

SALARY SCHEDULE
SUPERVISORY, TECHNICAL, AND CONFIDENTIAL
FY18



Adopted this 25th day of July, 2017

The School Board of Lee County, Florida

Signature on File
Superintendent of Schools

Signature on File
School Board Chairman

Board Approved

July 25, 2017

This salary schedule covers all full or part-time regular supervisory, technical and confidential employees of The School Board of Lee County, Florida.

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1 **EMPLOYMENT INFORMATION**

2 **HIRING RATE**

3 The first step of each pay grade or the Market Rate for a position shall be considered the normal hiring rate for supervisory, technical and
4 confidential employees. However, persons defined as confidential employees in positions on the Grade/Step Salary Schedule may be given
5 one additional step for each year of verified equivalent work experience upon initial employment, up to a maximum of three years. Note:
6 The Superintendent has the authority to grant additional experience credit for determining step placement in areas of critical need. Persons
7 defined as Supervisory/Technical employees in positions on the Grade/Step Salary Schedule may be credited with a maximum of seven
8 years of experience upon initial employment, for the purpose of determining step placement on the appropriate pay grade
9 (Supervisory/Technical employees are identified with an asterisk (*) before the position title). Employees who resign from the District and
10 are re-employed within one calendar year will be eligible to be placed on the same step they were on before leaving the District or, eligible
11 salary progression, pending Board approval.

12 If an employee terminates their employment and is rehired by the District into the same position within one calendar year from the date of
13 termination and the position is on the Market Rate Salary Schedule, the employee will be paid their base rate (hourly rate) at the time of
14 termination or the Market Rate, whichever is greater.

15 If an employee terminates their employment and is rehired by the District into a different position within one calendar year from the date
16 of termination and the position is on the Market Rate Salary Schedule, the employee will be paid the Market Rate.

17 If an employee terminates their employment and is rehired by the District within one calendar year and the position they are rehired into
18 is on the Grade/Step Salary Schedule, they will be paid based upon verified work experience or their last step on record with the District,
19 whichever is greater.

20 **DIRECT DEPOSIT**

21 All Administrative, Supervisory, Technical, and Confidential employees shall be paid by direct deposit to the bank of their choice or a
22 district provided pay card. Employees represented by a bargaining unit shall be governed by the contracts.

23 **PROBATIONARY PERIOD**

24 In accordance with Board Policy, employees on this schedule shall be employed on probationary status for a period not to exceed 12
25 calendar months from the first day a new employee begins to work.

26 **PAY DELIVERY PROCEDURE**

27 Checks will be issued semi-monthly, on the 15th and last day of each month. However, when the scheduled pay day falls on Saturday,
28 Sunday, or a holiday, employees will be paid on the preceding workday. Employees who work less than twelve months per year shall be
29 eligible for a paycheck on the first payday that occurs after returning to work for the new school year. Employees who work less than
30 twelve months per year will receive an initial pay check reflecting a prorated amount based on the number of days worked in the pay period,
31 not to exceed a full pay period amount. Thereafter, paychecks representing a full pay period rate of the employee's annual salary will be
32 issued semi-monthly. The balance of contract for employees who work less than twelve months per year shall be issued on the last
33 scheduled payday for the employee's work year.
34 Twelve-month employees shall receive their first paycheck representing a pay period rate on the last day of July; subsequent paychecks
35 representing a pay period rate shall be issued on the 15th and last day of each month through July 15th.

1 Employees who are hired after the beginning of the normal work year shall receive their first paycheck reflecting a prorated amount based
2 on the number of days worked in the pay period, not to exceed a full pay period amount.

3 **PAYMENT IN ARREARS/LEAVE BUYOUT**

4 To improve operational efficiency, payroll accuracy, and implement additional payroll options for employees, the District will begin moving
5 to the payment in arrears system on July 1, 2016. As a result of the potential impact of the payment in arrears plan, the District will offer
6 a sick/vacation leave buyout for 12 month (255 day) employees. Eligible employees will be able to take advantage of a buyout of up to ten
7 (10) days total of combined sick and vacation leave. Advance sick leave may be used as part of this buyout. Eligible employees will be able
8 to receive payment on two dates to be determined, one prior to July 15, 2016 and one prior to November 15, 2016.

9 **FY17 COMPENSATION**

10 For the FY17 school year, all eligible employees covered by this salary schedule in a grade/step position shall be advanced one step effective
11 July 1, 2016, not to exceed the maximum step identified on the salary schedule. To be eligible for the step advancement, the employee
12 must be employed by the District at the time of Board approval.

13 Employees on Step 18 of the salary schedule will receive a 2.5% one-time bonus payment retroactive to July 1, 2016. To be eligible for the
14 one-time bonus payment, the employee must be employed by the District at the time of Board approval

15 Supervisory/Technical/Confidential employees who are employed by the District at the time of ratification and are in one of the eight (8)
16 job classifications identified for the transition to the Market Rate Salary Schedule will receive a one-time 2.5% bonus retroactive to July 1,
17 2016.

18 (a) Below Market Rate: All employees who are in job classification that are being moved to the Market Rate Salary Schedule that are
19 currently below the market rate for that position will receive an increase in base rate of pay, i.e. hourly rate, to the market rate retroactive
20 to July 1, 2016.

21 (b) Above Market Rate: All employees who are in job classifications that are being moved to the Market Rate Salary Schedule that are
22 currently above the market rate for that position will retain their base rate of pay, i.e. hourly rate.

23 (c) New Hires: All employees hired into job classification that are being moved to the Market Rate Salary Schedule after the date of Board
24 Approval will be hired at the market rate and experience credit will not apply.

25 **WORKWEEK FOR SUPERVISORY/TECHNICAL/CONFIDENTIAL PERSONNEL**

26 Supervisory/Technical/Confidential personnel will have a workweek of 40 hours maximum. The workweek will be from Saturday, 12:01
27 a.m. to Friday, 12:00 midnight. Any employee working beyond the designated total weekly hours must have prior approval from the
28 Superintendent or designee. All work performed in excess of 40 hours in any one workweek shall be paid at the overtime rate of one and
29 one-half times the employee's regular rate of pay. Sick leave for one day during the workweek and paid holidays shall be counted as time
30 worked for the purpose of computing overtime.

31 **BENEFITS**

32 All part-time or full-time employees working in a regularly established position will be eligible for enrollment in the Florida Retirement
33 System, eligible for social security credit and earned sick leave benefits. All part-time or full-time employees working on a twelve-month
34 schedule will be eligible to earn vacation leave. All part-time or full-time employees scheduled to work thirty (30) hours or more each week
35 will be eligible for medical and life insurance benefits. Effective April 1, 2016, the Board shall contribute \$6,872.40 into Flex Credits for
36 each employee who is eligible for Board-Provided Benefits. However, those employees working twenty (20) hours or more as of April 23,

1 1996 are grandfathered under the old eligibility requirement of twenty (20) hours per week and will retain this eligibility status for the
2 duration of their continuous employment.

3 **MISCELLANEOUS**

4 **ADVANCEMENTS WITHIN PAY GRADE**

5 The pay step advancement is subject to Board approval.

6 **AFTER SCHOOL PROGRAMS**

7 Employees working in a fee-supported After School Program will be paid in accordance with the [Fee-Based Program Salary Schedule](#).
8 Employees eligible for extra/overtime pay must be paid the time and one-half hourly rate for all hours worked for the School District of Lee
9 County over 40 hours per week.

10 **COMPENSATION FOR HURRICANES AND OTHER DECLARED EMERGENCIES**

11 During periods designated by the Superintendent as Declared Emergencies, personnel shall be compensated as follows: If the District is
12 closed, the employees in regular full-time or part-time positions will be paid for the regular work hours. A make-up schedule will be
13 developed for all employees in regular full-time and part-time positions. Failure to work the make-up time or use of appropriate leave will
14 result in a loss of the corresponding wages. Employees required to work during the Declared Emergency will receive a bonus for the value
15 of their hourly rate times the hours worked during the regular work schedule. Employees eligible for overtime pay in accordance with the
16 Fair Labor Standards Act will be paid at the overtime rate (1 ½) for time worked outside the regular 8-hour day. Employees not required
17 to be paid overtime under the Fair Labor Standards Act will receive a bonus for the value of their hourly rate times all hours worked during
18 the Declared Emergency.

19 **DOCUMENTATION OF WORK TIME**

20 Each work site will establish an accurate method to document employee work time and attendance. The supervisor of the work site will
21 notify employees of the method and procedure for documenting work time and attendance.

22 **EMERGENCY MAKE-UP DAYS**

23 When it is necessary to close the District as a result of a hurricane or other natural disaster, employees will be notified via radio and
24 television, if possible, prior to the beginning of the work day.

25 Employees who do not make up or use appropriate paid leave for said time during their work year will not be paid for these days, and pay
26 will be deducted from the last paycheck of the fiscal year in which the days are missed or from the employee's last paycheck in the event
27 the employee terminates sooner.

28 **INJURY**

29 The Board assures employees of its support when employees have followed the laws and regulations of the State and the policies of the
30 Board in carrying out their responsibility. An employee involved in injury shall immediately report same to the supervisor and thereafter
31 make such written reports as necessary to comply with Board policy.

32 **LONGEVITY PAY**

33 After completing 15 continuous years of employment, excluding outside experience credit, an employee shall receive a supplement of
34 \$150.00 within 30 days from the 15th anniversary date and on the first pay period for the employee each fiscal year thereafter.

1 After completing 20 continuous years of employment, excluding outside experience credit, an employee shall receive an additional
2 supplement of \$700.00 within 30 days from the 20th anniversary date and on the first pay period for the employee each fiscal year
3 thereafter. After completing 25 continuous years of employment, excluding outside experience credit, an employee shall receive an
4 additional supplement of \$950.00 within 30 days from the 25th anniversary date and on the first pay period for the employee each fiscal
5 year thereafter.

6 **PERSONAL LEAVE**

7 A maximum of five (5) sick leave days may be used for personal reasons each year. Personal leave is not accumulative from one year to the
8 next year.

9 **PROMOTIONS & DEMOTIONS**

10 When an employee is promoted to a higher pay grade, the employee may be placed on the incremental step paid in the prior classification.
11 When an employee is demoted to a lower pay grade, the employee may be placed on the incremental step in the prior classification. When
12 an employee is promoted to a technical position on the Grade/Step Salary Schedule, the employee is eligible to receive additional verified
13 work experience credit up to the maximum entry-level credit allowed for initial employment. The effective date of work experience credit
14 shall be the effective date as approved by the Board.

15 Employees who are on the Grade/Step Salary Schedule that are hired into positions on the Market Rate Salary Schedule will be paid at
16 the Market Rate.

17 Employees who are on the Market Rate Salary Schedule that are hired into positions on the Grade/Step Salary Schedule will be paid based
18 upon verified work experience or their last step on record with the District, whichever is greater.

19 Employees who are on the Market Rate Salary Schedule that are hired into a different position on the Market Rate Salary Schedule will be
20 paid at the Market Rate.

21 Employees who are on the Grade/Step Salary Schedule that are hired into a different position on the Grade/Step Salary Schedule will be
22 paid at their last step on record with the District.

23 **RETROACTIVE PAY**

24 In order to be eligible to receive retroactive pay, the employee must be working, on compensable leave or approved sick leave as of the date
25 of Board adoption.

26 **SHARED SICK LEAVE**

27 All employees covered by this salary schedule may donate accrued, earned sick leave to his or her spouse (person to whom the donor is
28 legally married at the time of donation), child (natural or adopted, but not step-child), parent (mother or father of the donor employee), or
29 sibling (brother or sister of the donor employee, but not step-sister or step-brother) who is also a regular part-time or full-time District
30 employee (not a temporary employee or substitute).

31 The transfer of sick leave will be administered by the Payroll Department. Requests must be in writing to the Payroll Department. The
32 letter of request from the donor must include the total hours requested for transfer, name, and employee ID number of the intended
33 recipient (Recipient must be in a position eligible to accrue leave), the work location of the intended recipient, the relationship of the
34 intended recipient to the donating employee, and the employee ID number and location of the employee writing the letter of request.

1 All accrued leave of the intended recipient must be depleted prior to the transfer. The maximum number of shared sick leave hours to be
2 transferred at one time will be calculated as follows: 20 days multiplied by the number of recipient work hours per day. Donated hours
3 cannot be used by the recipient for the purpose of terminal pay. Unused donated hours shall revert to the donor employee upon the
4 recipient's return to work or termination of employment. The recipient will not accrue leave while using donated hours. The donated leave
5 must be used for illness only and must be supported by medical verification from a physician upon request.

6 **SUMMER PROGRAM EMPLOYMENT**

7 Employees hired for the specific purpose of working in the summer program shall be paid according to the Salary Schedule in effect at the
8 beginning of the summer program. Retroactive pay approved later by the Board shall not apply to this responsibility.

9 **TEMPORARY REASSIGNMENTS**

10 When an employee is assigned to perform all the essential functions and duties of a position with a Market Rate or pay grade higher than
11 the employee's regular pay grade or base rate (hourly rate), the employee shall be paid at a higher rate based on the Temporary
12 Reassignment Matrix or at the higher pay grade rate.

13 **SUPPLEMENTS**

14 **COMPUTER OPERATOR SHIFT SUPPLEMENT**

15 An annual supplement will be given for the I.S. position of Computer Operator for shift work outside the hours of 8:00 a.m. - 4:00 p.m. The
16 percentage of these hours in relation to an 8-hour day will be applied to an annual supplement amount of \$2,920 to determine the
17 appropriate rate for each operator.

18 **DEGREE SUPPLEMENTS**

19 An employee on this salary schedule holding a Master's Degree, Specialist Degree or a Doctorate Degree will receive a supplement amount
20 equal to the supplement amounts identified in the Administrator Salary Schedule.

21 **FOOD SERVICES MANAGER MEAL EQUIVALENTS SERVED SUPPLEMENTS**

22 A supplement based on meal equivalents served shall be paid to Food Service Managers in accordance with the following:

23	<u>Meal Equivalents Served</u>	<u>Classification</u>	<u>Supplement</u>
24	Below 600	II	-0-
25	600 - 1000	I	-0-
26	1001 - 1500	IA	\$1,320.00
27	1501 & Above	IAA	\$2,755.00

28 The pay grade/classification for managers shall be established in the spring of each year, for the following year, based on projected average
29 meal equivalents served developed by the Food & Nutrition Services Department.

30 All high school Food Service Managers shall be classified at least as IA. Food Service Managers who are required by the District to have
31 vocational certification shall be classified IAA.

1 At the end of the 4th enrollment period, student participation in the school lunch program at all schools will be reviewed and earned
2 adjustments in pay grade/classification will be made. Increases in pay grade shall be retroactive to the beginning of the school year. Any
3 decreases in pay grade shall be effective with the end of the 4th enrollment period.

4 **NEGOTIATING TEAM MEMBER SUPPLEMENT**

5 Paid in accordance with the negotiating team member supplement on the Administrators Salary Schedule.

6 **EMPLOYMENT SERVICES INCLUDING CASUAL-TYPE EMPLOYMENT, INTERNS, SUBSTITUTES, AND TEMPORARY EMPLOYEES**

7 **ADULT & COMMUNITY EDUCATION HOURLY EMPLOYEES**

8 **Community School Part-Time Clerks.** The position of Community School Part-Time Clerk shall be paid Florida's minimum wage (\$8.10
9 per hour as of January 1, 2017) on Salary Schedule "N."

10 **Community School Part-Time Helping Teachers.** The position of Community School Part-Time Helping Teacher shall be paid an hourly
11 rate of \$12.74 on Salary Schedule "N."

12 **Adult Education Community School Coordinators.** The position of Community School Coordinator shall be paid at an hourly rate of
13 \$27.60 on Salary Schedule "N."

14 **FIRE WATCHER**

15 The position for temporary services as a Fire Watcher shall be compensated at \$10.00 per hour.

16 **INSTRUCTOR, ENVIRONMENTAL EDUCATION FIELD EVENT**

17 The position for temporary on-call services for the four (4) hour field event to include instruction and related services shall be based on
18 step one of the Environmental Education Helping Teacher pay grade.

19 **INSTRUCTOR, SHORT COURSE**

20 Instructors hired as needed to teach Adult Education courses, Trade Extension courses, Business and Industry courses, Staff Development
21 courses and other short courses shall be paid \$24.00 per hour, if they hold a Masters, Specialist or Doctorate degree. All other instructors
22 in these courses shall be paid \$21.00 per hour.

23 **INSTRUCTOR, SHORT COURSE, CRIMINAL JUSTICE OFFICER TRAINING**

24 Instructors hired as needed to teach advanced and specialized training program courses for criminal justice officers and support personnel
25 shall be paid \$49.25 per hour. Officer Training Monies collected pursuant to Section 943.25 F.S. and appropriated by the Legislature to
26 implement Commission-approved training programs and Commission-certified training school enhancements shall fund these services.

27 **INTERN - ACCOMPLISHED INTERNS AS PSYCHOLOGISTS**

28 Qualified applicants selected for employment in the Psychologist Intern Program shall be paid \$5,000 per semester. The work schedule
29 shall be based on a 190 day work year, 7.5 hours per day during the two-semester school year. Daily services performed for 3.75 hours or
30 less shall be paid as half day. Daily services performed exceeding the 3.75 hours shall be paid as full day. All work required and approved
31 beyond the regular work day shall be compensated at the value of the hourly rate of pay. This position is not considered Supervisory,
32 Technical, or Confidential as defined in this salary schedule regarding the work week language.

33 **INTERN - ACCOMPLISHED INTERNS AS TEACHERS (AIT)**

1 Qualified candidates selected from the Florida Gulf Coast University Teacher Preparation Program shall be compensated \$5,000 per
2 semester. The work schedule shall be based on a 190 day work year, 7.5 hours per day during the two-semester school year. Daily services
3 performed for 3.75 hours or less shall be paid as half day. Daily services performed exceeding the 3.75 hours shall be paid as full day.
4 All work required and approved beyond the regular work day shall be compensated at the value of the hourly rate of pay. This position is
5 not considered Supervisory, Technical, or Confidential as defined in this salary schedule regarding the work week language.

6 **INTERN – PARAPROFESSIONALS TO TEACHERS INTERNSHIP**

7 Teacher internship for current paraprofessional employees (Paraprofessionals to Teachers Grant) will enable the District to provide
8 continuous employment with benefits for paraprofessionals transferring to teacher positions following successful completion of the
9 internship. The period of internship, previously worked during approved leave of absence, shall be compensated at \$10.00 per hour during
10 the internship/transitioning period. This program will provide continuous employment for the employee as a regular full-time or part-time
11 employee with benefits including Board provided insurance and leave accrual. The standard work day hours for the teacher intern services
12 will be equivalent to the regular teacher daily hours (7.5 hours per day).

13 **STUDENT EMPLOYEES / OTHER PERSONAL SERVICES (OPS)**

14 Students of the Lee County Public Schools hired as student employees will receive Florida's minimum wage (\$8.10 per hour as of January
15 1, 2017) and are not entitled to employee benefits. Other employees hired as hourly employees from the other personal services (OPS)
16 account (Object 575000), less than six (6) months, shall be paid Florida's minimum wage (\$8.10 per hour as of January 1, 2017) and are
17 not entitled to employee benefits.

18 **SUBSTITUTE BUS OPERATORS**

19 Substitute Bus Operators shall be paid based upon step 1 of the bus operators pay grade (FY17 = \$14.01 per hour).

20 **SUBSTITUTE, CUSTODIAL SERVICES**

21 Custodial Services Substitutes must complete the basic custodial processes and procedures training provided by the Building Services
22 Team in the Maintenance Department. Substitutes shall be paid based upon the Market Rate of the custodian position. If a custodial
23 substitute is hired without training, Florida's minimum wage (\$8.10 per hour as of January 1, 2017) shall apply. Regular employees
24 who have completed the basic custodial processes and procedures training will be paid the custodian Market Rate

25 **SUBSTITUTE FOOD SERVICE WORKERS**

26 Substitute Food Service Workers shall be paid the Market Rate for the food service workers position (FY17 = \$10.65 per hour).

27 **SUBSTITUTE EMPLOYEES, (OTHER THAN GUEST TEACHERS, SUBSTITUTE BUS OPERATORS, SUBSTITUTES FOR CUSTODIAL SERVICES, AND**
28 **SUBSTITUTE FOOD SERVICE WORKERS)**

29 Persons rendering non-contractual service on an "on-call" basis shall be paid Florida's minimum wage (\$8.10 per hour as of January 1,
30 2017) and are not entitled to employee benefits.

1 **GUEST TEACHERS SALARY SCHEDULE**

2 **GUEST TEACHERS**

FY18 Guest Teacher Pay Rates	
<i>Effective July 1, 2016, guest teachers will be paid an hourly rate based on their tier for either one-half or a full day of work.</i>	
Tier	Hourly Rate
Tier I	\$10.99
Tier II	\$12.36
Tier III	\$14.14
Tier IV	\$14.83
Tier V	\$15.55

3 **LONG-TERM GUEST TEACHERS**

4 Guest teachers working in a position for a specific teacher absence, vacancy, or in a specific assignment for a period of thirty (30) consecutive
 5 work days on the teacher work schedule in FY18 shall be considered a long-term guest teacher. Effective July 1, 2017, a long-term guest
 6 teacher shall be paid based on the number of hours worked and the level of their assignment. Long-term guest teachers on Level II are
 7 entitled to receive Level II compensation upon initial assignment and are eligible for employee insurance benefits for the duration of their
 8 Level II assignment. Level II long-term guest teacher assignments are authorized at the discretion of the District.

9	Level I	\$18.54 per hour
10	Level II	\$23.23 per hour

11 **TEMPORARY POSITION PERSONNEL**

12 Persons working in a temporary position which will not exist beyond four consecutive calendar months or persons substituting in an
 13 established position for less than one month shall be paid Florida's minimum wage (\$8.10 per hour as of January 1, 2017) and are not
 14 entitled to employee benefits.

15 **TEMPORARY REPLACEMENT PERSONNEL IN AN ESTABLISHED POSITION**

16 Persons working more than one month, but less than six months in an established position, filling a vacancy or replacing an incumbent
 17 employee who is on approved leave, shall be paid the Market Rate or on step one of the regular salary schedule established for that position.
 18 If an individual is continuously employed as a temporary replacement for more than half the scheduled days for the position, the individual
 19 may be eligible for experience credit equal to one year. Current employees working more than one month, but less than six months in an
 20 established position, filling a vacancy or replacing an incumbent employee who is on approved leave may be placed on the incremental step
 21 paid in the employee's regular position or at the Market Rate for the position being filled.

22 **TUTORS WORKING IN THE PROGRAM FOR ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)**

23 AVID Tutors work with small groups of middle and high school students during the AVID elective classes under the supervision of an AVID
 24 teacher and shall be paid \$10.00 per hour on a work schedule of two (2) days per week for approximately 6-12 hours per week.

SUPERVISORY/TECHNICAL/CONFIDENTIAL JOB TITLES

JDE Locator Number	Title	Pay Grade	Market Rate	Work Year	Assessment Form Number	New/Revised Job/Org Board Approval Date
	<u>JROTC:</u>					
M-1.20	Manager, JROTC			U. S. Army Plan Rate		06/13/2000
J-1.02	Military Property Supervisor			U. S. Army Plan Rate		12/14/2004
J-1.01	Operations Officer, JROTC			U. S. Army Plan Rate		12/14/2004
	<u>ACCOUNTANTS:</u>					
A-1.01	*Accountant, Level I (Sr.)	9	-	255	MIS-643	10/06/2004
A-1.02	*Accountant, Level II (Jr.)	7	-	255	MIS-643	10/06/2004
	<u>AGENTS:</u> (Also see Information Systems-IS, Information Technology Support-ITS)					
A-6.01	*Procurement Agent	8	-	255	MIS-638	07/13/2004
	<u>ANALYSTS:</u> (Also see Information Systems-IS, Information Technology Support-ITS)					
A-13.17	*Business Process Analyst	12	-	255	MIS-638	05/04/2010
A-13.15	* Staffing Analyst	8	-	255	MIS-638	06/24/2014
	<u>ASSISTANT SUPERVISOR:</u>					
A-46.01	*Assistant Supervisor, Transportation Services	7	-	255	MIS-638	07/01/2005
	<u>AUDITORS:</u>					
A-51.02	*Auditor, Level I (Sr.)	9	-	255	MIS-638	10/06/2006
	<u>CLERKS:</u>					
C-11.01	Accounting Clerk (Includes Payroll)	4	-	255	MIS-643	07/01/2005
C-16.03	Clerk Specialist (Includes Budget, Communications, Payroll, Staffing & Talent Management, Compensation and Recruitment, Insurance & Benefits)	4	-	255	MIS-643	07/01/2005
C-21.02	Clerk Typist (Confidential)	3	-	255, 186	MIS-643	07/26/2011

JDE Locator Number	Title	Pay Grade	Market Rate	Work Year	Assessment Form Number	New/Revised Job/Org Board Approval Date
<u>COORDINATORS:</u>						
C-46.05	*Coordinator, Communications	11	-	255	MIS-638	10/06/2004
C-46.63	*Coordinator, Compensation and Recruitment	10	-	255	MIS-638	06/24/2014
C-46.66	*Coordinator, Benefits	10	-	255	MIS-638	06/24/2014
C-46.58	*Coordinator, Payroll	10	-	255	MIS-638	10/22/2013
C-46.64	*Coordinator, Professional Standards and Equity	10	-	255	MIS-638	06/24/2014
C-46.65	*Coordinator, Procurement	10	-	255	MIS-638	06/24/2014
C-46.21	*Coordinator, Safety	11	-	255	MIS-638	10/06/2004
C-46.20	*Coordinator, Transportation Services	9	-	255	MIS-638	10/06/2004
<u>DATA PROCESSOR:</u>						
D-01.08	Data Processor (Includes Staffing & Talent Management and Payroll)	5	-	255	MIS-643	10/06/2004
<u>ENERGY Management Zone Representative:</u>						
C-46.17	Energy Management Zone Representative	9	-	255	MIS-638	05/02/2017
<u>ENGINEER:</u>						
E-1.01	*Engineer, Electronics Media	9	-	255	MIS-638	08/24/1976
<u>INFORMATION SYSTEMS DIVISION:</u>						
O-1.01	Computer Operator, Information Systems (+ supplement for 4:00 PM and 12:00 AM Start)	7	-	255	MIS-643	10/21/2003
P-13.05	*Computer Programmer, Information Systems	10	-	255	MIS-643	10/21/2003
C-40.01	*Computer Security Administrator, Information Systems	11	-	255	MIS-643	07/01/2005
D-1.10	*Database Administrator	12	-	255	MIS-643	03/21/2017
M-1.15	*Manager, Applications, Information Systems	13	-	255	MIS-643	10/21/2003
M-1.16	*Manager, Systems, Information Systems	13	-	255	MIS-643	10/21/2003
A-13.08	*Programmer/Analyst, Information Systems	11	-	255	MIS-643	10/06/2004
S-11.60	*Specialist, Technical Applications Support	8	-	255	MIS-643	09/27/2006
S-26.21	*Supervisor, Computer Operations, Information Systems	10	-	255	MIS-643	10/06/2004
A-13.07	*Systems Analyst, Information Systems	12	-	255	MIS-643	10/06/2004

JDE Locator Number	Title	Pay Grade	Market Rate	Work Year	Assessment Form Number	New/Revised Job/Org Board Approval Date
P-13.04	* Senior Mainframe Systems Programmer	13	-	255	MIS-643	04/18/2017
A-13.03	*Programmer/Analyst	11	-	255	MIS-643	10/06/2004
A-13.06	*Programmer Analyst/Web Application Development	11	-	255	MIS-643	07/01/2005
S-26.30	*Telecommunications Supervisor	12	-	255	MIS-643	10/06/2004
A-13.10	*Network Analyst	10	-	255	MIS-643	10/06/2004
A-13.11	*Network Analyst (Senior)	11	-	255	MIS-643	10/06/2004
A-13.12	*Network Administrator	10	-	255	MIS-643	03/21/2017
A-13.13	*Network Administrator (Senior)	11	-	255	MIS-643	10/06/2004
E-1.11	*Network Engineer (Senior)	13	-	255	MIS-643	03/21/2017
E-1.08	*Network Engineer	12	-	255	MIS-643	03/21/2017
A-13.14	*Systems Analyst, Client/Server Development	12	-	255	MIS-643	10/06/2004
S-26.11	*Technical Support Supervisor	12	-	255	MIS-643	10/06/2004
F-6.03	*Supervisor, Business Machines	8	-	255	MIS-643	10/06/2004
M-1.25	*Project Manager, Information Technology	11	-	255	MIS-643	10/06/2004
S-11.26	*Specialist, A/V Security and ITFS (Instructional Technician, Field Specialist)	10	-	255	MIS-643	07/01/2005
S-26.31	*Network Operations Supervisor	12	-	255	MIS-643	10/06/2004
S-26.32	*Server Operations Supervisor	12	-	255	MIS-643	07/29/2010
S-26.34	*Applications Support Supervisor	12	-	255	MIS-643	10/06/2004
S-11.40	*Specialist, Applications Support	10	-	255	MIS-643	03/21/2017
S-11.41	*Specialist, Applications Support (Senior)	11	-	255	MIS-643	03/21/2017
E-1.12	*Software Engineer (Senior)	13	-	255	MIS-643	03/21/2017
E-1.09	*Software Engineer	12	-	255	MIS-643	03/21/2017
E-1.13	*Systems Engineer (Senior)	13	-	255	MIS-643	03/21/2017
E-1.10	*Systems Engineer	12	-	255	MIS-643	03/21/2017
A-13.19	*Systems Administrator	11	-	255	MIS-643	03/21/2017
S-26.44	*Supervisor, Help Desk	12	-	255	MIS-643	03/21/2017
S-26.43	*Supervisor, IT Logistics	7	-	255	MIS-643	03/21/2017
A-13.18	*PeopleSoft Administrator	13	-	255	MIS-643	04/18/2017
	MANAGERS:					

JDE Locator Number	Title	Pay Grade	Market Rate	Work Year	Assessment Form Number	New/Revised Job/Org Board Approval Date
<i>FOOD SERVICE MANAGERS:</i> <i>(equivalent meals served supplement)</i>						
M-1.05	*Manager, Food Services Level I (I, IA, IAA, and I)	6	-	196	MIS-635	10/06/2004
M-1.05	*Manager, Food Services Level II (II, IA, IAA, and I)	5	-	196	MIS-635	10/06/2004
<i>OTHER MANAGERS:</i>						
M-1.12	Manager, Central Services Snack Bar & Catering (+ Incentive Supplement)	3	-	255	MIS-635	10/06/2004
M-1.35	*Manager, Custodial Services	10	-	255	MIS-638	05/02/2017
M-1.33	*Manager, Field (Food Service and Nutrition)	8	-	196	MIS-638	05/09/2005
M-1.38	*Manager, Healthy Living Lab	9	-	196	MIS-638	06/18/2013
M-1.13	*Manager, Technical Support – Printing and Document Services	13	-	255	MIS-638	10/24/2000
M-1.19	*Manager, Program, Adult and Community Education	12	-	255	MIS-638	10/06/2004
M-1.06	*Manager, Office	9	-	255	MIS-638	03/21/2017
M-1.24	*Manager, Office – Parent Information Center	9	-	255	MIS-638	12/04/2004
M-1.27	*Manager, Office – for the Superintendent	9	-	255	MIS-638	12/04/2004
M-1.37	*Manager, Labor Relations	11	-	255	MIS-638	06/27/2013
M-1.21	*Manager, Project	10	-	255	MIS-638	10/06/2004
M-1.34	*Manager, Retirement and Benefits	11	-	255	MIS-638	09/27/2006
M-1.30	*Manager, Maintenance Services	9	-	255	MIS-638	05/02/2017
TBD	*Manager, Quality & Production Training	8	-	196	MIS-638	06/27/2017
M-1.36	*Manager, Staffing & Compliance	11	-	255	MIS-638	10/07/2010
M-1.14	*Manager, Zone Service	11	-	255	MIS-638	05/02/2017
<u>PLANNER:</u>						
P-4.01	*Planner, Long Range	12	-	255	MIS-643	10/06/2004
P-4.02	*Planner, Community Development	7	-	255	MIS-643	08/11/2004
<u>SECRETARIES:</u>						
S-1.01	Secretary	4	-	255	MIS-643	03/09/2004
S-1.07	*Executive Secretary	7	-	255	MIS-643	03/09/2004
S-1.06	*Secretary to Attorney	7	-	255	MIS-643	03/09/2004
S-1.10	*Secretary to Board	7	-	255	MIS-643	03/09/2004

JDE Locator Number	Title	Pay Grade	Market Rate	Work Year	Assessment Form Number	New/Revised Job/Org Board Approval Date
S-1.05	Secretary to Director	6	-	255	MIS-643	03/09/2004
S-1.17	*Secretary to Executive Director	7	-	255	MIS-643	06/27/2017
S-1.14	Secretary to the Foundation	6	-	255	MIS-643	03/09/2004
S-1.12	Secretary to Principal	6	-	255	MIS-643	03/09/2004
S-1.11	*Secretary to Superintendent	7	-	255	MIS-643	09/04/2004
	SENIOR MANAGER:					
TBD	*Senior Manager, Staffing & Talent Management	13	-	255	MIS-643	06/27/2017
	SPECIALISTS:					
S-11.03	Specialist, Data Management	7	-	255	MIS-643	10/06/2004
S-11.73	*Specialist, Employee Wellness Programs	7	-	255	MIS-643	09/08/2015
S-11.52	Specialist, Enrollment	7	-	255	MIS-643	12/14/2004
S-11.44	*Specialist, ESE School Choice	12	-	255	MIS-643	10/06/2004
S-11.42	Specialist, Grants	6	-	255	MIS-643	10/01/2004
S-11.10	*Specialist, Insurance and Benefits	7	-	255	MIS-643	06/24/2014
S-11.34	*Specialist, Internet Communications	10	-	255	MIS-643	10/06/2004
S-11.08	*Specialist, Staffing & Talent Management	7	-	255	MIS-643	09/27/2006
S-11.25	*Specialist, Payroll Department	7	-	255	MIS-643	10/06/2004
S-11.66	*Specialist, Professional Standards & Equity	7	-	255	MIS-643	06/27/2017
S-11.63	*Specialist, Production Support	8	-	255	MIS-643	09/27/2006
S-11.18	*Specialist, Safety and Fire Inspection	10	-	255	MIS-643	10/06/2004
S-11.16	*Specialist, School Choice	12	-	255	MIS-643	10/06/2004
S-11.59	*Specialist, Video Production	8	-	255	MIS-643	09/27/2006
	SUPERVISORS:					
	<i>BUILDING SUPERVISORS:</i>					
S-26.01	*Building Supervisor I	6	-	255	MIS-638	10/06/2004
S-26.01	*Building Supervisor II	5	-	255	MIS-638	10/06/2004
S-26.01	*Building Supervisor III	4	-	255	MIS-638	10/06/2004
	<i>SUPERVISORS (FORMER TITLE = FOREMAN):</i>					

JDE Locator Number	Title	Pay Grade	Market Rate	Work Year	Assessment Form Number	New/Revised Job/Org Board Approval Date
F-6.04	*Supervisor, Building Crafts		\$23.41	255	MIS-638	05/02/2017
F-6.05	*Supervisor, Electrical		\$26.17	255	MIS-638	05/02/2017
F-6.14	*Supervisor, Electronics	-	\$26.17	255	MIS-638	05/02/2017
TBD	*Supervisor, Food & Nutrition Marketing & Communications	10	-	255	MIS-638	06/27/2017
F-6.00	*Supervisor, HVAC	-	\$30.98	255	MIS-638	05/02/2017
F-6.01	*Supervisor, Indoor Air Quality and Food Service Equipment	-	\$26.94	255	MIS-638	05/02/2017
F-6.06	*Supervisor, Painting	-	\$21.10	255	MIS-638	05/02/2017
F-6.07	*Supervisor, Plumbing	-	\$26.21	255	MIS-638	05/02/2017
F-6.09	Supervisor, Shipping & Receiving	7	-	255	MIS-638	10/06/2004
F-6.11	*Supervisor, Trades and Pest Control		\$19.54	255	MIS-638	05/02/2017
F-6.13	*Supervisor, Transportation/Maintenance Services	9	-	255	MIS-638	10/06/2004
F-6.02	*Supervisor, Zone Building Services	8	-	255	MIS-638	05/02/2017
	<i>OTHER SUPERVISORS:</i>					
S-26.38	*Supervisor, Adult Education	10	-	255	MIS-638	10/12/2005
S-26.41	*Supervisor, Adult Education (ESOL)	9	-	255	MIS-638	09/25/2007
S-26.36	*Supervisor, Budget	11	-	255	MIS-638	10/06/2004
S-06.02	*Supervisor, Custodial	7	-	255	MIS-638	10/06/2004
F-06.15	*Supervisor, Energy Management	12	-	255	MIS-638	06/27/2017
S-26.14	*Supervisor, Equipment Procurement & Facilities, School Food Services	10	-	255	MIS-638	10/06/2004
S-26.06	*Supervisor, Athletic Turf, Grounds, and Irrigation		\$24.44	255	MIS-638	05/02/2017
S-26.40	*Supervisor, Fiscal Control	10	-	255	MIS-638	10/06/2004
S-26.10	*Supervisor, Garage Operations	10	-	255	MIS-638	09/27/2006
S-26.35	*Supervisor, Records Management & Property Inventory	10	-	255	MIS-638	11/22/2011
S-26.12	*Supervisor, Routes	9	-	255	MIS-638	10/06/2004
S-26.15	*Supervisor, Operations/Data Systems Coordinator (Transportation)	10	-	255	MIS-638	10/06/2004
S-26.17	*Supervisor, Payroll Projects	11	-	255	MIS-638	10/06/2004
S-26.24	*Supervisor, Production Support	9	-	255	MIS-638	10/07/2008
S-26.19	Supervisor, Road Safety, Transportation	7	-	255	MIS-638	10/06/2004
S-26.20	*Supervisor, Safety & Training, Transportation	9	-	255	MIS-638	10/06/2004
S-26.33	*Supervisor, Security and Video Surveillance	12	-	255	MIS-643	10/06/2004
S-26.18	*Supervisor, Warehouse and Recycling	10	-	255	MIS-638	06/29/1999

Salary Schedule
 Supervisory/ Technical/ Confidential
 FY18

The School District of Lee County

JDE Locator Number	Title	Pay Grade	Market Rate	Work Year	Assessment Form Number	New/Revised Job/Org Board Approval Date
S-26.04	*Supervisor, Food Procurement, School Food Services	10	-	255	MIS-638	07/01/2013
S-26.02	*Supervisor, Stock Room	10	-	255	MIS-638	05/02/2017
S-26.16	*Supervisor, Technology, Food Services	10	-	255	MIS-638	07/01/2013
S-26.37	*Supervisor, Television Production	12	-	255	MIS-638	05/22/2005
S-26.13	*Supervisor, Training, School Food Services	10	-	255	MIS-238	07/01/2013
	<u>TECHNICIAN:</u>					
T-6.01	*Technician, Audio/Video	6	-	196	MIS-643	07/01/2005

Positions listed in this salary schedule identified with an asterisk () may be credited with a maximum of seven years of experience for determining the entry level step placement.

1 **FEE-BASED PROGRAM SALARY SCHEDULE**

2
3 This salary schedule applies to those employees who elect to work in the Fee-Based Program. The Fee-Based Program includes, but is not
4 limited to, those day care programs offered before and after school and who are financed by fees paid by parent or guardians as defined in
5 Board Policy 4.33. Employment in the Fee-Based Program is voluntary and is supplemental to each employee's regular position.
6

7 **ESTABLISHING EACH SCHOOL'S FEE-BASED SALARY SCHEDULE**

8 This Salary Schedule establishes a range of pay for each position authorized by the Board. Each school will select a rate of pay for each
9 position utilized in the program and submit it to the Budget Department with an effective date. The rate of pay selected must be within the
10 range of pay described in this salary schedule for that position. The salary rates selected by each individual school will be approved by the
11 Director of Budget and remain on file in the Payroll Department.

12 **CHANGES TO EACH SCHOOL'S FEE-BASED SALARY SCHEDULE**

13 Each school may amend the salary schedule by submitting a "Change of Position/Salary Form" with an effective date to the Budget
14 Department. The new schedule must be received prior to the effective date of the amended rates. If receipt of the new schedule does not
15 allow sufficient time for the review of the salary schedule and approval by the Director of Budget, or designee, the effective date will be the
16 date following the date of the Director of Budget, or designee's approval. The proposed amended salary schedule will be reviewed in
17 conjunction with the current profit and loss statement for that school's Fee-Based program and must be consistent with the profit and loss
18 status of the program in order for the amended salary schedule to be approved by the Director of Budget, or designee. A Personnel Action
19 Form (PAF) must be forwarded to Staffing & Talent Management following approval of the Director of Budget, or designee.

20 **PAYROLL FEE-BASED PROCESSING SCHEDULE**

21 The payroll processing schedule for those employees working in the Fee-Based Program will be the same as the schedule utilized on all
22 other salary schedules.

23 **EMPLOYMENT IN FEE-BASED PROGRAMS**

24 Each employee selected to work in the Fee-Based Program must be approved by the School Principal. The Principal will submit a Personnel
25 Action Form to the Staffing & Talent Management to initiate supplemental employment in the program.

26 **FEE-BASED POSITIONS AND RATE OF PAY**

27 The rate of pay selected by each individual school and submitted as part of the Fee-Based Program Salary Schedule will apply to all positions
28 of that title within the school. It is not acceptable to pay one employee more or less than another employee in the same job category.

29 **REPORTING OF FEE-BASED TIME WORKED**

30 Each school will submit the hours worked in the Fee-Based Program by each employee on the form prescribed by the Payroll Department.
31 The payment for time worked will be on the pay day following the pay day on which the time is reported. All time worked shall be limited
32 to times where the employee is not being paid for their regular position.
33

1 **PROPOSED RANGE OF PAY RATES FOR FEE-BASED PROGRAMS**

Position	Director	Asst. Director	Instructor	Instructional Assistant	Bookkeeper	Receptionist
*Range	\$12 - \$20	\$10 - \$20	\$8.10 - \$20	\$8.10 - \$12	\$8.10 - \$12	\$8.10 - \$12

***Note: Rates must be approved in increments of twenty-five cents.**

2 *If an employee is receiving an hourly rate greater than the maximum rate listed at the time the proposed rates are approved, the employee
3 shall be grandfathered into the program at the higher hourly rate. This higher hourly rate will not increase until such time as the maximum
4 hourly rate approved exceeds the higher employee hourly rate.

5 NOTE: All employees eligible for extra/overtime pay shall be paid at the overtime rate of pay for all hours worked beyond 40 hours per week
6 in the School District of Lee County (FLSA – Fair Labor Standards Act). The 40 hour work week includes hours worked in the employees
7 regular position subject to the FLSA for overtime pay.

SUPERVISORY/TECHNICAL/CONFIDENTIAL PAY SCALE

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
1	9.84	10.04	10.35	10.65	10.94	11.25	11.58	11.92	12.26	12.61	12.98	13.34	13.73	14.14	14.55	14.95	15.39	15.86
2	10.72	10.94	11.25	11.58	11.92	12.26	12.61	12.98	13.34	13.73	14.14	14.55	14.95	15.38	15.83	16.29	16.78	17.28
3	11.69	11.92	12.26	12.61	12.98	13.34	13.73	14.14	14.55	14.95	15.38	15.83	16.29	16.76	17.25	17.77	18.30	18.84
4	12.72	12.98	13.34	13.73	14.14	14.55	14.95	15.38	15.83	16.29	16.76	17.25	17.77	18.26	18.80	19.36	19.95	20.54
5	13.86	14.14	14.55	14.95	15.38	15.83	16.29	16.76	17.25	17.77	18.26	18.80	19.36	19.93	20.51	21.11	21.75	22.40
6	15.09	15.38	15.83	16.29	16.76	17.25	17.77	18.26	18.80	19.36	19.93	20.51	21.11	21.72	22.37	23.01	23.69	24.41
7	16.43	16.76	17.25	17.77	18.26	18.80	19.36	19.93	20.51	21.11	21.72	22.37	23.01	23.68	24.38	25.10	25.86	26.64
8	17.91	18.26	18.80	19.36	19.93	20.51	21.11	21.72	22.37	23.01	23.68	24.38	25.10	25.84	26.60	27.38	28.21	29.06
9	19.54	19.93	20.51	21.11	21.72	22.37	23.01	23.68	24.38	25.10	25.84	26.60	27.38	28.19	29.01	29.88	30.77	31.70
10	21.30	21.72	22.37	23.01	23.68	24.38	25.10	25.84	26.60	27.38	28.19	29.01	29.88	30.76	31.66	32.60	33.59	34.58
11	23.23	23.68	24.38	25.10	25.84	26.60	27.38	28.19	29.01	29.88	30.76	31.66	32.60	33.58	34.56	35.58	36.64	37.74
12	25.33	25.84	26.60	27.38	28.19	29.01	29.88	30.76	31.66	32.60	33.58	34.56	35.58	36.62	37.71	38.84	40.00	41.21
13	27.63	28.19	29.01	29.88	30.76	31.66	32.60	33.58	34.56	35.58	36.62	37.71	38.84	39.98	41.16	42.38	43.65	44.95