MT-04	260
Mechanic: Auto, Bus, Truck	MT-04	260
Microcomputer Training Specialist	CT-06	260
Middle School Registrar	CT-24	202
Migrant Aide (9-Months, 7 hours daily)	CT-20	187
Military Property Custodian	MT-03	260
Music/Fine Arts Supervisor	AP-04	260
Multi-craft Technician	MT-03A	260
Multi-craft Work Team Lead	MT-05	260
Network Manager – Information Technology	CT-07	260
Network Crew, Lead	MT-05	260
Network Crew, Supervisor	MT-06	260
Network Crew, Technician	MT-04	260
Network Project Manager	CT-06	260
New Construction Supervisor	MT-06	260
Nurse, Visiting Health BS Degree (12 Months)	Nurses 66/67	260
Nurse, Visiting Health BS Degree (10 Months)	Nurses 62/63	202
Nurse, Visiting Health BS Degree (9 Months)	Nurses 54/55	187
Occupational Therapist/Physical Therapist Manager – 8 Hours	OTPT – III	222
OTPT – 8 Hours	OTPT – II	202
OTPT – 7 Hours	OTPT – I	187
OTPT Assistant – 7 Hours	OTPT – Asst	187
Office/General Aide (9-Months, 7 hours daily)	CT-20	187
Onsite Maintenance Technician	MT-03	260
Onsite Maintenance Technician, Lead	MT-04	260
Orientation and Mobility Specialist (9 Months)	AP-21	187
Painter	MT-03	260
Painter Foreman	MT-04	260
Paraprofessional (Minimum of 60 semester hours in pre-teaching curriculum) - Computer Laboratory - Health Clinic - Classroom Instructional - Library/Media Center - RETRACT Center - Physical Education - Special Education Instructional	CT-23	187
Paraprofessional – ESL (minimum of 60 semester hours and fluency in required foreign language)	CT-35	187

Parent Program Manager	CT-26	182
Parent Specialist – Title I	AP-02	260
Parts Clerk	MT-23	260
Personnel Administrator	AP-04	260
Physical Education Aide (9-Months, 7 hours daily)	CT-20	187
Plumber	MT-04	260
Print Shop Foreman	MT-05	260
Printer	MT-03	260
Production Assistant	CT-03	260
Production Assistant/Writer	CT-31	202
Programmer	CT-07	260
Programmer Assistant I	CT-03	260
Programmer/Software Analyst	CT-07	260
Occupational Therapist/Physical Therapist Manager – 8 Hours	OTPT – III	222
OTPT – 8 Hours	OTPT – II	202
OTPT – 7 Hours	OTPT – I	187
OTPT Assistant – 7 Hours	OTPT – Asst	187
Office/General Aide (9-Months, 7 hours daily)	CT-20	187
Orientation and Mobility Specialist (9 Months)	AP-21	187
Refinisher	MT-03	260
Registrar, Elementary/Middle School	CT-24	202
Registrar, Itinerant	CT-03	260
Renovations Coordinator	MT-07	260
Resource Officer	AP-02	260
RETRACT Aide	CT-20	187
Roofer	MT-03A	260
Routing Specialist	MT-06	260
School Bookkeeper (10 Months)	CT-24	202
School Bus Trainer	MT-03	260
School Clerk	CT-21	202
School Improvement Specialist	AP-02	260
Secretary, to Assistant Superintendent	CT-03	260
Secretary, to Comptroller	CT-03	260
Secretary, Executive – Board	CT-04	260
Secretary, Executive – Deputy/ CFO	CT-04	260
Secretary, Executive – Superintendent	CT-04	260
Secretary, to High School Principal	CT-25	260
Secretary, Legal/Retirement	CT04	260
Secretary, Security	CT-03	260
Security Director	AP-04	260
Security Officer	MT-23	260
Security Officer Alternative School	MT-23	260
Security Monitor	MT-24	187
Security Operator	MT-23	260
Security Secretary	CT-03	260
Senior Budget Analyst	AP-02	260
Senior Buyer	AP-02	260
Shades and Blinds Repairperson	MT-03	260
Shop Assistant (formerly full time Utility Worker)	MT-21	260
Signers for Deaf/Hearing Impaired	CT-33	187
Social Worker	AP-22	202
Social Worker for Schools	AP-20	187
Special Education Bus Aide (6 Hours)	BA-03	182
Special Education Executive Director	AP-07	260
Special Education Program Aide (9-Months, 7 hours daily)	CT-20	187

Statistician	CT-03	260
Student Data Manager	CT-07	260
Student Data Specialist	CT-04	260
Student Locker Repair	MT-03	260
Superintendent	1001	260
Supervisor, 21 <sup>st</sup> Century Grant	AP-02	260
Supervisor, Accounting	CT-06	260
Supervisor, Accounts Payable/Risk Management	CT-06	260
Supervisor, Agriscience, Technical Ed & Career Technologies Supervisor	AP-04	260
Supervisor, Athletics/Drivers Ed/PE	AP-04	260
Supervisor, Attendance/Records	AP-02	260
Supervisor, Business Marketing & Cooperative Ed	AP-04	260
Supervisor, Career Technical	AP-04	260
Supervisor, CNP Operations	CT-05	260
Supervisor, Computer Hardware	CT-06	260
Supervisor, Computer Network	CT-06	260
Supervisor, Digital Media	CT-06	260
Supervisor, Elementary	AP-04	260
Supervisor, English/Foreign Language	AP-04	260
Supervisor, Fine Arts	AP-04	260
Supervisor, Fixed Assets	CT-04	260
Supervisor, Guidance/Counseling	AP-04	260
Supervisor, Health Science/Family & Consumer Science	AP-04	260
Supervisor, Health Services	AP-02	260
Supervisor, Language Arts/Reading	AP-04	260
Supervisor, Language Arts/Writing	AP-042	260
Supervisor, Library/Media	AP-04	260
Supervisor, Magnet Schools	AP-04	260
Supervisor, Mathematics – Elementary	AP-04	260
Supervisor, Mathematics – Secondary	AP-04	260
Supervisor, Music/Fine Arts	AP-04	260
Supervisor, Payroll	CT-06	260
Supervisor, Public Relations	AP-03	260
Supervisor, Science	AP-04	260
Supervisor, Security	MT-05	260
Supervisor, Social Studies	AP-04	260
Supervisor, Talents Unlimited	AP-04	260
Supervisor, Warehouse	MT-05	260
System Maintenance Director	MT-08	260
System Maintenance Safety Coordinator	MT-07	260
System Maintenance Team Coordinator	MT-07	260
Telecommunication Support Specialist	CT-04	260
Television Producer	CT-05	260
Television Studio Engineer	CT-05	260
Textbook Warehousepersons	MT-23	260
Textbooks Truck Driver	MT-23	260
Trades Team Lead, Mechanical	MT-05	260
Trades Team Lead, Structural	MT-04	260
Trades Team Lead, System	MT-04	260
Upholstery Repair	MT-03	260
Utility Worker (Full Time position)	MT-21	260
Utility Worker (Part Time position)		
Videographer – TV Studio	CT-04	260
Visiting Health Nurse BS Degree (12 Months)	Nurses 66/67	260

Visiting Health Nurse BS Degree (10 Months)	Nurses 62/63	202
Visiting Health Nurse BS Degree (9 Months)	Nurses 54/55	187
Warehouse Lead	MT-04	260
Warehouse Supervisor	MT-05	260
Web Support Specialist	CT-04	260
Web Telecommunications Manager	CT-07	260
Website Developer	CT-05	260
Welder	MT-03A	260
Zone Coordinator	MT-07	260
Zone Custodial Lead	MT-04	260

**2018-2019 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED  
EMPLOYEES**

State Minimum Salary Schedule  
EFFECTIVE OCTOBER 1, 2018

STEP	EXP	SCH 41/42 RANK B/ND 187 DAYS	SCH 41/42 RANK A 187 DAYS	SCH 41/42 RANK AA 187 DAYS	SCH 41/42 RANK DR 187 DAYS
1	0	39301	45193	48732	52268
2	1	39301	45193	48732	52268
3	2	39301	45193	48732	52268
4	3	43,227	49711	53601	57494
5	4	43,227	49711	53601	57494
6	5	43,227	49711	53601	57494
7	6	45,121	51888	55964	60011
8	7	45,121	51888	55964	60011
9	8	45,121	51888	55964	60011
10	9	45,725	52585	56702	60816
11	10	45,725	52585	56702	60816
12	11	45,725	52585	56702	60816
13	12	46,557	53538	57729	61992
14	13	46,557	53538	57729	61992
15	14	46,557	53538	57729	61992
16	15	47,618	54762	59047	63330
17	16	47,618	54762	59047	63330
18	17	47,618	54762	59047	63330
19	18	48,223	55466	59808	64151
20	19	48,223	55466	59808	64151
21	20	48,223	55466	59808	64151
22	21	48,849	56177	60572	64970
23	22	48,849	56177	60572	64970
24	23	48,849	56177	60572	64970
25	24	49,431	56759	61157	65553
26	25	49,431	56759	61157	65553
27	26	49,431	56759	61157	65553
27+		50,014	57343	61739	66135

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

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

**2018-2019 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES**

State Minimum Salary Schedule  
EFFECTIVE OCTOBER 1, 2018

STEP	EXP	SCH 37/38 RANK B/ND 202 DAYS	SCH 37/38 RANK A 202 DAYS	SCH 37/38 RANK AA 202 DAYS	SCH 37/38 RANK DR 202 DAYS
1	0	42452	48819	52640	56462
2	1	42452	48819	52640	56462
3	2	42452	48819	52640	56462
4	3	46696	53700	57902	62106
5	4	46696	53700	57902	62106
6	5	46696	53700	57902	62106
7	6	48741	56050	60451	64822
8	7	48741	56050	60451	64822
9	8	48741	56050	60451	64822
10	9	49395	56803	61249	65694
11	10	49395	56803	61249	65694
12	11	49395	56803	61249	65694
13	12	50290	57834	62362	66887
14	13	50290	57834	62362	66887
15	14	50293	57834	62362	66887
16	15	51438	58759	63783	68411
17	16	51438	59155	63783	68411
18	17	51438	59155	63783	68411
19	18	52103	59915	64606	69296
20	19	52103	59915	64606	69296
21	20	52103	59915	64606	69296
22	21	52768	60683	65432	70182
23	22	52768	60683	65432	70182
24	23	52768	60683	65432	70182
25	24	53396	61312	66062	70811
26	25	53396	61312	66062	70811
27	26	53396	61312	66062	70811
27+		54025	61941	66691	71439

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

<p>9 Month Teacher Schedule 41/42 Definitions: Rank B/ND – Bachelor’s Degree Rank A – Master’s Degree Rank AA – Educational Specialist Rank DR - Doctorate</p>
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**SPECIAL GRANDFATHERED FOR SOME TEACHERS**  
**2018-2019 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES**  
**EFFECTIVE OCTOBER 1, 2016**

STEP	EXP	SCH 39/40 RANK B/ND 187 DAYS	SCH 39/40 RANK A 187 DAYS	SCH 39/40 RANK AA 187 DAYS	SCH 39/40 RANK DR 187 DAYS	SCH 35/36 RANK B/ND 202 DAYS	SCH 35/36 RANK A 202 DAYS
1	0	0	0	0	0	0	0
2	1	0	0	0	0	0	0
3	2	42825	48706	52019	55680	46257	52611
4	3	43228	49713	53602	57495	46696	53701
5	4	43315	49713	53602	57495	46789	53701
6	5	43606	49713	53602	57495	47052	53701
7	6	45122	51890	55965	60012	48741	56050
8	7	45122	51890	55965	60012	48741	56050
9	8	45357	51890	55965	60012	48994	56050
10	9	45727	52586	56703	60818	49395	56803
11	10	45861	52586	56703	60818	49538	56803
12	11	46112	52586	56703	60818	49797	56803
13	12	46590	53539	57732	61923	50325	57834
14	13	46840	53539	57732	61923	50598	57834
15	14	47093	53539	57732	61923	50870	57834
16	15	47800	54763	59049	63333	51630	59154
17	16	48054	54763	59049	63333	51908	59154
18	17	48054	54763	59049	63333	51908	59154
19	18	48234	55468	59810	64152	52103	59915
20	19	48234	55468	59810	64152	52103	59915
21	20	48234	55468	59810	64152	52103	59915
22	21	48850	56178	60574	64972	52769	60684
23	22	48850	56178	60574	64972	52769	60684
24	23	48850	56178	60574	64972	52769	60684
25	24	49523	56852	61248	65644	53350	61266
26	25	49523	56852	61248	65644	53350	61266
27	26	49523	56852	61248	65644	53350	61266
27+		50194	57525	61920	66316	53932	61849

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

<p>9 Month Teacher Schedule 41/42  Definitions:  Rank B/ND – Bachelor’s Degree  Rank A – Master’s Degree  Rank AA – Educational Specialist  Rank DR - Doctorate</p>
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**SPECIAL GRANDFATHERED FOR SOME TEACHERS  
2018-2019 SALARY SCHEDULE FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES  
(continued)**

EFFECTIVE OCTOBER 1, 2016

STEP	EXP	SCH 35/36 RANK AA 202 DAYS	SCH 35/36 RANK DR 202 DAYS	SCH 31/32 RANK B/ND 240/260 DAYS	SCH 31/32 RANK A 240/260 DAYS	SCH 31/32 RANK AA 240/260 DAYS	SCH 31/32 RANK DR 240/260 DAYS
1	0	0	0	0	0	0	0
2	1	0	0	0	0	0	0
3	2	56189	60146	54962	62509	66758	71452
4	3	57902	62106	55482	63805	68794	73790
5	4	57902	62106	55593	63805	68794	73790
6	5	57902	62106	55904	63805	68794	73790
7	6	60452	64822	57908	66596	71826	77019
8	7	60452	64822	57908	66596	71826	77019
9	8	60452	64822	58212	66596	71826	77019
10	9	61250	65694	58685	67489	72775	78056
11	10	61250	65694	58856	67489	72775	78056
12	11	61250	65694	59181	67489	72775	78056
13	12	62361	66887	59793	68715	74093	79472
14	13	62361	66887	60438	68715	74093	79472
15	14	62361	66887	60438	68715	74093	79472
16	15	63783	68412	61346	70283	75783	81279
17	16	63783	68412	61672	70283	75783	81279
18	17	63783	68412	61672	70283	75783	81279
19	18	64606	69295	61906	71188	76760	82333
20	19	64606	101915	61906	71188	76760	82333
21	20	64606	69295	61906	71188	76760	82333
22	21	65433	70182	62692	72100	77741	83386
23	22	65433	70182	62692	72100	77741	83386
24	23	65433	70182	62692	72100	77741	83386
25	24	66014	70764	64362	72682	78323	83967
26	25	66014	70764	63274	72682	78323	83967
27	26	66014	70764	63274	72682	78323	83967
27+		66596	71345	63856	73264	78905	84549

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

**2018-2019 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES  
222 DAY EMPLOYEE  
AND  
240/260 DAY EMPLOYEE**

**EFFECTIVE OCTOBER 1, 2013**

STEPS	EXP	SCH 52/53 RANK B/ND 222 DAYS	SCH 52/53 RANK A 222 DAYS	SCH 52/53 RANK AA 222 DAYS	SCH 52/53 RANK DR 222 DAYS	SCH 33/34 RANK B/ND 240/260 DAYS	SCH 33/34 RANK A 240/260 DAYS	SCH 33/34 RANK AA 240/260 DAYS	SCH 33/34 RANK DR 240/260 DAYS
1	0	46656	53652	57853	62050	50385	58003	62542	67083
2	1	46656	53652	57853	62050	50385	58003	62542	67083
3	2	46656	53652	57853	62050	50385	58003	62542	67083
4	3	51321	59018	63637	68255	55481	63801	68794	73789
5	4	51321	59018	63637	68255	55481	63801	68794	73789
6	5	51321	59018	63637	68255	55481	63801	68794	73789
7	6	53564	61598	66437	71241	57907	66596	71826	77019
8	7	53564	61598	66437	71241	57907	66596	71826	77019
9	8	53564	61598	66437	71241	57907	66596	71826	77019
10	9	54283	62429	67313	72198	58684	67489	72770	78054
11	10	54283	62429	67313	72198	58684	67489	72770	78054
12	11	54283	62429	67313	72198	58684	67489	72770	78054
13	12	55379	63558	68537	73511	59751	68712	74093	79472
14	13	55379	63558	68537	73511	59751	68712	74093	79472
15	14	55379	63558	68537	73511	59751	68712	74093	79472
16	15	56531	65010	70098	75185	61115	70283	75782	81279
17	16	56531	65010	70098	75185	61115	70283	75782	81279
18	17	56531	65010	70098	75185	61115	70283	75782	81279
19	18	57261	65849	71003	76158	61905	71188	76760	82332
20	19	57261	65849	71003	76158	61905	71188	76760	82332
21	20	57261	65849	71003	76158	61905	71188	76760	82332
22	21	57991	66751	71910	77128	62692	72100	77740	83385
23	22	60123	66751	71910	77128	62692	72100	77740	83385
24	23	57991	66751	71910	77128	62692	72100	77740	83385
25	24	58602	67333	72491	77709	63274	72682	78322	83966
26	25	58602	67333	72491	77709	63274	72682	78322	83966
27	26	58602	67333	72491	77709	63274	72682	78322	83966
27+		59155	67913	73073	78292	63856	73264	78903	84548

COUNSELORS – 240/260 DAYS (see #3, p. 19)  
TEACHERS – 240/260 DAYS

**2018-2019 SALARY STEP PLAN**

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

**PRINCIPALS - 240/260 DAYS**

**EFFECTIVE OCTOBER 1, 2018**

**H/S PRINCIPALS 1200-1205**

	<b>1200</b>	<b>1201</b>	<b>1202</b>	<b>1203</b>	<b>1204</b>	<b>1205</b>
	<b>2000+</b>	<b>1500 -1999</b>	<b>1250-</b>	<b>1000-</b>	<b>750-</b>	<b>749 &amp;</b>
			<b>1499</b>	<b>1249</b>	<b>999</b>	<b>Below</b>
<b>STEP</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>
0	99056	97454	95852	94253	92652	91052
1	100542	98916	97290	95667	94042	92418
2	102050	100399	98749	97102	95452	93804
3	103581	101905	100230	98558	96884	95211
4	105134	103434	101734	100037	98337	96639
5	106711	104986	103260	101537	99812	98089
6	108312	106560	104809	103060	101309	99560
7	109937	108159	106381	104606	102829	101053
8	111586	109781	107976	106175	104372	102569
9	113260	111428	109596	107768	105937	104108
10	114959	113099	111240	109384	107526	105669
11	116683	114796	112909	111025	109139	107254
12	118433	116518	114602	112690	110776	108863
13	120210	118265	116321	114381	112438	110496
14	122013	120039	118066	116096	114124	112154
15	123843	121840	119837	117838	115836	113836
16	125701	123668	121635	119606	117574	115543
17	127586	125523	123459	121400	119337	117277
18	129500	127405	125311	123221	121127	119036
19	131442	129317	127191	125069	122944	120821
20	133414	131256	129099	126945	124789	122634
21	135415	133225	131035	128849	126660	124473
22	137447	135224	133001	130782	128560	126340
23	139508	137252	134996	132744	130489	128235
24	141601	139311	137020	134735	132446	130159
25	143725	141400	139076	136756	134433	132111
26	145881	143521	141162	138807	136449	134093
27	148069	145674	143279	140889	138496	136104

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

**2018-2019 SALARY STEP PLAN**  
**(Steps are compensation steps, not experience steps.)**

**PRINCIPALS - 240/260 DAYS**  
**EFFECTIVE OCTOBER 1, 2018**

**M/S PRINCIPALS 1301-1305**

Sche -	1301	1302	1303	1304	1305
dule	1500+	1250-	1000-	750-	749 &
		1499	1249	999	Below
<b>STEP</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>
0	89649	88049	86449	84847	83246
1	90993	89369	87745	86120	84495
2	92358	90710	89061	87412	85763
3	93744	92070	90397	88723	87049
4	95150	93451	91753	90054	88355
5	96577	94853	93130	91405	89680
6	98026	96276	94527	92776	91025
7	99496	97720	95944	94168	92391
8	100988	99186	97384	95580	93776
9	102503	100674	98844	97014	95183
10	104041	102184	100327	98469	96611
11	105601	103717	101832	99946	98060
12	107185	105272	103359	101445	99531
13	108793	106852	104910	102967	101024
14	110425	108454	106483	104511	102539
15	112081	110081	108081	106079	104077
16	113763	111732	109702	107670	105638
17	115469	113408	111347	109285	107223
18	117201	115109	113018	110925	108831
19	118959	116836	114713	112588	110464
20	120744	118589	116434	114277	112121
21	122555	120367	118180	115991	113803
22	124393	122173	119953	117731	115510
23	126259	124006	121752	119497	117242
24	128153	125866	123578	121290	119001
25	130075	127754	125432	123109	120786
26	132026	129670	127314	124956	122598
27	134007	131615	129223	126830	124437

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

**2018-2019 SALARY STEP PLAN**  
**(Steps are compensation steps, not experience steps.)**

**PRINCIPALS - 240/260 DAYS**  
**EFFECTIVE OCTOBER 1, 2018**

E/S PRINCIPALS 1401-1405

Sche-	1401	1402	1403	1404	1405
dule	1000+	750-	500	250-	Below
		999	-749	499	249
STEP	ADM	ADM	ADM	ADM	ADM
0	84930	83330	81730	80130	78529
1	86204	84580	82956	81332	79707
2	87497	85849	84201	82552	80903
3	88810	87137	85464	83791	82116
4	90142	88444	86746	85047	83348
5	91494	89771	88047	86323	84598
6	92867	91117	89368	87618	85867
7	94260	92484	90708	88932	87155
8	95674	93871	92069	90266	88463
9	97109	95279	93450	91620	89790
10	98565	96708	94851	92995	91137
11	100044	98159	96274	94390	92504
12	101544	99631	97718	95805	93891
13	103068	101126	99184	97242	95299
14	104614	102643	100672	98701	96729
15	106183	104182	102182	100182	98180
16	107776	105745	103715	101684	99653
17	109392	107331	105270	103210	101147
18	111033	108941	106850	104758	102665
19	112699	110575	108452	106329	104205
20	114389	112234	110079	107924	105768
21	116105	113918	111730	109543	107354
22	117846	115626	113406	111186	108964
23	119614	117361	115107	112854	110599
24	121408	119121	116834	114547	112258
25	123229	120908	118586	116265	113942
26	125078	122722	120365	118009	115651
27	126954	124562	122171	119779	117386

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**2018-2019 SALARY STEP PLAN**  
**(Steps are compensation steps, not experience steps.)**

**ASSISTANT PRINCIPALS - 222 DAYS**  
**EFFECTIVE OCTOBER 1, 2018**

H/S ASST. PRINCIPALS 1501-1505

Sche-	<b>1500</b>	<b>1501</b>	<b>1502</b>	<b>1503</b>	<b>1504</b>	<b>1505</b>
dule	<b>2000 +</b>	<b>1500 -</b>	<b>1250-</b>	<b>1000-</b>	<b>750-</b>	<b>749 &amp;</b>
		<b>1999</b>	<b>1499</b>	<b>1249</b>	<b>999</b>	<b>Below</b>
<b>STEP</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>	<b>ADM</b>
0	78003	76622	74941	73540	71578	69902
1	79173	77771	76065	74643	72651	70950
2	80360	78938	77206	75762	73741	72015
3	81566	80122	78364	76899	74847	73095
4	82789	81324	79539	78052	75970	74191
5	84031	82543	80733	79223	77110	75304
6	85291	83782	81944	80411	78266	76434
7	86571	85038	83173	81618	79440	77580
8	87869	86314	84420	82842	80632	78744
9	89187	87609	85687	84084	81841	79925
10	90525	88923	86972	85346	83069	81124
11	91883	90257	88276	86626	84315	82341
12	93261	91610	89601	87925	85580	83576
13	94660	92985	90945	89244	86863	84830
14	96080	94379	92309	90583	88166	86102
15	97521	95795	93693	91942	89489	87394
16	98984	97232	95099	93321	90831	88705
17	100469	98690	96525	94721	92194	90035
18	101976	100171	97973	96141	93577	91386
19	103505	101673	99443	97583	94980	92756
20	105058	103198	100934	99047	96405	94148
21	106634	104746	102448	100533	97851	95560
22	108233	106318	103985	102041	99319	96993
23	109857	107912	105545	103572	100809	98448
24	111505	109531	107128	105125	102321	99925
25	113177	111174	108735	106702	103855	101424
26	114875	112842	110366	108303	105413	102945
27	116598	114534	112022	109927	106995	104489

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

**2018-2019 SALARY STEP PLAN**  
**(Steps are compensation steps, not experience steps.)**

**ASSISTANT PRINCIPALS - 222 DAYS**  
**EFFECTIVE OCTOBER 1, 2018**

M/S ASST. PRINCIPALS 1601-1605

Sche-	1601	1602	1603	1604	1605
dule	1500+	1250-	1000-	750-	749 &
		1499	1249	999	Below
STEP	ADM	ADM	ADM	ADM	ADM
0	72790	71110	69429	67749	66068
1	73882	72177	70471	68766	67059
2	74990	73260	71528	69797	68065
3	76115	74359	72601	70844	69086
4	77257	75474	73690	71907	70123
5	78416	76606	74795	72985	71174
6	79592	77755	75917	74080	72242
7	80786	78922	77056	75191	73326
8	81998	80105	78212	76319	74426
9	83228	81307	79385	77464	75542
10	84476	82527	80576	78626	76675
11	85743	83764	81784	79805	77825
12	87029	85021	83011	81002	78993
13	88335	86296	84256	82217	80177
14	89660	87591	85520	83451	81380
15	91005	88905	86803	84703	82601
16	92370	90238	88105	85973	83840
17	93755	91592	89426	87263	85097
18	95162	92966	90768	88572	86374
19	96589	94360	92129	89900	87670
20	98038	95775	93511	91249	88985
21	99509	97212	94914	92617	90319
22	101001	98670	96338	94007	91674
23	102516	100150	97783	95417	93049
24	104054	101653	99250	96848	94445
25	105615	103177	100738	98301	95862
26	107199	104725	102249	99775	97300
27	108807	106296	103783	101272	98759

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**2018-2019 SALARY STEP PLAN**

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

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

EFFECTIVE OCTOBER 1, 2018

E/S ASST. PRINCIPALS 1701-1705

Sche-	1701	1702	1703	1704	1705
dule	1000+	750-	500-	250-	Below
		999	749	499	249
STEP	ADM	ADM	ADM	ADM	ADM
0	67569	65888	64207	62527	60846
1	68583	66876	65170	63465	61759
2	69611	67879	66148	64417	62685
3	70655	68898	67140	65383	63625
4	71715	69931	68147	66364	64580
5	72791	70980	69169	67359	65548
6	73883	72045	70207	68370	66532
7	74991	73125	71260	69395	67530
8	76116	74222	72329	70436	68543
9	77258	75336	73414	71493	69571
10	78417	76466	74515	72565	70614
11	79593	77613	75633	73654	71674
12	80787	78777	76767	74758	72749
13	81999	79959	77919	75880	73840
14	83229	81158	79087	77018	74947
15	84477	82375	80274	78173	76072
16	85744	83611	81478	79346	77213
17	87030	84865	82700	80536	78371
18	88336	86138	83940	81744	79547
19	89661	87430	85200	82970	80740
20	91006	88742	86478	84215	81951
21	92371	90073	87775	85478	83180
22	93756	91424	89091	86760	84428
23	95163	92795	90428	88062	85694
24	96590	94187	91784	89383	86980
25	98039	95600	93161	90723	88284
26	99510	97034	94558	92084	89609
27	101002	98489	95977	93465	90953

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## 2018-2019 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

### ADMINISTRATIVE/PROFESSIONAL

EFFECTIVE OCTOBER 1, 2018

	AP01	AP02	AP03	AP04	AP05	AP06
	240/260	240/260	240/260	240/260	240/260	240/260
STEP	Days	Days	Days	Days	Days	Days
0	43298	49162	55881	61378	68097	73595
1	43948	49900	56719	62299	69118	74699
2	44607	50648	57570	63233	70155	75819
3	45276	51408	58434	64182	71207	76957
4	45955	52179	59310	65144	72276	78111
5	46644	52962	60200	66122	73360	79283
6	47344	53756	61103	67113	74460	80472
7	48054	54562	62019	68120	75577	81679
8	48775	55381	62949	69142	76711	82904
9	49507	56211	63894	70179	77861	84148
10	50249	57055	64852	71232	79029	85410
11	51003	57910	65825	72300	80215	86691
12	51768	58779	66812	73385	81418	87992
13	52544	59661	67814	74485	82639	89311
14	53333	60556	68832	75603	83879	90651
15	54133	61464	69864	76737	85137	92011
16	54945	62386	70912	77888	86414	93391
17	55769	63322	71976	79056	87710	94792
18	56605	64272	73055	80242	89026	96214
19	57454	65236	74151	81446	90361	97657
20	58316	66214	75264	82667	91717	99122
21	59191	67207	76392	83907	93092	100609
22	60079	68216	77538	85166	94489	102118
23	60980	69239	78701	86443	95906	103650
24	61895	70277	79882	87740	97345	105204
25	62823	71331	81080	89056	98805	106782
26	63765	72401	82296	90392	100287	108384
27	64722	73487	83531	91748	101791	110010

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

**2018-2019 SALARY STEP PLAN**

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

**ADMINISTRATIVE/PROFESSIONAL**

EFFECTIVE OCTOBER 1, 2018

<b>Sche-</b>	<b>AP07</b>	<b>AP20</b>	<b>AP21</b>	<b>AP22</b>	<b>AP23</b>
		<b>8 Hrs</b>	<b>7 Hrs</b>	<b>8 Hrs</b>	<b>8 Hrs</b>
	<b>240/260</b>	<b>/187</b>	<b>/187</b>	<b>/202</b>	<b>/192</b>
<b>STEP</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
0	80313	31143	27248	38195	31142
1	81518	31610	27656	38767	31609
2	82740	32084	28071	39349	32083
3	83981	32565	28492	39939	32564
4	85241	33054	28920	40538	33053
5	86520	33549	29353	41146	33548
6	87818	34053	29794	41764	34052
7	89135	34563	30241	42390	34562
8	90472	35082	30694	43026	35081
9	91829	35608	31155	43671	35607
10	93206	36142	31622	44326	36141
11	94604	36684	32096	44991	36683
12	96024	37235	32578	45666	37233
13	97464	37793	33066	46351	37792
14	98926	38360	33562	47046	38359
15	100410	38935	34066	47752	38934
16	101916	39519	34577	48468	39518
17	103445	40112	35095	49195	40111
18	104996	40714	35622	49933	40713
19	106571	41325	36156	50682	41323
20	108170	41945	36699	51443	41943
21	109792	42574	37249	52214	42572
22	111439	43212	37808	52997	43211
23	113111	43860	38375	53792	43859
24	114807	44518	38950	54599	44517
25	116530	45186	39535	55418	45185
26	118277	45864	40128	56250	45862
27	120052	46552	40730	57093	46550

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

## 2018-2019 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

### CLERICAL/TECHNICAL

EFFECTIVE OCTOBER 1, 2018

Schedule	CT03	CT04	CT05	CT06	CT07	CT20	CT21	CT22
	240	240	240	240	240	187	202	240
	/260	/260	/260	/260	/260			/260
STEPS	Days							
0	36234	44619	51327	59864	64947	14358	17257	21878
1	36777	45289	52097	60762	65921	14574	17516	22206
2	37329	45968	52878	61673	66910	14792	17778	22539
3	37889	46657	53671	62599	67914	15014	18045	22877
4	38457	47357	54476	63538	68932	15239	18316	23220
5	39034	48068	55294	64491	69966	15468	18591	23568
6	39620	48789	56123	65458	71016	15700	18869	23922
7	40214	49520	56965	66440	72081	15935	19152	24281
8	40817	50263	57819	67436	73162	16174	19440	24645
9	41429	51017	58687	68448	74260	16417	19731	25015
10	42051	51782	59567	69475	75374	16663	20027	25390
11	42682	52559	60460	70517	76504	16913	20328	25771
12	43322	53348	61367	71575	77652	17167	20633	26157
13	43972	54148	62288	72648	78817	17424	20942	26550
14	44631	54960	63222	73738	79999	17686	21256	26948
15	45301	55784	64171	74844	81199	17951	21575	27352
16	45980	56621	65133	75967	82417	18220	21899	27762
17	46670	57471	66110	77106	83653	18494	22227	28179
18	47370	58333	67102	78263	84908	18771	22561	28601
19	48080	59208	68108	79437	86182	19053	22899	29030
20	48802	60096	69130	80628	87474	19338	23243	29466
21	49534	60997	70167	81838	88786	19628	23591	29908
22	50277	61912	71219	83065	90118	19923	23945	30357
23	51031	62841	72288	84311	91470	20222	24304	30812
24	51796	63783	73372	85576	92842	20525	24669	31274
25	52573	64740	74472	86860	94235	20833	25039	31743
26	53362	65711	75590	88162	95648	21145	25414	32219
27	54162	66697	76723	89485	97083	21463	25796	32703

**2018-2019 SALARY STEP PLAN**

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

**CLERICAL/TECHNICAL (continued)**

EFFECTIVE OCTOBER 1, 2018

Sche- dule	CT23	CT24	CT25	CT26	CT27	CT28	CT29
	187	202	240	187	4 HR	6 HR	8 HR
			/260		/187	/182	240/260
STEPS	Days						
0	18312	22334	28611	28079	11331	14653	28611
1	18586	22669	29040	28500	11501	14873	29040
2	18865	23009	29476	28928	11674	15096	29476
3	19148	23354	29918	29361	11849	15323	29918
4	19435	23704	30366	29802	12027	15553	30366
5	19727	24060	30822	30249	12207	15786	30822
6	20023	24421	31284	30703	12390	16023	31284
7	20323	24787	31754	31163	12576	16263	31754
8	20628	25159	32230	31631	12765	16507	32230
9	20937	25536	32713	32105	12956	16755	32713
10	21251	25919	33204	32587	13151	17006	33204
11	21570	26308	33702	33075	13348	17261	33702
12	21894	26703	34208	33572	13548	17520	34208
13	22222	27103	34721	34075	13751	17783	34721
14	22555	27510	35242	34586	13957	18049	35242
15	22894	27922	35770	35105	14167	18320	35770
16	23237	28341	36307	35632	14379	18595	36307
17	23586	28766	36851	36166	14595	18874	36851
18	23940	29198	37404	36709	14814	19157	37404
19	24299	29636	37965	37259	15036	19444	37965
20	24663	30080	38535	37818	15262	19736	38535
21	25033	30531	39113	38385	15491	20032	39113
22	25409	30989	39699	38961	15723	20333	39699
23	25790	31454	40295	39546	15959	20638	40295
24	26177	31926	40899	40139	16198	20947	40899
25	26569	32405	41513	40741	16441	21261	41513
26	26968	32891	42135	41352	16688	21580	42135
27	27372	33384	42767	41972	16938	21904	42767

**2018-2019 SALARY STEP PLAN**

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

**CLERICAL/TECHNICAL (continued)**

EFFECTIVE OCTOBER 1, 2018

<b>Sche-</b>	<b>CT30</b>	<b>CT31</b>	<b>CT 32</b>	<b>CT 33</b>	<b>CT 34</b>	<b>CT 35</b>
<b>dule</b>	<b>8 HR</b>	<b>8 HR</b>	<b>8 hour</b>	<b>8 Hour</b>	<b>8 hour</b>	<b>8 hour</b>
	<b>222</b>	<b>202</b>	<b>222</b>	<b>187</b>	<b>187</b>	<b>187</b>
<b>STEPS</b>	<b>Days</b>	<b>Days</b>	<b>days</b>	<b>days</b>	<b>days</b>	<b>days</b>
0	24429	28151	30939	31980	22327	23642
1	24795	28573	31403	32460	22661	23996
2	25167	29001	31874	32947	23001	24356
3	25545	29436	32352	33441	23346	24722
4	25928	29878	32837	33942	23697	25092
5	26317	30326	33330	34452	24052	25469
6	26712	30781	33830	34968	24413	25851
7	27112	31243	34337	35493	24779	26239
8	27519	31711	34852	36025	25151	26632
9	27932	32187	35375	36566	25528	27032
10	28351	32670	35906	37114	25911	27437
11	28776	33160	36444	37671	26300	27849
12	29208	33657	36991	38236	26694	28266
13	29646	34162	37546	38809	27094	28690
14	30090	34675	38109	39392	27501	29121
15	30542	35195	38680	39982	27913	29558
16	31000	35723	39261	40582	28332	30001
17	31465	36259	39850	41191	28757	30451
18	31937	36802	40447	41809	29188	30908
19	32416	37354	41054	42436	29626	31371
20	32902	37915	41670	43072	30071	31842
21	33396	38483	42295	43719	30522	32319
22	33897	39061	42929	44374	30980	32804
23	34405	39647	43573	45040	31444	33296
24	34921	40241	44227	45715	31916	33796
25	35445	40845	44890	46401	32395	34303
26	35977	41458	45564	47097	32881	34817
27	36516	42080	46247	47804	33374	35340

**2018-2019 SALARY STEP PLAN**

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

**CLERICAL/TECHNICAL (continued)**

EFFECTIVE OCTOBER 1, 2018

<b>Sche-</b>	<b>CT36</b>	<b>CT37</b>				
<b>dule</b>	<b>7 HR</b>	<b>8 HR</b>				
	<b>202</b>	<b>187</b>				
<b>STEPS</b>	<b>Days</b>	<b>Days</b>				
0	39647	53300				
1	40242	54100				
2	40845	54911				
3	41458	55735				
4	42080	56571				
5	42711	57419				
6	43352	58281				
7	44002	59155				
8	44662	60042				
9	45332	60943				
10	46012	61857				
11	46702	62785				
12	47403	63726				
13	48114	64682				
14	48835	65653				
15	49568	66637				
16	50311	67637				
17	51066	68651				
18	51832	69681				
19	52610	70726				
20	53399	71787				
21	54200	72864				
22	55013	73957				
23	55838	75067				
24	56675	76192				
25	57526	77335				
26	58389	78495				
27	59264	79673				

## 2018-2019 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

### MANUAL TRADES

EFFECTIVE OCTOBER 1, 2018

<b>Sche- dule</b>	<b>MT03 240/260</b>	<b>MT03-A 240/260</b>	<b>MT04 240/260</b>	<b>MT05 240/260</b>	<b>MT06 240/260</b>
<b>STEP</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
0	28661	34098	39003	44340	59840
1	29091	34609	39588	45006	60737
2	29527	35128	40182	45681	61648
3	29970	35655	40785	46366	62573
4	30420	36190	41397	47061	63511
5	30876	36733	42018	47767	64464
6	31339	37284	42648	48484	65431
7	31809	37843	43288	49211	66413
8	32286	38411	43937	49949	67409
9	32771	38987	44596	50698	68420
10	33262	39572	45265	51459	69446
11	33761	40165	45944	52231	70488
12	34268	40768	46633	53014	71545
13	34782	41379	47333	53809	72618
14	35303	42000	48043	54617	73708
15	35833	42630	48763	55436	74813
16	36370	43269	49495	56267	75935
17	36916	43918	50237	57111	77074
18	37470	44577	50991	57968	78231
19	38032	45246	51755	58838	79404
20	38602	45925	52532	59720	80595
21	39181	46613	53320	60616	81804
22	39769	47313	54120	61525	83031
23	40366	48022	54931	62448	84277
24	40971	48743	55755	63385	85541
25	41586	49474	56592	64336	86824
26	42209	50216	57441	65301	88126
27	42843	50969	58302	66280	89448

**2018-2019 SALARY STEP PLAN**

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

**MANUAL TRADES**

EFFECTIVE OCTOBER 1, 2018

<b>Schedule</b>	<b>MT07</b>	<b>MT08</b>	<b>MT20</b>	<b>MT21</b>	<b>MT22</b>	<b>MT23</b>	<b>MT24</b>
	<b>240/260</b>	<b>240/260</b>	<b>197</b>	<b>240/260</b>	<b>197</b>	<b>240/260</b>	<b>187</b>
<b>STEP</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
0	68732	76360	16484	21370	20416	26680	18450
1	69763	77506	16731	21691	20722	27080	18727
2	70810	78668	16982	22016	21033	27486	19008
3	71872	79848	17237	22346	21349	27898	19293
4	72950	81046	17496	22682	21669	28317	19582
5	74044	82262	17758	23022	21994	28742	19876
6	75155	83496	18024	23367	22324	29173	20174
7	76282	84748	18295	23718	22659	29610	20477
8	77427	86019	18569	24073	22998	30055	20784
9	78588	87310	18848	24435	23343	30505	21096
10	79767	88619	19130	24801	23694	30963	21412
11	80963	89949	19417	25173	24049	31427	21733
12	82178	91298	19709	25551	24410	31899	22059
13	83410	92667	20004	25934	24776	32377	22390
14	84662	94057	20304	26323	25147	32863	22726
15	85931	95468	20609	26718	25525	33356	23067
16	87220	96900	20918	27119	25908	33856	23413
17	88529	98354	21232	27525	26296	34364	23764
18	89857	99829	21550	27938	26691	34879	24120
19	91205	101327	21874	28357	27091	35403	24482
20	92573	102846	22202	28783	27497	35934	24849
21	93961	104389	22535	29214	27910	36473	25222
22	95371	105955	22873	29653	28328	37020	25601
23	96801	107544	23216	30097	28753	37575	25985
24	98253	109157	23564	30549	29185	38139	26374
25	99727	110795	23917	31007	29622	38711	26770
26	101223	112457	24276	31472	30067	39291	27171
27	102741	114144	24640	31944	30518	39881	27579

**2018-2019 SALARY SCHEDULES  
FOR OCCUPATIONAL THERAPY/PHYSICAL THERAPY**

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

EFFECTIVE OCTOBER 1, 2018

<b>Schedule</b>	<b>OTPT</b>	<b>OTP1</b>	<b>OTP2</b>	<b>OTP3</b>
	<b>187 DAYS</b>	<b>187 DAYS</b>	<b>202 DAYS</b>	<b>222 DAYS</b>
<b>STEP</b>	<b>7 HOURS</b>	<b>7 HOURS</b>	<b>8 HOURS</b>	<b>8 HOURS</b>
0	30383	46373	57249	65086
1	30839	47069	58108	66063
2	31301	47775	58980	67054
3	31771	48491	59864	68060
4	32247	49219	60762	69080
5	32731	49957	61674	70117
6	33222	50706	62599	71168
7	33720	51467	63538	72236
8	34226	52239	64491	73319
9	34740	53022	65458	74419
10	35261	53818	66440	75536
11	35790	54625	67437	76669
12	36327	55444	68448	77819
13	36871	56276	69475	78986
14	37424	57120	70517	80171
15	37986	57977	71575	81373
16	38556	58847	72649	82594
17	39134	59729	73738	83833
18	39721	60625	74844	85090
19	40317	61535	75967	86367
20	40922	62458	77107	87662
21	41535	63395	78263	88977
22	42158	64346	79437	90312
23	42791	65311	80629	91666
24	43433	66290	81838	93041
25	44084	67285	83066	94437
26	44745	68294	84312	95853
27	45417	69318	85576	97291

**2018-2019 SALARY SCHEDULES FOR SERVICE PERSONNEL – CHILD NUTRITION**

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

EFFECTIVE OCTOBER 1, 2018

<b>Schedule</b>	<b>CNP Assts</b>	<b>CNP Assts</b>	<b>CNP Assts</b>
	<b>CN01</b>	<b>CN02</b>	<b>CN03</b>
	<b>187 Days</b>	<b>187 Days</b>	<b>187 Days</b>
<b>STEP</b>	<b>6 Hours</b>	<b>6.5 Hours</b>	<b>7 Hours</b>
0	12362	13210	14060
1	12547	13408	14271
2	12735	13609	14485
3	12926	13814	14702
4	13120	14021	14923
5	13317	14231	15147
6	13517	14445	15374
7	13719	14661	15604
8	13925	14881	15838
9	14134	15104	16076
10	14346	15331	16317
11	14561	15561	16562
12	14780	15794	16810
13	15001	16031	17062
14	15226	16272	17318
15	15455	16516	17578
16	15687	16764	17842
17	15922	17015	18109
18	16161	17270	18381
19	16403	17529	18657
20	16649	17792	18937
21	16899	18059	19221
22	17152	18330	19509
23	17410	18605	19802
24	17671	18884	20099
25	17936	19167	20400
26	18205	19455	20706
27	18478	19747	21017

**2018-2019 SALARY SCHEDULES FOR SERVICE PERSONNEL – CHILD NUTRITION**

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

EFFECTIVE OCTOBER 1, 2018

<b>Schedule</b>	<b>CNP Mgrs</b>	<b>CNP Mgrs</b>	<b>CNP Mgrs</b>	<b>CNP Assts</b>
	<b>CN04</b>	<b>CN05</b>	<b>CN06</b>	<b>CN07</b>
	<b>191 Days</b>	<b>191 Days</b>	<b>191 Days</b>	<b>187 Days</b>
<b>STEP</b>	<b>1000+</b>	<b>700-999</b>	<b>0-699</b>	<b>3 Hours</b>
0	26354	23091	19830	7268
1	26749	23438	20127	7377
2	27150	23789	20429	7488
3	27558	24146	20735	7600
4	27971	24508	21046	7714
5	28391	24876	21362	7830
6	28816	25249	21683	7947
7	29249	25628	22008	8067
8	29687	26012	22338	8188
9	30133	26402	22673	8310
10	30585	26798	23013	8435
11	31043	27200	23358	8562
12	31509	27608	23709	8690
13	31982	28022	24064	8820
14	32461	28443	24425	8953
15	32948	28869	24792	9087
16	33443	29302	25164	9223
17	33944	29742	25541	9362
18	34453	30188	25924	9502
19	34970	30641	26313	9645
20	35495	31100	26708	9789
21	36027	31567	27108	9936
22	36568	32041	27515	10085
23	37116	32521	27928	10236
24	37673	33009	28347	10390
25	38238	33504	28772	10546
26	38811	34007	29203	10704
27	39394	34517	29641	10865

**2018-2019 SALARY SCHEDULES FOR SERVICE PERSONNEL**  
**BUS DRIVERS/BUS AIDES**  
**Steps are compensation steps, not experience steps**  
**EFFECTIVE OCTOBER 1, 2018**

	<b>Bus Driver</b>	<b>Bus Driver</b>	<b>Bus Driver</b>	<b>BUS Aides</b>
<b>Schedule</b>	<b>BD01</b>	<b>BD02</b>	<b>BD03</b>	<b>BA03</b>
	<b>186 Days</b>	<b>186 Days</b>	<b>186 Days</b>	<b>182 Days</b>
<b>STEP</b>				<b>6 Hours</b>
0	12528	15701	19797	12339
1	12715	15936	20094	12524
2	12906	16176	20395	12712
3	13100	16418	20701	12903
4	13296	16664	21012	13096
5	13496	16914	21327	13293
6	13698	17168	21647	13492
7	13904	17426	21971	13694
8	14112	17687	22301	13900
9	14324	17952	22636	14108
10	14539	18222	22975	14320
11	14757	18495	23320	14535
12	14978	18772	23669	14753
13	15203	19054	24025	14974
14	15431	19340	24385	15199
15	15662	19630	24751	15427
16	15897	19924	25122	15658
17	16136	20223	25499	15893
18	16378	20526	25881	16131
19	16623	20834	26269	16373
20	16873	21147	26663	16619
21	17126	21464	27063	16868
22	17383	21786	27469	17121
23	17644	22113	27881	17378
24	17908	22445	28300	17639
25	18177	22781	28724	17903
26	18449	23123	29155	18172
27	18726	23470	29592	18444

**2018-2019 SALARY SCHEDULES FOR NURSES**

**State Minimum Salary Schedules**

EFFECTIVE OCTOBER 1, 2018

STEP	EXP	SCH 54/55 RN BS 187 DAYS	SCH 56/57 RN MS 187 DAYS	SCH 58/59 RN BS 192 DAYS	SCH 60/61 RN MS 192 DAYS	SCH 62/63 RN BS 202 DAYS
1	0	41920	48207	43041	49494	45282
2	1	41920	48207	43041	49494	45282
3	2	41920	48207	43041	49494	45282
4	3	46109	53026	47342	54444	49808
5	4	46109	53026	47342	54444	49808
6	5	46109	53026	47342	54444	49808
7	6	48128	55347	49415	56826	51989
8	7	48128	55347	49415	56826	51989
9	8	48128	55347	49415	56826	51989
10	9	48773	56091	50077	57590	52686
11	10	48773	56091	50077	57590	52686
12	11	48773	56091	50077	57590	52686
13	12	49659	57106	50989	58634	53676
14	13	49659	57106	50989	58634	53676
15	14	49659	57106	50989	58634	53676
16	15	50793	58413	52151	59974	54867
17	16	50793	58413	52151	59974	54867
18	17	50793	58413	52151	59974	54867
19	18	51449	59164	52824	60746	55576
20	19	51449	59164	52824	60746	55576
21	20	51449	59164	52824	60746	55576
22	21	52105	59922	53498	61526	56285
23	22	52105	59922	53498	61526	56285
24	23	52105	59922	53498	61526	56285
25	24	52726	60544	54135	62162	56955
26	25	52726	60544	54135	62162	56955
27	26	52726	60544	54135	62162	56955
27+		53347	61165	54774	62800	57627

**2018-2019 SALARY SCHEDULES FOR NURSES (cont)**

**State Minimum Salary Schedules**

EFFECTIVE OCTOBER 1, 2018

STEP	EXP	SCH 64/65 RN MS 202 DAYS	SCH 66/67 RN BS 240/260 DAYS	SCH 68/69 RN MS 240/260 DAYS	SCH 70/71 LPN 182 DAYS (7.5 hours worked)	SCH 72/73 LPN BUS AIDE 182 DAYS
1	0	52073	58285	67025	21840	16085
2	1	52073	58285	67025	21840	16085
3	2	52073	58282	67025	21840	16085
4	3	57280	64110	73726	24002	17677
5	4	57280	64110	73726	24002	17677
6	5	57280	64110	73726	24002	17677
7	6	59786	66917	76953	25034	18438
8	7	59786	66917	76953	25034	18438
9	8	59786	66917	76953	25034	18438
10	9	60590	67813	77986	25360	18679
11	10	60590	67813	77986	25360	18679
12	11	60590	67813	77986	25360	18679
13	12	61688	69047	79399	25816	19014
14	13	61688	69047	79399	25816	19014
15	14	61688	69047	79399	25816	19014
16	15	63099	70620	81215	26382	19431
17	16	63099	70620	81215	26382	19431
18	17	63099	70620	81215	26382	19431
19	18	63910	71534	85424	26701	19666
20	19	63910	71534	85424	26701	19666
21	20	63910	71534	85424	26701	19666
22	21	64730	72446	85424	27021	19901
23	22	64730	72446	85424	27021	19901
24	23	64730	72446	85424	27021	19901
25	24	65399	73309	85424	27597	20325
26	25	65399	73309	85424	27597	20325
27	26	65399	73309	85424	27597	20325
27+		66070	74172	85424	28173	20748

**2018-2019 SALARY SCHEDULES FOR NURSES (cont)**

**State Minimum Salary Schedules**

EFFECTIVE OCTOBER 1, 2016

STEP	EXP	SCH 74/75 RN ASSOCIATES 187 DAYS	SCH 75/76 CAN 187 Days
1	0	39300	13991
2	1	39300	13991
3	2	39300	13991
4	3	43228	14932
5	4	43228	14932
6	5	43228	14932
7	6	45120	16276
8	7	45120	16276
9	8	45120	16276
10	9	45725	17741
11	10	45725	17741
12	11	45725	17741
13	12	46557	18627
14	13	46557	18627
15	14	46557	18627
16	15	47617	18627
17	16	47617	19187
18	17	47617	19187
19	18	48233	19187
20	19	48233	19187
21	20	48233	19474
22	21	48848	19474
23	22	48848	19474
24	23	48848	19474
25	24	49430	19474
26	25	49430	19474
27	26	49430	19474
27+		50012	19474