

# **SALARY SCHEDULE N**

**(SUPERVISORY, TECHNICAL,  
CONFIDENTIAL,  
AND CASUAL EMPLOYEES)**

**FY18 (2017-2018 School Year)**



**Board Approved and Adopted: March 27, 2018**

Signatures of Superintendent of Schools and School Board Chairman on File

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## **PREAMBLE**

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## **DEFINITIONS**

**(1) REGULAR EMPLOYEE:** Employees directly employed by the District to fill a position that is expected to last more than one year.

**(2) CASUAL EMPLOYEE:** Employees hired by the District to fill a short-term assignment, in order to meet a need that is related to the completion of a specific project or to address a peak work load, including employees hired for intermittent (irregular) or seasonal (recurring annually) work schedules.

## **ARTICLE 1 – PARTIES TO AGREEMENT**

**1.01** - This agreement is entered into by the School Board of Lee County, also referred to as the District, and contains the terms of employment for all full-time or part-time supervisory, technical, and confidential employees of The School District of Lee County, Florida. In addition to covering these regular employees, this salary schedule also covers all casual employees of The School District of Lee County, Florida with the exception of outside vendors, consultants, and subcontractors covered by separate agreements.

## **ARTICLE 2 – RIGHTS, PRIVILEGES, AND RESPONSIBILITIES**

**2.01** - Appropriate School Board Policies shall be applied.

## **ARTICLE 3 – (BLANK)**

**3.01** – This article intentionally left blank.

## **ARTICLE 4 – (BLANK)**

**4.01** – This article intentionally left blank.

## ARTICLE 5 – GENERAL EMPLOYMENT PRACTICES

### 5.01 – CONTRACT STATUS AND REAPPOINTMENT

**(1) Regular Employees:** Regular employees serve a probationary period and are eligible for promotion, reassignment, or transfers to other positions, provided they meet the requirements stated in the appropriate contract or salary schedule. Regular employees are compensated according to the appropriate salary schedule and are entitled to benefits, provided they meet all requirements for eligibility.

**(a) Probationary Period:** In accordance with Board Policy, regular employees shall be employed on probationary status for a period not to exceed 12 calendar months from their first day of employment.

**(2) Casual Employees:** Casual employees do not serve a probationary period and are at will employees who are not eligible for promotion, reassignment, or transfer to other positions. There is no expectation of continuing employment for casual employees. Casual employees are compensated for time worked only and are not eligible for leave accruals, unemployment benefits, retirement benefits, health care, life insurance, or other fringe benefits, unless stated otherwise in the appropriate salary schedule.

**5.02** – This article intentionally left blank.

**5.03** – This article intentionally left blank.

**5.04** – This article intentionally left blank.

### 5.05 - ASSIGNMENT OF DUTIES

**(1) Temporary Reassignments:** 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 the employee's regular pay grade or base rate (hourly rate), the employee shall be paid at a higher rate based on the Temporary Reassignment Matrix or at the higher pay grade rate.

### 5.06 – EMPLOYMENT OPPORTUNITIES

**5.07** – This article intentionally left blank.

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

## **5.09 – CASUAL EMPLOYEES**

### **(1) Fee-Based Programs**

**(a) Employment in Fee-Based Programs:** Each employee selected to work in the Fee-Based Program must be approved by the School Principal. The Principal will submit a Personnel Action Form (PAF) to Staffing & Talent Management to initiate supplemental employment in the program.

**(b) Establishing Each School's Fee-based Salary Schedule:** 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 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 range of pay described in this salary schedule for that position. The salary rates selected by each individual school will be approved by the Director of Business Services and remain on file in the Payroll Department.

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

### **(2) Guest Teacher**

**(a) Guest Teachers:** Effective July 1, 2016, guest teachers will be paid an hourly rate based on their tier and level for either one-half or one full day of work.

**(b) Long-Term Guest Teachers:** Guest teachers working in a position for a specific teacher absence, vacancy, or in a specific assignment for a period of thirty (30) consecutive work days on the teacher work schedule in a fiscal year/school year shall be considered a long-term guest teacher. Effective July 1, 2017, a long-term guest teacher shall be paid based on the number of hours worked and the level of their assignment.

**(1) Long-Term Guest Teacher (Level II):** Long-term guest teachers on Level II must meet the requirements above and are entitled to receive Level II compensation upon initial assignment and are eligible for employee insurance benefits for the duration of their Level II assignment. Level II long-term guest teacher assignments are authorized at the discretion of the District.

### **(3) Instructors**

**(a) Instructor, Environmental Education Field Event:** The position for temporary on-call services for the four (4) hour field event to include instruction and related services shall be based on step one of the Environmental Education Helping Teacher pay grade.

**(b) Instructor, Short Course:** Instructors hired as needed to teach Adult Education courses, Trade Extension courses, Business and Industry Courses, Professional Development courses and other short courses shall be paid \$21.00 per hour, or \$24.00, if they hold a Masters, Specialist, or Doctorate degree. Effective July 1, 2018, instructors hired as needed to teach Adult Education courses, Trade Extension courses, Business and Industry courses, Professional Development courses and other short courses shall be paid \$26.85 per hour, or \$29.85, if they hold a Masters, Specialist, or Doctorate degree.

**(c) Instructor, Short Course, Criminal Justice Officer Training:** Instructors hired as needed to teach advanced and specialized training program courses for criminal justice officers and support personnel shall be paid \$49.25 per hour. Officer Training Monies collected pursuant to Section 943.25 F.S. and appropriated by the Legislature to implement Commission-approved training programs and Commission-certified training school enhancements shall fund these services.

### **(4) Internship Programs**

**(a) Intern – Accomplished Interns as Psychologists:** Qualified applicants selected for employment in the Psychologist Intern Program shall be paid \$5,000 per District semester. Daily services 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. All work required and approved beyond the regular work day shall be compensated at the value of the hourly rate of pay or minimum wage, whichever is greater.

**(b) Intern - Accomplished Interns as Teachers (AIT):** Qualified candidates selected from the Florida Gulf Coast University Teacher Preparation Program shall be compensated \$5,000 per District semester. Daily services performed for 3.75 hours or less shall be paid as a half day. Daily services performed exceeding the 3.75 hours shall be paid as a full day. All work required and approved beyond the regular work day shall be compensated at the value of the hourly rate of pay or minimum wage, whichever is greater.

**(c) Intern – Paraprofessionals to Teachers Internship:** Teacher internship for current paraprofessional employees (Paraprofessionals to Teachers Grant) will enable the District to provide continuous employment with benefits for paraprofessionals transferring to teacher positions following successful completion of the internship. The period of internship, previously worked during approved leave of absence, shall be compensated at \$10.00 per hour during the internship/transitioning

period. This program will provide continuous employment for the employee as a regular full-time or part-time employee with benefits including Board provided insurance and leave accrual.

**(5) Substitutes**

**(a) Custodial Services:** Custodial Services Substitutes must complete the basic custodial processes and procedures training provided by the Building Services Team in the Maintenance Department. Substitutes shall be paid based upon the Market Rate of the custodian position. If a custodial substitute is hired without training, Florida's minimum wage shall apply. Regular employees who have completed the basic custodial processes and procedures training will be paid the custodian Market Rate.

**(b) Substitute Employees, (Other than Guest Teachers, Substitute Bus Operators, SUBSTITUTES FOR Custodial Services, and Substitute Food Service Workers):** Persons rendering non-contractual service on an "on-call" basis shall be paid Florida's minimum wage (\$8.25 per hour as of January 1, 2018) and are not entitled to employee benefits.

**(c) Other Substitute Employees:** For all other substitute employees, see Salary Schedule.

**(6) Other Casual Employees**

**(a) Tutors Working in the Program for Advancement Via Individual Determination (AVID):** AVID Tutors work with small groups of middle and high school students during the AVID elective classes under the supervision of an AVID 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.

**(b) Temporary Position Personnel:** Persons working in a temporary position which will not exist beyond four consecutive calendar months or persons substituting in an established position for less than one month shall be paid Florida's minimum wage and are not entitled to employee benefits.

**(c) Temporary Replacement Personnel in an established position:** Persons working more than one month, but less than six months in an established position, filling a vacancy or replacing an incumbent 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. If an individual is continuously employed as a temporary replacement for more than half the scheduled days for the position, the individual may be eligible for experience credit equal to one year. Current employees working more than one month, but less than six months in an established position, filling a vacancy or replacing an incumbent employee who is on approved leave may be placed on the incremental step paid in the employee's regular position or at the Market Rate for the position being filled.

**(d) Student Employees / Other Personnel Services (OPS):** Students of the Lee County Public Schools hired as student employees will receive Florida's minimum wage and are not entitled to employee benefits. Other employees hired as hourly employees from the other personnel services (OPS) account (Object 575000), less than six (6) months, shall be paid Florida's minimum wage and are not entitled to employee benefits.

## **ARTICLE 6 – WORKING CONDITIONS**

**6.01** - Appropriate School Board Policies shall be applied.

## **ARTICLE 7 – WORKSCHEDULE**

**7.01 - Workweek for Supervisory/Technical/Confidential Personnel:** Supervisory/Technical/Confidential personnel will have a workweek of 40 hours maximum. The workweek will be from Saturday, 12:01 a.m. to Friday, 12:00 midnight. Any employee working beyond the designated total weekly hours must have prior approval from the 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 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 worked for the purpose of computing overtime.

### **(1) Interns**

**(a) Accomplished Interns – Teachers and Psychologist:** The work schedule shall be based on a 190 day work year, 7.5 hours per day during the two-semester school year. These positions are not considered Supervisory, Technical, or Confidential as defined in this salary schedule regarding the work week language.

**(b) Paraprofessional to Teacher:** The standard work day hours for the teacher intern services will be equivalent to the regular teacher daily hours (7.5 hours per day).

**7.02 - Documentation of Work Time:** Each work site will establish an accurate method to document employee work time and attendance. The supervisor of the work site will notify employees of the method and procedure for documenting work time and attendance.

**7.03 - Reporting of Fee-Based Time Worked:** Each school will submit the hours worked in the Fee-Based Program by each employee on the form prescribed by the Payroll Department. 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 to times where the employee is not being paid for their regular position.

**7.04 - Emergency Make-Up Days:** 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 television, if possible, prior to the beginning of the work day. 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 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 the employee terminates sooner.

## **ARTICLE 8 – PERFORMANCE EVALUATION**

**8.01** - Appropriate School Board Policies shall be applied.

## **ARTICLE 9 – DISCIPLINARY PROCEDURES**

**9.01** – Appropriate School Board Policies shall be applied if a complaint is made against an employee.

## **ARTICLE 10 - COMPENSATION**

### **10.01 – EXPERIENCE CREDIT:**

**(1) Starting Salary:** 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 confidential employees. Starting rate of pay (hourly rate) for promotions, demotions, transfers, and new hires shall be determined as follows:

**(a) Grade/Step to Market Rate:** Employees who are on the Grade/Step Salary Schedule that are hired into positions on the Market Rate Salary Schedule will be paid at the Market Rate.

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

**(c) Market Rate to Market Rate:** Employees who are on the Market Rate Salary Schedule that are hired into a different position on the Market Rate Salary Schedule will be paid at the Market Rate.

**(d) Grade/Step to Grade/Step:** Employees who are on the Grade/Step Salary Schedule that are hired into a different position on the Grade/Step Salary Schedule will be paid at their last step on record with the District.

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

**(2) Confidential Positions:** Employees in positions defined as confidential on the Grade/Step Salary Schedule may be given one additional step for each year of verified equivalent work experience upon initial employment, up to a maximum of three years.

**(3) Supervisory or Technical Positions:** Employees in positions defined as Supervisory or Technical on the Grade/Step Salary Schedule may be credited with a maximum of seven years of experience upon initial employment, for the purpose of determining step placement on the appropriate pay grade. Supervisory or Technical employees are identified with an asterisk (\*) before the position title on the salary schedule. (See Appendix)

**(4) Return to Rate of Pay**

**(a) Same Position on Grade/Step:** Employees who resign from the District and 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 salary progression, pending Board approval.

**(b) Same Position on Market Rate:** If an employee terminates their employment and is rehired by the District into the same position within one calendar year from the date of 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 termination or the Market Rate, whichever is greater.

**(c) Different Position Market Rate:** If an employee terminates their employment and is rehired by the District into a different position within one calendar year from the date of termination and the position is on the Market Rate Salary Schedule, the employee will be paid the Market Rate.

**(d) Different Position Grade/Step:** If an employee terminates their employment and is rehired by the District within one calendar year and the position they are rehired into 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, whichever is greater.

**(5) Area of Critical Need:** The Superintendent has the authority to grant additional experience credit for determining step placement in areas of critical need.

## **10.02 – SALARY SCHEDULES**

**(1) Supervisory, Technical, Confidential Salary Schedule:** The Supervisory, Technical, Confidential Salary Schedule includes only regular employees. The salary schedule includes a designation of “R” for regular employees and “C” for casual employees. (See Appendix)

**(2) Casual Employees:**

**(a) Fee-Based Program Salary Schedule:** The Fee-Based Program Salary Schedule applies to employees who elect to work in Fee-Based Programs, including but not limited to daycare programs offered before and after school that are financed by fees paid by parents or guardians as defined in Board Policy 4.33. Employment in the Fee-Based Program is voluntary and supplemental to each employee’s regular position.

**(1) Rate of Pay:** 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 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.

**(2) Proposed Pay Ranges for Fee-Based Programs:** Rates must be approved in increments of twenty-five (25) cents.

**(3) Changes in Rate of Pay:** If an employee is receiving an hourly rate greater than the maximum rate listed at the time the proposed rates are approved, the employee shall be grandfathered into the program at the higher hourly rate. This higher hourly rate will not increase until such time as the maximum hourly rate approved exceeds the higher employee hourly rate.

**(4) Overtime:** All employees eligible for extra or overtime pay shall be paid at the overtime rate of pay for all hours worked beyond 40 hours per week, including any and all hours worked in the employee's regular position, if that position is subject to the Fair Labor Standards Act (FLSA) rules for overtime pay. Employees working in two or more positions with different hourly rates will be paid overtime based upon the position with the higher hourly rate.

### **10.03 – INCENTIVE AND BONUS PROGRAMS**

#### **(1) Longevity Pay**

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

**(b) Twenty Years:** After completing 20 continuous years of employment, excluding outside experience credit, an employee shall receive an additional supplement of \$700.00 within 30 days from the 20th anniversary date and on the first pay period for the employee each fiscal year thereafter.

**(c) Twenty-five Years:** After completing 25 continuous years of employment, excluding outside experience credit, an employee shall receive an additional supplement of \$950.00 within 30 days from the 25th anniversary date and on the first pay period for the employee each fiscal year thereafter.

### **10.04 – NON-STANDARD RATE OF PAY**

**(1) Suspended Operations or Declared Emergency:** During periods designated by the Superintendent as Declared Emergencies, personnel shall be compensated as follows: If the District is 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 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 result in a loss of the corresponding wages. Employees required to work during the Declared Emergency will receive a bonus for the value of their hourly rate times the hours worked during the regular work

schedule. Employees eligible for overtime pay in accordance with the 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 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 the Declared Emergency.

## **10.05 – PAY DELIVERY**

**(1) Pay Delivery System:** The parties have agreed to a payment in arrears system for employee payroll.

**(a) Standard Pay Period:** Twelve-month employees shall receive their first paycheck representing a pay period rate on the last day of July; subsequent paychecks representing a pay period rate shall be issued on the 15th and last day of each month through July 15th. Employees who are hired after the beginning of the normal work year shall receive their first paycheck reflecting a prorated amount based on the number of days worked in the pay period, not to exceed a full pay period amount.

Employees who work less than 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, not to exceed a full pay period amount. Thereafter, paychecks representing a full pay period rate of the employee's annual salary will be issued semi-monthly.

**(b) Fee-Based Programs:** The payroll schedule for those employees working in the Fee-Based Program will be the same as the schedule utilized for all other salary schedules.

**(c) Summer School:** Employees hired for the specific purpose of working in the summer program shall be paid according to the Salary Schedule in effect at the beginning of the summer program. Retroactive pay approved later by the Board shall not apply to this responsibility.

**(d) Payroll Dates:** Checks will be issued semi-monthly, on the 15th and last day of each month. However, when the scheduled pay day falls on Saturday, Sunday, or a holiday, employees will be paid on the preceding workday. The Payroll Department will publish the date of the first paycheck for employees who work less than twelve months.

**(e) Balance of Contract:** The balance of contract for employees who work less than twelve months per year shall be issued on the last scheduled payday for the employee's work year.

## **(2) Payment Method**

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

## **10.06 – CHANGES IN COMPENSATION**

**(1) Retroactive Pay:** In order to be eligible to receive retroactive pay, non-instructional regular employees must be working or on compensable leave or approved sick leave as of the date of Board approval.

**(2) Advancements Within Pay Grade:** Pay step advancement is subject to Board approval.

**(3) FY18 Compensation:** Non-instructional regular employees, covered by this agreement, who are employed by the District at the time of Board approval will be eligible for FY18 (2017-2018 school year) increases as follows:

**(a) Two-and-a-half Percent Increase:** All non-instructional regular employees on the Grade/Step Salary Schedule and the Market Rate Salary Schedule who are employed by the District at the time of Board approval will receive a 2.5% increase in base rate of pay (hourly rate) retroactive to July 1, 2017.

**(b) Below Market Rate:** All non-instructional regular employees who are in job classification that are on or being moved to the Market Rate Salary Schedule who are currently below the market rate for that position will receive an increase in base rate of pay (hourly rate), to the market rate retroactive to July 1, 2017.

**(c) Above Market Rate:** All non-instructional regular employees who are in job classifications that are on or being moved to the Market Rate Salary Schedule who are currently above the market rate for that position will retain their base rate of pay (hourly rate).

**(d) New Hires:** All non-instructional regular employees hired into job classifications that are being moved to the Market Rate Salary Schedule after the date of Board Approval will be hired at the market rate and experience credit will not apply.

## **ARTICLE 11 – BENEFITS**

**11.01 - BENEFITS:** All part-time or full-time employees working in a regularly established position will be eligible for enrollment in the Florida Retirement System, eligible for social security credit and earned sick leave benefits. All part-time or full-time employees working on a twelve-month 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 will be eligible for medical and life insurance benefits. Effective April 1, 2018, the Board shall contribute \$7,000.80 into Flex Credits for each employee who is eligible for Board-Provided Benefits. However, those employees working twenty (20) hours or more as of April 23, 1996 are grandfathered under the old eligibility requirement of twenty (20) hours per week and will retain this eligibility status for the duration of their continuous employment.

## **ARTICLE 12 - LEAVE**

**12.01 – PERSONAL LEAVE:** 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 next year.

**12.02 – SHARED SICK LEAVE:** All employees covered by this salary schedule may donate accrued, earned sick leave to his or her spouse (person to whom the donor is legally married at the time of donation), child (natural or adopted, but not step-child), parent (mother or father of the donor employee), or 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 employee (not a temporary employee or substitute). The transfer of sick leave will be administered by the Payroll Department. Requests must be in writing to the Payroll Department. The letter of request from the donor must include the total hours requested for transfer, name, and employee ID number of the intended recipient (Recipient must be in a position eligible to accrue leave), the work location of the intended recipient, the relationship of the intended recipient to the donating employee, and the employee ID number and location of the employee writing the letter of request. All accrued leave of the intended recipient must be depleted prior to the transfer. The maximum number of shared sick leave hours to be transferred at one time will be calculated as follows: 20 days multiplied by the number of recipient work hours per day. Donated hours cannot be used by the recipient for the purpose of terminal pay. Unused donated hours shall revert to the donor employee upon the recipient's return to work or termination of employment. The recipient will not accrue leave while using donated hours. The donated leave must be used for illness only and must be supported by medical verification from a physician upon request.

## **ARTICLE 13 – (BLANK)**

**13.01** – This article intentionally left blank.

## **ARTICLE 14 – (BLANK)**

**14.01** – This article intentionally left blank.

## **ARTICLE 15 – (BLANK)**

**15.01** – This article intentionally left blank.

## SUPERVISORY, TECHNICAL, CONFIDENTIAL, AND CASUAL EMPLOYEE SALARY SCHEDULE

Position	JDE	Work Year	Type	Pay Grade	Market Rate	Last Board Action
<b><u>ACCOUNTANTS</u></b>						
*Accountant, Level I	A-1.01	255	R	9	-	02/27/2018
*Accountant, Level II	A-1.02	255	R	7	-	10/06/2004
<b><u>ADMINISTRATORS</u></b>						
*Computer Security Administrator, Information Systems	C-40.01	255	R	11	-	07/01/2005
*Database Administrator	D-1.10	255	R	12	-	02/13/2018
*Network Administrator	A-13.12	255	R	10	-	03/21/2017
*Network Administrator (Senior)	A-13.13	255	R	11	-	10/06/2004
*PeopleSoft Administrator	A-13.18	255	R	13	-	04/18/2017
*Systems Administrator	A-13.19	255	R	11	-	03/21/2017
<b><u>AGENT</u></b>						
* Agent, Procurement Services	A-6.01	255	R	8	-	02/27/2018
<b><u>ANALYSTS</u></b>						
*Business Process Analyst	A-13.17	255	R	12	-	05/04/2010
*Staffing Analyst	A-13.15	255	R	8	-	06/24/2014
<b><u>AUDITOR</u></b>						
*Auditor (Level I)	A-51.02	255	R	9	-	02/27/2018
<b><u>CLERKS</u></b>						
Accounting Clerk (Includes Payroll)	C-11.01	255	R	-	\$14.54	07/01/2005
Clerk, Specialist (Includes Budget, Communications, Payroll, Staffing & Talent Management, Compensation and Recruitment, Insurance & Benefits)	C-16.03	255	R	-	\$15.14	02/27/2018
Clerk Typist (Confidential)	C-21.02	186, 255	R	-	\$14.77	07/26/2011

Position		JDE	Work Year	Type	Pay Grade	Market Rate	Last Board Action
<b><u>COORDINATORS</u></b>							
	*Coordinator, Benefits	C-46.66	255	R	10	-	06/24/2014
	*Coordinator, Communications	C-46.05	255	R	11	-	10/06/2004
	*Coordinator, Compensation and Recruitment	C-46.63	255	R	10	-	06/24/2014
	*Coordinator, District Insurance	C-46.06	255	R	11	-	07/31/2018
	Coordinator, Financial Aid	C-46.11	255	R	-	\$27.88	08/29/2018
	*Coordinator, Payroll	C-46.58	255	R	10	-	02/27/2018
	*Coordinator, Procurement Services	C-46.65	255	R	10	-	02/27/2018
	*Coordinator, Safety	C-46.21	255	R	11	-	10/06/2004
<b><u>DATA PROCESSOR</u></b>							
	Data Processor (Includes Staffing & Talent Management and Payroll)	D-1.08	255	R	5	-	10/06/2004
<b><u>ENGINEERS</u></b>							
	*Network Engineer	E-1.08	255	R	12	-	03/21/2017
	*Network Engineer (Senior)	E-1.11	255	R	13	-	03/21/2017
	*Software Engineer	E-1.09	255	R	12	-	03/21/2017
	*Software Engineer (Senior)	E-1.12	255	R	13	-	03/21/2017
	*Systems Engineer	E-1.10	255	R	12	-	03/21/2017
	*Systems Engineer (Senior)	E-1.13	255	R	13	-	03/21/2017
<b><u>MANAGERS</u></b>							
	*Manager, Applications, Information Systems	M-1.15	255	R	13	-	10/21/2003
	*Manager, Food Service and Nutrition (Field)	M-1.33	196	R	8	-	02/27/2018
	Manager, Food Services (Levels)	M-1.05	196	R	-	\$17.22	02/27/2018
	*Manager, Healthy Living Lab	M-1.38	196	R	9	-	02/27/2018
	*Manager, Information Security	M-1.16	255	R	13	-	02/13/2018
	Manager, JROTC	M-1.20		R	U. S. Army Plan Rate		06/13/2000
	*Manager, Office	M-1.06	255	R	9	-	03/21/2017
	*Manager, Office – for the Superintendent	M-1.27	255	R	9	-	12/04/2004

Position		JDE	Work Year	Type	Pay Grade	Market Rate	Last Board Action
	*Manager, Office – Parent Information Center	M-1.24	255	R	9	-	12/04/2004
	*Manager, Project	M-1.21	255	R	10	-	10/06/2004
	*Manager, Retirement and Benefits	M-1.34	255	R	11	-	09/27/2006
	Manager, Security (Zone)	M-1.11	255	R	-	\$20.79	06/26/2018
	*Manager, Staffing & Compliance	M-1.36	255	R	11	-	10/07/2010
	*Manager, Technical Support – Printing and Document Services	M-1.13	255	R	13	-	10/24/2000
	*Manager, Zone Service	M-1.14	255	R	11	-	05/02/2017
	*Senior Manager, Staffing & Talent Management	SM-1.02	255	R	13	-	06/27/2017
<b><u>OFFICER</u></b>							
	Operations Officer, JROTC	J-1.01		R	U. S. Army Plan Rate		12/14/2004
<b><u>OPERATOR</u></b>							
	Computer Operator, Information Systems	O-1.13	255	R	7	-	10/06/2004
<b><u>PLANNERS</u></b>							
	*Planner, Community Development	P-4.02	255	R	7	-	08/11/2004
	*Planner, Long Range	P-4.01	255	R	12	-	10/06/2004
<b><u>PROGRAMMER</u></b>							
	*Senior Mainframe Systems Programmer	P-13.04	255	R	13	-	04/18/2017
<b><u>SECRETARIES</u></b>							
	Secretary	S-1.01	255	R	4	-	03/09/2004
	*Secretary, Executive	S-1.07	255	R	7	-	02/27/2018
	*Secretary to Attorney	S-1.06	255	R	7	-	03/09/2004
	Secretary to Director	S-1.05	255	R	6	-	03/09/2004
	*Secretary to Executive Director	S-1.17	255	R	7	-	02/27/2018
	Secretary to Principal	S-1.12	255	R	6	-	03/09/2004
	*Secretary to Printing Services	S-1.13	255	R	6	-	10/06/2004
	*Secretary to Superintendent	S-1.11	255	R	7	-	09/04/2004
	Secretary to the Foundation	S-1.14	255	R	6	-	03/09/2004

Position		JDE	Work Year	Type	Pay Grade	Market Rate	Last Board Action
<b><u>SPECIALISTS</u></b>							
	*Specialist, Applications Support	S-11.40	255	R	10	-	03/21/2017
	*Specialist, Applications Support (Senior)	S-11.41	255	R	11	-	03/21/2017
	Specialist, Data Management	S-11.03	255	R	7	-	10/06/2004
	*Specialist, Employee Wellness Programs	S-11.73	255	R	7	-	09/08/2015
	Specialist, Enrollment	S-11.52	255	R	7	-	12/14/2004
	Specialist, Grants	S-11.42	255	R	6	-	10/01/2004
	*Specialist, Insurance and Benefits	S-11.10	255	R	7	-	06/24/2014
	*Specialist, Internet Communications	S-11.34	255	R	10	-	10/06/2004
	*Specialist, Payroll	S-11.25	255	R	7	-	02/27/2018
	*Specialist, Production Support	S-11.63	255	R	8	-	09/27/2006
	*Specialist, Professional Standards & Equity	S-11.66	255	R	7	-	06/27/2017
	*Specialist, Psychologist Support	S-11.20	196	R	6	-	09/25/2018
	*Specialist, Safety and Fire Inspection	S-11.18	255	R	10	-	10/06/2004
	*Specialist, Staffing	S-11.08	255	R	7	-	09/27/2006
	*Specialist, Technical Applications Support	S-11.60	255	R	9	-	02/13/2018
	*Specialist, Video Production	S-11.59	255	R	8	-	09/27/2006
<b><u>SUPERVISORS</u></b>							
	*Applications Support Supervisor	S-26.34	255	R	12	-	10/06/2004
	*Assistant Supervisor, Drivers and Aides	A-46.01	255	R	7	-	07/01/2005
	Building Supervisor (formerly Building Supervisor I, II, and III)	S-26.01	255	R	-	\$17.49	10/06/2004
	Military Property Supervisor	J-1.02		R	U. S. Army Plan Rate		12/14/2004
	*Supervisor, Adult Education	S-26.38	255	R	10	-	10/12/2005
	*Supervisor, Adult Education (ESOL)	S-26.41	255	R	9	-	09/25/2007
	Supervisor, Athletic Turf, Grounds, and Irrigation	S-26.06	255	R	-	\$27.98	05/02/2017
	Supervisor, Building Crafts	F-6.04	255	R	-	\$27.98	05/02/2017
	*Supervisor, Business Machines	F-6.03	255	R	8	-	10/06/2004
	*Supervisor, Computer Operations, Information Systems	S-26.21	255	R	10	-	10/06/2004

Position		JDE	Work Year	Type	Pay Grade	Market Rate	Last Board Action
	*Supervisor, Custodial Services	S-6.02	255	R	7	-	10/06/2004
	*Supervisor, District Warehouse and Recycling	S-26.18	255	R	10	-	02/27/2018
	Supervisor, Electrical	F-6.05	255	R	-	\$30.84	05/02/2017
	Supervisor, Electronics	F-6.14	255	R	-	\$30.84	05/02/2017
	*Supervisor, Energy Management	F-6.15	255	R	12	-	06/27/2017
	*Supervisor, Fiscal Control	S-26.40	255	R	10	-	02/27/2018
	*Supervisor, Food & Nutrition Marketing & Communications	F-6.16	255	R	10	-	06/27/2017
	*Supervisor, Food and Nutrition Services (Equipment Procurement and Facilities)	S-26.14	255	R	10	-	02/27/2018
	*Supervisor, Food and Nutrition Services (Food Procurement)	S-26.04	255	R	10	-	02/27/2018
	*Supervisor, Food and Nutrition Services (Technology)	S-26.16	255	R	10	-	02/27/2018
	*Supervisor, Food and Nutrition Services (Training)	S-26.13	255	R	10	-	02/27/2018
	Supervisor, Garage Operations	S-26.10	255	R	-	\$31.15	09/27/2006
	*Supervisor, Help Desk	S-26.44	255	R	12	-	03/21/2017
	Supervisor, HVAC	F-6.00	255	R	-	\$37.52	05/02/2017
	Supervisor, Indoor Air Quality and Food Service Equipment	F-6.01	255	R	-	\$32.63	05/02/2017
	*Supervisor, IT Logistics	S-26.43	255	R	7	-	03/21/2017
	*Supervisor, Operations/Data Systems Coordinator (Transportation)	S-26.15	255	R	10	-	10/06/2004
	Supervisor, Painting	F-6.06	255	R	-	\$25.08	05/02/2017
	*Supervisor, Payroll (Projects)	S-26.17	255	R	11	-	02/27/2018
	Supervisor, Plumbing	F-6.07	255	R	-	\$31.29	05/02/2017
	*Supervisor, Property Inventory and Records Management	S-26.35	255	R	10	-	02/27/2018
	Supervisor, Road Safety, Transportation	S-26.19	255	R	7	-	10/06/2004
	*Supervisor, Routes	S-26.12	255	R	9	-	10/06/2004
	*Supervisor, Safety & Training, Transportation	S-26.20	255	R	9	-	10/06/2004
	*Supervisor, Security and Video Surveillance	S-26.33	255	R	12	-	10/06/2004
	Supervisor, Shipping & Receiving	F-6.09	255	R	7	-	10/06/2004
	*Supervisor, Stockroom	S-26.02	255	R	10	-	05/02/2017

Position		JDE	Work Year	Type	Pay Grade	Market Rate	Last Board Action
	*Supervisor, Television Production	S-26.37	255	R	12	-	05/22/2005
	Supervisor, Trades and Pest Control	F-6.11	255	R	-	\$27.98	05/02/2017
	Supervisor, Transportation/Maintenance Services	F-6.13	255	R	-	\$28.32	10/06/2004
	*Supervisor, Zone Building Services	F-6.02	255	R	8	-	05/02/2017
<b><u>TECHNICIANS</u></b>							
	*Technician, Field Support	T-6.14	255	R	10	-	02/13/2018
	*Technician, Telecommunications	T-6.20	255	R	10	-	02/13/2018

Position	JDE	Work Year	Type	Pay Grade	Market Rate	Last Board Action
<b><u>ADULT &amp; COMMUNITY EDUCATION</u></b>						
Community School Part-Time Helping Teacher	H-11.08	-	C	-	\$12.74	02/04/2003
<b><u>FEE-BASED PROGRAMS</u></b>						
Director, Fee-Based Program	-	-	C	-	\$12.00 to \$20.00	-
Assistant Director, Fee-Based Program	-	-	C	-	\$10.00 to \$20.00	-
Instructor, Fee-Based Program	-	-	C	-	\$8.25 to \$20.00	-
Instructional Assistant, Fee-Based Program	-	-	C	-	\$8.25 to \$12.00	-
Bookkeeper, Fee-Based Program	-	-	C	-	\$8.25 to \$12.00	-
Receptionist, Fee-Based Program	-	-	C	-	\$8.25 to \$12.00	-
<b><u>GUEST TEACHERS</u></b>						
Guest Teacher (Tier I)	T-1.10	-	C	-	\$10.99	04/20/2004
Guest Teacher (Tier II)	T-1.10	-	C	-	\$12.36	04/20/2004
Guest Teacher (Tier III)	T-1.10	-	C	-	\$14.14	04/20/2004
Guest Teacher (Tier IV)	T-1.10	-	C	-	\$14.83	04/20/2004
Guest Teacher (Tier V)	T-1.10	-	C	-	\$15.55	04/20/2004
Long Term Guest Teacher (Level I)	T-1.11	-	C	-	\$18.54	11/09/2016
Long Term Guest Teacher (Level II)	T-1.11	-	C	-	\$23.23	11/09/2016
<b><u>INSTRUCTORS</u></b>						
Instructor, Short Course	T-1.01	-	C	-	\$26.85	05/16/1989
Instructor, Short Course (Criminal Justice Officer Training)	T-1.01	-	C	-	\$49.25	05/16/1989

Position		JDE	Work Year	Type	Pay Grade	Market Rate	Last Board Action
<b><u>INTERNS</u></b>							
	Accomplished Intern, School Psychologist	I-1.01	-	C	-	-	02/18/2004
	Accomplished Intern, Teacher	-	-	C	-	-	-
	Intern, Paraprofessional to Teacher	-		C	-	\$10.00	-
<b><u>SUBSTITUTES</u></b>							
	Substitute, Bus Operator	-	-	C	-	\$14.29	-
	Substitute, Custodian (w/ Dist. Custodial Training)	-	-	C	-	\$11.66	-
	Substitute, Custodian (w/o Dist. Custodial Training)	-	-	C	-	\$ 8.25	-
	Substitute, Food Service Worker	-	-	C	-	\$11.48	-
<b><u>OTHER CASUAL EMPLOYEES</u></b>							
	AVID Tutors	-	-	C	-	\$10.00	-
	Other Personnel Services	-	-	C	-	\$ 8.25	-
	Student Employees	-	-	C	-	\$ 8.25	-
	Summer Delivery Driver	D-26.01	-	C	-	\$15.42	-
	Temporary Employee	-	-	C	-	\$ 8.25	-

## FY18 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	10.09	10.29	10.61	10.92	11.21	11.53	11.87	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.77	16.26
2	10.99	11.21	11.53	11.87	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.20	17.71
3	11.98	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.76	19.31
4	13.04	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.45	21.05
5	14.21	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.29	22.96
6	15.47	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.28	25.02
7	16.84	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.51	27.31
8	18.36	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.92	29.79
9	20.03	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.54	32.49
10	21.83	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.43	35.44
11	23.81	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.56	38.68
12	25.96	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.54	38.65	39.81	41.00	42.24
13	28.32	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.54	38.65	39.81	40.98	42.19	43.44	44.74	46.07

## SALARY SCHEDULE N SUPPLEMENTS

### Shift Differential Supplement

Employees working in the Computer Operator, Information Systems position are eligible for an annual supplement for shift work performed after 4:00 p.m. and before 8:00 a.m. The 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 appropriate rate for each operator.

### Degree Supplements

Degree supplements, other than Doctorate, shall be paid if the degree is not required in the job description.

Doctorate	\$5,000.00
Specialist	\$4,000.00
Masters	\$2,500.00

### Food and Nutrition Services

Employees working in Manager, Food and Nutrition Services positions are eligible for annual supplements based upon the number of Daily Meals served and for service as an Intern Trainer. Eligibility for Daily Meals supplement shall be determined in the spring for the following fiscal year, based upon the projected average meal equivalents developed by Food and Nutrition Services. If after the fourth quarter enrollment report, there is an increase in average meal equivalents then employees will receive an increase retroactive to July 1 of the fiscal year. All employees in Manager, Food and Nutrition Services positions at high schools shall be eligible for no less than Supplement C. Food and Nutrition Services supplements should be paid as follows:

Supplement	Daily Meals	Annual Amount
A	500 to 700	\$1568.00
B	701 to 900	\$1960.00
C	901 to 1100	\$2352.00
D	1101 to 1300	\$2744.00
E	1301 to 1500	\$3136.00
F	1501 to 1700	\$3528.00
G	1701 to 1900	\$3920.00
H	1901 to 2100	\$4312.00
I	2101 to 2300	\$4704.00
J	2301 or more	\$5096.00
Intern Trainer	-	\$3920.00

**Negotiating Team Member Supplement**

District Negotiating Team Member Supplement (Per Bargaining Unit):	\$1,500.00
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