



DIVISION OF HUMAN RESOURCES

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

**2023-2024
SALARY
SCHEDULES**

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2023-2024 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 workday 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. Occupational Therapy/Physical Therapy
6. Child Nutrition Program Managers and CNP Assistants
7. Bus Drivers
8. Bus Aides
9. 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 at any time. 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 any employee, including said Adjunct Instructors.

Assignment to Step within Pay Grade: The steps within each of the pay grades, unless otherwise set forth herein, 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: 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 unless a different schedule and scale is approved by the Superintendent. 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.

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.
- 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.

Alabama law 2023-379 requires that, as of October 1, 2023, each step of each salary schedule for each class and type of full-time employee provides an hourly rate of not less than \$15 per hour, based upon the number of contract days and number of hours per day required for that type of employee. The Human Resources department is directed to make the necessary changes and to further ensure that all full time employees make a minimum of \$15.00 hour. There will be no retroactive applicability of this provision prior to October 1, 2023.

**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. 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 will be calculated by moving the employee to the same step on the appropriate salary schedule for the employee’s new position. Effective October 1, 2021, Bus Drivers and Aides who move between schedules (i.e., from a single to dual or a bus aide who is promoted to a driver) will retain their same salary step.
3. For employees not paid on a state salary matrix, the step increase shall not occur until October 1 of the current school year 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 March 1st of the previous school 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. Except as otherwise provided herein, 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 with 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 based on six 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.

Day Care Workers		On-Site Lead Workers	
No Experience	FMW	0 – 2 Years Experience	FMW plus 4.00
1 Year Experience	FMW plus 1.50	2 – 4 Years Experience	FMW plus 5.00
2 Years Experience	FMW plus 2.00	4 – 6 Years Experience	FMW plus 6.00
3 Years Experience	FMW plus 2.50	6 – 8 Years Experience	FMW plus 7.00
4 Years Experience	FMW plus 3.00	8+ Years Experience	FMW plus 8.00
5+ Years Experience	FMW plus 3.50		
Current MCPSS classified employees who work in an extended day care program earn their hourly rate of pay and are limited to a total of forty (40) hours worked for both the regular job and their work in the extended day program.			
Special Subject Instructors:			
Physical Fitness: \$ 13.00		Handicraft and Arts: \$13.00	Computers: \$ 20.50
MCPSS Certified Teachers and Retired Teachers:			
Tutoring/Teaching: \$30.00 an hour (area of certification)		Non-Tutoring/non-teaching: \$20.00	
Coordinators:			
MCPSS Teachers: \$30.00		MCPSS Non- Teacher and part time personnel: \$25.00	

FMW = Federal Minimum Wage

9. Experience – Only MCPSS Experience is considered for the pay scale set forth in section II,B,8 above.
10. Graduation Coaches. Graduation Coaches may be certified or classified, provided the minimum requirements for the position are met. Certified Graduation Coaches are placed on the appropriate State Teachers Matrix. Classified Graduation Coaches are placed on AP 22 and are eligible for the higher degree supplement set forth in Section F on page 17.

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 at master’s level on the 12 month teacher salary schedule 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. Degrees above master’s level will be paid as supplements upon approval by the Executive Manager of Human Resources.
 - (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. **Principal Salary Matrix.** Effective January 1, 2023, the following salary schedule shall apply to all principals.

High School Principal Base Salary Matrix						
Scale	1200	1201	1202	1203	1204	1205
ADM	2000+	1500 - 1999	1250 - 1499	1000 - 1250	750 - 999	749 & Below
Base Salary	1154631	113596	111729	109864	107998	106134

Middle School Principal Base Salary Matrix					
Scale	1301	1302	1303	1304	1305
ADM	1500+	1250 - 1499	1000 - 1250	750 - 999	749 & Below
Base Salary	104498	102632	100767	98901	97035

Elementary School Principal Base Salary Matrix					
Scale	1401	1402	1403	1404	1405
ADM	1000+	750-999	500-749	250-499	249 & Below
Base Salary	98998	97134	95268	93403	91537

Principal Experience and Education Supplement Percentage				
Years of Principal Experience	Masters (Base)	EDS (AA)	Doctorate	Doctorate & EDS
0 to 5 years	7%	8%	9%	9%
6 to 10 years	14%	15%	16%	16%
11 to 15 years	21%	22%	23%	23%
16 to 20 years	28%	29%	30%	30%

3. **Assistant Principal Salary Matrix.** Effective January 1, 2023, the following salary schedule shall apply to all assistant principals.

High School Assistant Principal Base Salary Matrix						
Scale	1500	1501	1502	1503	1504	1505
ADM	2000+	1500 - 1999	1250 - 1499	1000 - 1250	750 - 999	749 & Below
Base Salary	90923	89313	87354	85398	83434	81480

Middle School Assistant Principal Base Salary Matrix					
Scale	1601	1602	1603	1604	1605
ADM	1500+	1250 - 1499	1000 - 1250	750 - 999	749 & Below
Base Salary	84848	82888	80930	78970	77011

Elementary School Assistant Principal Base Salary Matrix					
Scale	1701	1702	1703	1704	1705
ADM	1000+	750-999	500-749	250-499	249 & Below
Base Salary	78761	76801	74843	72883	70924

Assistant Principal Experience and Education Supplement Percentage				
Years of Principal Experience	Masters (Base)	EDS (AA)	Doctorate	Doctorate & EDS
0 to 5 years	4%	5%	6%	6%
6 to 10 years	8%	9%	10%	10%
11 to 15 years	12%	13%	14%	14%
16 to 20 years	16%	17%	18%	18%

4. **Guidelines for Principal and Assistant Principal Salary Placement.**

- a. Salary placement for principals and assistant principals will be based on the assigned school’s enrollment as reflected on the annual Average Daily Membership (ADM) annual report and adjusted for the years of position experience and educational level of each principal and assistant principal. The Principal and Assistant Principal matrix in in II.C.2 and II.C.3 above are intended to provide equitable and consistent pay for principals and assistant principals based on their assigned grade span grouping (i.e., elementary, middle or high). All principal and assistant principals will be assigned a base salary based on the grade span grouping and ADM of the school. To the base salary, the appropriate percentage shown in the experience and education matrix will be applied to each principal and assistant principal’s base salary with the appropriate percentage based on the experience level and highest educational degree attained applying. The percentage amount applied to the base salary will be adjusted as necessary as the principal or assistant principal employee’s experience increases or as higher educational degrees are attained.

- b. At the beginning of the new contract period, the contract principal will be placed on the appropriate salary schedule which will reflect the current ADM for the school and the principal's salary may be reduced.
 - c. Any reduction in salary based on enrollment for a Principal or Assistant Principal must be done pursuant to the requirements of the Students First Act of 2011 and other laws of the State of Alabama. If a principal or Assistant Principal's salary on December 31, 2022, exceeds the salary which would be earned under the appropriate matrix above, said matrix will not be applicable.
 - d. Experience as a principal or Assistant principal is intended to be comprehensive and will include experience in the position earned in an accredited private school or at any grade level or grade span. All experience must be verified.
 - e. The Superintendent reserves the right to waive a decrease in a Principal salary. Any questions, disputes or issues that may arise regarding the applicability of the matrices set forth in II.C.2 and II.C.3 above shall be solely resolved by the Superintendent at his absolute discretion. The Superintendent is granted the right to make adjustments to a principal or assistant principal's salary for programs and specialty schools such as hospital programs, career tech programs, the Environmental Center, Augusta Evans, the Callahan School, etc.
5. 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.
6. 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 workdays 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. **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:
 - Accumulate 5 days per year for first 12 months of service
 - Accumulate 10 days per year 13-120 months of service
 - Accumulate 15 days per year 121-240 months of service
 - Accumulate 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 31st are entitled to only one day of personal leave. Employees starting work after March 31st 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

TYPE SUBSTITUTE	DAILY RATE	CERTIFICATION STATUS
Non-Certified Substitute	\$90.00	CURRENT AL SUBSTITUTE TEACHER LICENSE, but no college degree
Non-Certified Substitute with a college degree	\$105.00	A bachelor’s degree from an accredited institution is required. The degree does not have to be in an education related field.
Retired Teacher/Out of	\$115.00	Retired teacher with non-current, Alabama teaching certificate and twenty or more years of verified teaching experience

State Retired Teacher		
Certified Substitute	\$140.00	CURRENT AL TEACHER CERTIFICATE
*CATEGORY II	\$260.00	CURRENT AL TEACHER CERTIFICATE In-Field, long term sub
*CATEGORY IV	\$300.00	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 workdays, beginning on the twenty-first (21st) day an additional twenty dollars (\$20.00) per day will be paid. This additional \$20.00 is not retroactive to the first day. **The school bookkeeper must notify payroll of the date of increase. This applies to non-certified substitutes who have and do not have some degree from an accredited college or university.**
 - 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 \$260.00 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 \$300.00. 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 workdays, beginning on the twenty-first (21st) day an additional twenty dollars (\$20.00) 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 without the prior approval of the Executive Manager of Human Resources.

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

1. 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.
- b. Substitutes must meet all System and State requirements before beginning work and receiving pay. Work performed as a classified substitute without meeting all of said requirements will be unpaid.
- c. It is each substitute's responsibility to register on the electronic substitute calling system FRONTLINE.
- d. Substitutes must undergo a drug test prior to beginning work as a substitute.
- 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.

2. Wages, generally.

- a. Substitutes for classified employees will be paid at the rate of \$3.00 per hour over 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 \$5.00 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 \$6.00 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 workday.
- 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 workdays will be paid \$4.00 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 workdays will be paid an extra \$8.00 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.

3. 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 3rd 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 \$120.00 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: Substitute may be used.
- 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.
- i. Part Time Classified employees may not work more than 19.5 hours per week and shall receive an hourly rate of pay of \$3.00 above Federal Minimum Wage.

4. Transportation

- a. Substitute Bus Drivers*:
 - i. \$35.00 per day for single runs
 - ii. \$45.00 per day for dual runs
 - iii. \$57.00 per day for dual plus runs
- *Substitute Bus Drivers who are retired Mobile County Public School System bus drivers will receive an additional \$8.00 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 hourly rate of pay shall be \$31.00.
- 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 (23rd) day of the substitute's work. A Category RN Substitute who is approved by Human Resources will receive an hourly rate of pay of \$36.00 per hour 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 hourly rate of pay shall be \$24.00.
- iv. **Category LPN Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for substitute employment. Substitutes of this type of 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 (23rd) day of the substitute's work. A Category LPN Substitute who is approved by Human Resources will receive an hourly rate of pay of \$28.00 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 ("CNA") 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 \$100.00 per day. The retired CNP Manager must possess a valid food handlers' card and meet all other system requirements to substitute.

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) | \$11.95 per hour. |
| 2. Community based and extended day routes (Bus Aides) | \$11.00 per hour. |
| 3. All other special runs (including Athletic/Band Routes) (Bus Drivers) | \$3.25 per hour over.
Federal Minimum Wage |
| 4. All other special runs (including Athletic/Band Routes) (Aides) | Federal Minimum Wage |
| 5. Vocational/Technical Routes (Bus Drivers) | \$13.11 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:

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|-------------|-----------------|--------------|-----------------|
| 1 Extra Run | \$25.00 per day | 2 Extra Runs | \$45.00 per day |
|-------------|-----------------|--------------|-----------------|

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. Unless otherwise set forth herein, supplements run from September 1 to August 30 of each school year and are generally paid in 12 equal installments. Academic coaching supplements are paid lump sum at the end of the school year. The supplements for Band, Choir, Dance and Theater are paid in one lump sum each semester. Choral and Band bonuses are paid lump sum at the end of the year provided all requirements are met.**

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).** A Department Head is a school-based leader who, in part, provides ongoing support to co-workers and facilitates communications between faculty and other levels of administration. 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. Persons identified as a

department head for special education will be eligible to receive this supplement. Department head supplements have been allocated to all schools.

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

Size of School (Number of Students)	Number of Department Heads Allocated	Supplemental Amount
1 to 200	All Schools – 2 Additionally, all Schools are allocated 1 Special Education Department Head Supplement FOR SPECIAL ED USE ONLY.	\$1,000
201 to 450	High Schools and Middle Schools – 4 Elementary Schools – 2 Additionally, all Schools are allocated 1 Special Education Department Head Supplement FOR SPECIAL ED USE ONLY.	\$1,000
451 to 600	High Schools and Middle Schools – 5 Elementary Schools – 2 Additionally, all Schools are allocated 1 Special Education Department Head Supplement FOR SPECIAL ED USE ONLY.	\$1,000
601 to 749 Students	High Schools and Middle Schools – 6 Elementary Schools – 2 Additionally, all Schools are allocated 1 Special Education Department Head Supplement. FOR SPECIAL ED USE ONLY.	\$1,000
750 to 1,249 Students	High Schools and Middle Schools – 7 Elementary Schools – 2 Additionally, all Schools are allocated 1 Special Education Department Head Supplement. FOR SPECIAL ED USE ONLY.	\$1,200
1,250 and above	High Schools and Middle Schools – 7 Elementary Schools – 2 Additionally, all Schools are allocated 1 Special Education Department Head Supplement FOR SPECIAL ED USE ONLY.	\$1,500

D. SUPPLEMENT FOR “ACTING” SUPERVISORY/ADMINISTRATIVE PERSONNEL

1. In situations where a current 12-month 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 31st 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 workdays. 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.**
2. **In situations where a current 9-, 10-, or 11-month employee is designated by the Superintendent** to “act” for more than 30 workdays in the place of an administrator, the employee will be paid an interim supplement equal to the difference between the employee’s current daily rate of pay and the administrative salary schedule daily rate of pay assigned to the supervisor’s position beginning the 31st day. The interim supplement of an employee whose previous salary has been paid according to the teacher salary matrix but is moving to a 12-month interim position listed on the AP salary schedule will be equivalent to the salary paid on the same step at master’s level on the 12 month teacher salary schedule and then placed on the step on the AP salary schedule that is immediately higher in salary. The daily rate is the difference between the administrative salary and the current salary divided by 260 days. 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 workdays. If the Superintendent determines that the acting person needs to be retained in the acting position longer than 90 workdays, 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.
3. **In cases where a 12-month employee is approved to serve in an interim position, the designee will not be eligible to receive an interim supplement if the designee is already at or above the minimum for the position.**

E. NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS SUPPLEMENT

1. 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. HIGHER DEGREES 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 \$3,867 per year. Any existing, non-teaching or non-certified employee in a position that requires a bachelor’s degree for entry level who receives a doctorate 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 \$4,282 per year. Employees who work less than 12 months per year who are eligible for this supplement will receive a prorated increase. Employees must submit a request, in writing or via email to the Executive Manager of Human Resources to receive this supplement. 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. Employees that receive higher compensation for a higher degree on a state salary matrix are not eligible for the corresponding higher degree supplements

referenced herein. Nurses, with a master’s degree in nursing, are specifically eligible for these higher degree supplements when the eligibility requirements are met. Nurses with a master’s degree in public health are not eligible for the higher degree supplement.

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

1. Principals of schools that serve as Emergency Community Shelters shall be paid \$65.00 per hour for time worked at a shelter during a time of emergency. This payment does not change the employee’s exempt status under the Fair Labor Standards Act and is in addition to any monies paid to said employees by other county or governmental agencies.

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

Certificate/License/Diploma	Supplemental Pay	Job/Trade
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 whether both certifications are shown on one license card.	1000	Any trade

J. Transportation Supplements

Job Titles	Number of ASE** Certifications	Supplemental Pay
School Bus Technician (Mechanic)	1	100
School Bus Technician (Mechanic)	2	200
School Bus Technician (Mechanic)	3	300
School Bus Technician (Mechanic)	4	400
School Bus Technician (Mechanic)	5	500
School Bus Technician (Mechanic)	6	600
Master Bus Technician (Mechanic)	7	1000
Collision/Repair Technician ***	1	100
Collision/Repair Technician	2	200
Collision/Repair Technician	3	300
Collision/Repair Technician	4	400
Collision/Repair Technician	5	500
Additional Certification	Notes	Supplemental Pay
Manufacturer's Engine Certification (Cummins, Detroit Diesel or International Engine)	Any engine used in System School Buses	\$500 per certification
2-year Trade School Certificate or an Associate's degree in Trade from a regionally accredited or DEAC accredited program.	Trade must be in transportation or automotive related field	\$1000

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

** = ASE – Automotive Service Excellence (certified) - www.ase.com

3. There are seven different ASE Certifications needed to become an ASE Certified Master Bus Mechanic. Each certification obtained is worth \$100.00 in supplemental pay. However, the 7th 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 LPNs, 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 are 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.

- a. As approved by the Deputy Superintendent of Academics, the number of sixty (60) day supplements awarded to each school shall be based upon the school’s student population and needs. A Sixty (60) day supplement may be split between more than one employee. See subsection 3(e) below.
- b. School Principals will recommend School Counselors for renewal and non-renewal of a counseling supplement, annually by dates set by the Director of Guidance and Counseling. Generally, however, the following guidelines will be applicable:
 1. Principals will complete the Recommendation for School Counselor Supplement Form no later than April 30th. The form will be electronically submitted to the Director of Guidance and Counseling.
 4. The Director of Guidance and Counseling will submit a listing of recommendations to the Executive Manager of Human Resources no later than May 15th.
 5. The Executive Manager of Human Resources will send a verification listing of school counselors recommended for the supplement to the Director of Guidance of Counseling no later than May 20th.
 6. The Director of Guidance and Counseling will review, sign, and return the Verification of Supplements to the Executive Manager of Human Resources no later than May 25th.
 7. The Executive Manager of Human Resources will send written notification, electronically, to School Counselors of renewal and non-renewal of supplement contracts no later than May 30th.
- c. The Supplement period will begin July 1st and end June 30th of each school year.
- d. 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.
- e. School Counselors recommended for the supplement will work one of the following ways:
 1. Sixty (60) Non-contracted Days, 8 hours per day
 2. Thirty (30) Non-contracted Days, 8 hours per day

3. Twenty (20) Non-contracted Days, 8 hours per day
 - f. The School Principal will set the schedule of non-contracted days to be worked by each School Counselor receiving the supplement.
 - g. Existing 12-month (240/260 day) School Counselors are not eligible for the supplement.
 - h. School Counselors will be required to clock in and out on non-contracted days (weekends are not included in non-contracted days).
 - i. Supplements are non-transferable.
 - j. School Counselors cannot work summer school programs in addition to receiving a supplement.
 - k. Newly hired School Counselors recommended to receive the counseling supplement after July 1st, will make up non-contracted workdays missed.
 - l. The renewal of a counseling supplement is dependent upon the principal's recommendation, annually.
 - m. School Counselors are expected to fulfill the following, non-exclusive, list of duties:
 - Program Planning and Development
 1. Plan parent and class meetings for opening of the school year.
 2. Analyze testing (ACT/SAT) data to coordinate summer tutorial or test preparatory courses for June and July testing sessions.
 3. Coordinate college recruitment calendar for the school year.
 4. Schedule speakers/mentors to work with students throughout the year.
 5. Set up Schoology for each caseload and upload all information necessary for the opening of the school year.
 6. Attend Counselor's Summits, Drive-In Workshops, Summer College Fairs, and PD/Workshops and Seminars
 - Transcript Analysis
 1. Check transcripts and sign off on transcript analysis cards.
 2. Pass transcript analysis cards to next Counselor.
 3. Check transcript analysis cards against Course Requests to ensure that all required courses have been chosen.
 - Summer School
 1. Complete Summer School Registration forms for students who failed one or more courses.
 2. Mail Summer School forms to parent and contact parent to notify them of student's need to attend summer school (document parent contact).
 3. Update transcript analysis cards and schedules for students completing a course in summer school.
 - Scheduling
 1. Make sure that students have chosen the correct number of courses so that Course Requests can be scheduled correctly.
 2. Collaborate with administrators to ensure that course requests are included and appropriately placed in the master schedule.
 3. Create schedules for newly enrolled or returning students.

4. Balance and correct new schedules to be given out during registration.
5. Coordinate and facilitate a schedule change process to take place before the first day of school.

- Other Duties

1. Ensure that final transcripts have been sent to requested colleges, universities, branches of military, or employment agencies as indicated by recent graduates.
 2. Submit requests for permission to enroll students in Credit Recovery to receive Initial Credit.
 3. Provide letters of intent to graduate and transcripts to Military recruiters upon request.
 4. Collaborate with school's website facilitator to update the Guidance and Counseling area for the new school year.
 5. Coordinate vacation schedule with administrators and colleagues to ensure that a counselor is always on duty.
 6. Coordinate, facilitate, and/or collaborate any other task/duty directed by Principal.
4. LETRS Stipend. Certain eligible employees identified by the State Department of Education will receive a LETRS stipend payable as a lump sum, twice a year.
 5. Effective October 1, 2022, all full time certified and classified personnel employed at August Evans will receive a supplement. Certified, full-time staff shall receive an annual supplement of \$5,000 and classified, full-time staff shall receive an annual supplement of \$3,500.
 6. All supplement amounts listed herein represent the annual amount and are paid monthly, unless otherwise specified.

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 31st 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 timecard 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 and Choral Directors - \$1,187.00 annually

1. Middle school band and choral directors will be paid a monthly 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 or choir rehearsals or sectionals to ensure preparation for concerts, assessment, individual student achievement and program success. Middle school band and choir directors should conduct extensive recruitment at each feeder school for the purpose of maintaining satisfactory enrollment. Band Directors will serve as adjudicators for the Mobile County Honor Band Festival and will prepare and present a minimum of two concerts yearly consisting of a winter and spring program. Choral Directors will prepare and present a minimum of two concerts yearly consisting of a winter and spring program. Students at all skill levels 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.
3. A bonus of \$527.00 will be paid to middle school choral directors who lead their choirs to compete in both the district Choral Performance Assessment and student participation in the Mobile County Honor Choir Festival. 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. DANCE/THEATER ACADEMIC SUPPLEMENT Middle and High School dance and theater will receive a supplement paid in two installments (1st & 2nd semester) if standards of work performance are met. All requests for supplemental pay must be processed through the Fine Arts Supervisor and Human Resources.

Dance (Duty requirements to be determined)	Middle	1	\$1,200
Theater (Duty requirements to be determined)	Middle	1	\$1,200
Dance (Duty requirements to be determined)	High	1	\$2,100.00
Theater (Duty requirements to be determined)	High	1	\$2,100.00

Q. ATHLETIC COACHING SUPPLEMENTS – HIGH SCHOOLS. Effective July 25, 2022.

Position	Number of Supplements per School	Amount of Supplement
Athletic Director	1	10,000
Athletic Academic Advisor	1	3000
Head Football	1	7,345**
Football Coordinator	2	6000
Football Assistant	6	5000**
Football, Junior Varsity	2	2500
Basketball Boys	1	6000
Basketball Boys Junior Varsity	1	2500
Basketball Girls	1	6000
Basketball Girls Junior Varsity	1	2500
Track Boys	1	4000
Track Girls	1	4000
Track Asst., Boys	1	2500
Track Asst., Girls	1	2500
Track, Indoor, Boys	1	2500
Track, Indoor, Girls	1	2500
Baseball Boys	1	6000
Baseball Boys Junior Varsity	1	2500
Softball Girls	1	6000
Softball Girls Junior Varsity	1	2500
Volleyball Girls	1	6000
Volleyball Girls Junior Varsity	1	2500
Flag Football, Girls	1	3000

Tennis, Boys/Girls	1	3000
Golf, Boys/Girls	1	3000
E-Sports	1	3000
Cross-Country Boys/Girls	1	3000
Swimming, Boys/Girls	1	3000
Soccer Boys - Varsity	1	6000
Soccer Boys – Junior Varsity	1	2500
Soccer Girls – Varsity	1	6000
Soccer Girls – Junior Varsity	1	2500
Bowling	1	3000
Cheerleader – Varsity	1	6000
Cheerleader – Junior Varsity	1	2500
Archery	1	2,000
Wrestling	1	3000

** If the head football 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.

R. ATHLETIC COACHING SUPPLEMENTS – MIDDLE SCHOOLS

Effective July 25, 2022

Position	Number of Supplements per School	Amount of Supplement
Archery	1	2000
Athletic Director	1	3500
Football Head	1	3500
Football Assistant	2	2500
Basketball – Boys and Girls	2	2500
Soccer – Boys	1	2500
Soccer – Girls	1	2500
Baseball	1	2500
Softball	1	2500
Volleyball	1	2500
Track – Boys and Girls	2	2500
Cheerleader	1	2500

S. ATHLETIC COACHING SUPPLEMENTS – ELEMENTARY SCHOOLS

Effective July 25, 2022

Position	Number of Supplements per School	Amount of Supplement
Archery	1	2000

T. 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.

Sport	Position	Notes	Amount	State Runner Up Team	State Champion (Team)
Football Playoffs	Head Coach	Per Round	\$300.00	\$2,500	\$5,000
	Assistants		\$100.00		
Basketball, Baseball, Softball, Soccer, Volleyball	Head Coach	Per Round	\$300.00	\$2,500	\$5,000
Golf, Tennis, Cross/Country	Head Coach	If coach has state qualifiers, either team or individual	\$200 for state qualifier, \$500 for team qualifier	\$2,500 (Team)	\$5,000 (Team)
Track, Wrestling, Bowling, Indoor Track	Head Coach	If coach has state qualifiers, either team or individual	\$200 for state qualifier, \$500 for team qualifier	\$2,500 (Team)	\$5,000 (Team)
Track	Assistant	If coach has state qualifiers, either team or individual	\$100 for state qualifier, \$250 for team qualifier	\$1,000 (Team)	\$2,000 (Team)
Football Playoffs – Band	Band Director	Per Round	\$200.00	\$2,500	\$5,000
	Assistant		\$100.00		
Cheerleader Coach – Head Coach	Football/Basketball Playoffs	Per Round	\$200.00	\$2,500	\$5,000
Cheerleader Coach – Assistant Coach	Football/Basketball Playoffs	Per Round	\$100.00	\$1,000	\$2,000

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.

U. SUMMER SUPPLEMENT PAID TO HIGH SCHOOL HEAD FOOTBALL COACH

1. A 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.

V. 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 timecard 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 without the prior

approval of the Superintendent or Executive Manager of Human Resources: 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:

Sport	<i>Regular season games, meets/matches</i>
Football: Varsity	8
JV and Middle school	6
Flag Football – Girls	6
Basketball: Varsity	18
Junior Varsity	14
Middle School	12
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
Middle School	6
Soccer: Varsity	16
Junior Varsity	12
Middle School	6
Tennis	8
Golf	8
Archery	4
Bowling	6
Swimming	4
Volleyball: Varsity	12
Junior Varsity	10
Middle School	6
Wrestling	6

- 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.

W. ACADEMIC COACHING SUPPLEMENTS

ACADEMIC TEAM	SCHOOL	# SUPPLEMENTS PER SCH	AMOUNT
Scholars Bowl/Scholastic Challenge	Middle	2	\$500.00
Math Team/Math Counts	Middle	2	\$500.00
SECME (Southeastern Consortium for Minority Engineering)	Middle	2	\$500.00
Robotics	Middle	2	\$500.00
Science Olympiad	Middle	2	\$375.00
Science Related Bowls	Middle	2	\$500.00
Dance (Duty requirements to be determined)	Middle	1	\$1,200
Theater (Duty requirements to be determined)	Middle	1	\$1,200
Dance (Duty requirements to be determined)	High	1	\$2,100.00
Theater (Duty requirements to be determined)	High	1	\$2,100.00
Academic Competition Coordinator	High	1	\$350.00
Scholars Bowl Coach	High	2	\$1000.00
Journalism/Yearbook Sponsor	High	1	\$750.00
New Horizons Hi Q	High	2	\$1000.00
Math Team	High	2	\$500.00
Science Related Bowls	High	2	\$500.00
SECME (Southeastern Consortium for Minority Engineering)	High	2	\$500.00
Robotics	High	2	\$750.00
Model U.N./Debate Team	High	1	\$375.00

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 30th 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.

CERTIFIED EMPLOYEES: TYPE OF WORK	RATE
Attending workshop stipends (for selected workshops – not presenting)	\$20.00 per hour
After School ESP and Data meetings*	\$20.00
Curriculum development writers, grant proposal writers, online course creation, etc.	\$23.50 per hour
Workshop presenters (not on contract Presentation plus Preparation Time**	\$30.00 per hour
Psychometrists (Outside of regular annual contract, i.e., summer)	\$30.00 per hour
Resource teachers (Outside of regular annual contract, i.e., summer)	\$30.00 per hour
Retired Teacher Mentors, Summer School and Night School Coordinators (non-traditional principal) and other type coordinators approved by Human Resources. 21 st Century Coordinators are not included in this supplement and shall receive \$30.00 per hour.	\$40.00 per hour
Teacher Mentors for National Board Candidates	\$40.00 per hour
Teachers in summer school (paid for actual days worked)	\$25.00 per hour
Sign Language and ESL Interpreters with a teaching certificate providing services during the summer.	\$25.00 per hour
Teachers supervising students in detention	\$30.00 per hour
Teacher supervising other non-teacher tutors in after school tutoring	\$30.00 per hour
Teachers tutoring students after school or on Saturday***	\$30.00 per hour
Teacher Taking Tickets at Athletic Events (Exempt Employee Only)****	\$15.00 per game
Certified employee operating metal detectors at athletic events.	\$40.00 per game
Teacher Operating Time/Score Clocks at Athletic Events (Exempt Employee Only)***	\$30.00 per game
Retired Teacher with valid certificate & tutoring students	\$30.00 per hour

Retired Teacher with expired certificate tutoring students	\$25.00 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	\$20.00 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.

CLASSIFIED EMPLOYEES: TYPE OF WORK	RATE
Workshop attendee stipends (for selected workshops)	\$12.5 per hour
Workshop presenters (MCPSS Employees ONLY)	\$21.00 per hour
Summer School Employment:	
Clerk	\$ 12.25 per hour
Custodian	\$ 12.00 per hour
*Aide (less than 48 semester hours of college)	\$ 10.50 per hour
*Paraprofessional (with a minimum of 48 hours of college)	\$ 10.50 per hour
Bus Driver/CDL Truck Driver (must be MCPSS insurable)	\$ 11.95 per hour
Cafeteria	\$ 11.00 per hour
Summer Feeding Program:	
CNP Food Preparation Workers	\$ 11.00 per hour
Truck Drivers/CDL (must be MCPSS insurable)	\$ 11.50 per hour
Van Drivers (must be MCPSS insurable)	\$ 11.00 per hour
Retired CNP Employees Processing Free and Reduced Lunch Applications	\$11.00 per hour
Parent Organizer	\$9.00 per hour
Sign Language & ESL Interpreters providing services during the summer.	\$25.00 per hour
Seasonal Maintenance/Grounds Worker	\$ 12.00 per hour
Classified employee operating metal detectors at an MCPSS athletic event	\$40.00 per game
RN Nurse	\$31.00 per hour
OTs & PTs for Summer Schools	\$28.00 per hour
OT and PT Assistants	\$15.00 per hour
LPN Nurse	\$ 24.00 per hour
College Student Tutors (drug screen, background check required)	\$12.00 per hour
<i>Tutors with College Degrees</i>	<i>\$15.00 per hour</i>
BE Students / Summer Interns - (drug screen, background check required)	\$10.00 per hour

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

B. *The Superintendent recommended, and the Board approved special rates of pay for summer programs during 2021 and 2022. Those rates of pay will continue to apply in 2023. After the summer of 2023, the rates of pay for summer programs revert to the regular rates of pay set forth in Section VI, A above.*

<i>Position</i>	<i>Regular Rate</i>	<i>Special Rate – 2021 through 2024</i>
<i>Teacher</i>	<i>\$25.00</i>	<i>\$50.00</i>
<i>Clerks</i>	<i>\$9.25</i>	<i>\$15.00</i>
<i>Behavior Trainers</i>	<i>\$14.00</i>	<i>\$20.00</i>
<i>Paraprofessionals</i>	<i>\$9.00</i>	<i>\$15.00</i>
<i>Custodians</i>	<i>\$12.00</i>	<i>\$15.00</i>
<i>CNP Assistants</i>	<i>\$8.00</i>	<i>\$15.00</i>
<i>Bus Drivers</i>	<i>\$8.95</i>	<i>\$15.00</i>
<i>Bus Aides</i>	<i>\$8.00</i>	<i>\$15.00</i>
<i>RN Nurse</i>	<i>\$25.00</i>	<i>\$50.00</i>

<i>LPN Nurse</i>	<i>\$13.50</i>	<i>\$27.00</i>

FMW = Federal Minimum Wage

C. Overtime Pay. All overtime must be pre-approved by the CSFO using the designated forms. Please see the Board Policy Manual and Employee Handbook for more information on Overtime Pay.

VII. Special Payroll. Special Payroll is defined as payment for services completed outside of an employee’s normal duties. Examples include extra work as an Extended Day Aide, attending professional workshops, curriculum development, etc. All requests for a special payroll must be completed using the Special Payroll Application currently found on the Business Site on Office 365. All special payroll submissions are required to be accompanied by a service report from Kronos. Invoices will be issued from the Special Payroll Application to the local school for local school funded work after the due date for submission has passed. Neither Substitute Pay nor District funded summer programs are paid via Special Payroll.

LISTING OF JOB TITLES/PAY GRADES

Job Title	Pay Grade	Contract Days
Account Analyst	AP-02	260
Accountability Analyst	CT-07	260
Accountant I	AP-02	260
Accounts Analyst	CT-04	260
Aide (9-months, 7 hours daily)	CT-23	187
Apprentice Mechanic	MT-03A	260
Assistant Programmer	CT-05	260
Assistant Superintendent	1003	260
Assistant to the Comptroller	CT-04	260
Attendance Resource Worker	AP-22A	202
Audiologist (9-Months)	CT-37	187
Audiologist (10-Months)	CT-39	202
Audio-Visual Repairperson	MT-04	260
Behavior Intervention Specialist	AP-20	187
Behavior Intervention Specialist, 10 months	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 Analyst, Senior	AP-03	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
Certified Nursing Assistant	CT-40	182
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	CT-31	202
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, 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
CNA Certified Nursing Asst (7.5 hrs)	CT-40	182
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	260
CNP Manager	CN-05	191
CNP Manager (ADM 1000+)*Grandfathered effective 10/1/2014	CN-04	191
CNP Specialist (12 Months)	CT-04	260
CNP Technician	MT-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, Instructional Technology	AP-05	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
Curriculum Specialist	AP-03	260
Custodial Zone Lead	MT-04	260
Custodian – 12 Months	MT-21A	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
Data Specialist – Student Services	CT-04	260
Day Care Aide (9-Months, 7 hours daily)	CT-20	187
Diesel Mechanic	MT-05	260
Digital Media Supervisor	CT-06	260
Director, Budget	AP-05	260
Director, Career Technical Executive	AP-07	260
Director, Curriculum and Instruction	AP-07	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
Dispatcher, Transportation	MT-23	260
Draftsperson	MT-04	260
Drop-Out Specialist	AP-20	187
Electrician	MT-04	260
Energy & Control Specialist, Level 1	MT-05	260
Energy & Control Specialist, Level 2	CT-05	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
Fixed Asset Specialist	AP-02	260
Fixed Asset Supervisor	AP-04	260
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	260
Glazier	MT-03	260
Head Custodian	MT-22	197
Head Mechanic	MT-05A	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
Human Resources Specialist	CT-03	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	AP-02	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-23	260
Lead Logistics Worker	MT-03	260
Lead Nurse	Nurses 68/69	260
Lead Social Worker	AP-25	222
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
LPN / Bus Aide (6 Hours daily)	CT41	182
Maintenance Warehouse Worker	MT-23	260
Maintenance Worker	MT-03	260
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 Apprentice	MT-03A	260
Mechanic: Auto, Bus, Truck	MT-05	260
Mechanic, Diesel	MT-05	260
Mechanic, Head	MT-05A	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-05	260
Network Project Manager	CT-06	260
Network Specialist	CT-06	260

Network Technician, Senior	CT-05	260
New Construction Supervisor	MT-06	260
Nurse, LPN 7.5 hrs	Nurse 70	187
Nurse, Visiting Health BS Degree (12 Months)	Nurses 66BS	260
Nurse, Visiting Health MS Degree (12 Months)	Nurses 68MS	260
Nurse, Visiting Health DR Degree (12 Months)	Nurses 69DR	260
Nurse, Visiting Health AS Degree (9 months)	Nurse 74AS	187
Nurse, Visiting Health BS Degree (9 Months)	Nurses 54BS	187
Nurse, Visiting Health Nurse MS Degree (9 Months)	Nurses 56MS	187
Nurse, Visting Health Nurse DR Degree (9 Months)	Nurse 58DR	187
Occupational Therapist/Physical Therapist Manager – 8 Hours OTPT – 8 Hours OTPT – 7 Hours OTPT Assistant – 7 Hours	OTPT – III OTPT – II OTPT – I OTPT - Asst	222 202 187 187
Office/General Aide (9-Months, 7 hours daily)	CT-20	187
Onsite Maintenance Technician	MT-03	260
Onsite Maintenance Technician, Lead	MT-04	260
Operator Facilities	MT-03A	260
Orientation and Mobility Specialist (9 Months)	AP-21	187
Painter	MT-03	260
Painter Foreman	MT-04	260
Paraprofessional (Minimum of completion of Work Keys or 48 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-05	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 – 8 Hours OTPT – 7 Hours OTPT Assistant – 7 Hours	OTPT – III OTPT – II OTPT – I OTPT - Asst	222 202 187 187
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, High School	CT-25	260
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-03	260
Senior Buyer	AP-02	260
Senior Network Technician	CT-05	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, Lead	AP-25A	222
Social Worker for Schools	AP-22A	202
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
Specialist, Human Resources	CT-03	260
Statistician	CT-03	260
Student Data Manager	CT-06	260
Student Data Specialist	CT-04	260
Student Locker Repair	MT-03	260
Superintendent	1001	260
Supervisor, 21 st Century Grant	AP-02	260
Supervisor, Academic	AP-04	260
Supervisor, Accounting	AP-04	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	AP-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
Tire Technician	MT-03	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 66BS	260
Visiting Health Nurse MS Degree (12 Months)	Nurse 68MS	260
Visiting Health Nurse DR (12 Months)	Nurse 69DR	260
Visiting Health Nurse AS Degree (9 Months)	Nurse 74AS	187
Visiting Health Nurse BS Degree (9 Months)	Nurses 54BS	187
Visiting Health Nurse MS Degree (9 Months)	Nurse 56MS	187
Visiting Health Nurse DR Degree (9 Months)	Nurse 58DR	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

2023-2024 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES

EFFECTIVE OCTOBER 1, 2023

		SCH 34 RANK B/ND 240/260 DAYS	SCH 34 RANK A 240/260 AYS	SCH 34 RANK AA 240/260 DAYS	SCH 34 RANK DR 240/260 DAYS
STEP	EXP	B	A	AA	DR
1	0	61490	70709	76246	81779
2	1	61490	70709	76246	81779
3	2	61490	70709	76246	81779
4	3	67632	77776	83862	89960
5	4	67632	77776	83862	89960
6	5	67632	77776	83862	89960
7	6	70597	81184	87561	93891
8	7	70597	81184	87561	93891
9	8	70597	81184	87561	93891
10	9	72729	83636	90205	96727
11	10	73454	84471	91106	97695
12	11	74190	85317	92017	98670
13	12	74932	86171	92937	99657
14	13	75681	87030	93868	100654
15	14	76439	87902	94806	101661
16	15	77203	88781	95755	102677
17	16	77975	89669	96711	103704
18	17	78754	90565	97678	104741
19	18	79542	91472	98655	105788
20	19	80337	92387	99643	106846
21	20	81140	93310	100638	107915
22	21	81953	94243	101645	108994
23	22	82771	95185	102661	110084
24	23	83599	96137	103687	111184
25	24	84436	97099	104725	112296
26	25	85279	98069	105772	113419
27	26	86132	99050	106831	114553
28	27	86994	100040	107898	115700
29	28	87864	101041	108978	116856
30	29	88743	102051	110066	118025
31	30	89629	103072	111167	119205
32	31	90525	104101	112279	120397
33	32	91432	105144	113403	121600
34	33	92345	106195	114537	122817
35	34	93268	107257	115681	124045
36	35	94201	108329	116838	125285

TEACHER 240/260 DAYS
COUNSELOR 240/260 DAYS (SEE PAGE 19, #3)
RESOURCE TEACHER 240/260 DAYS
PSYCHOMETRIST 240/260 DAYS

240/260 DAYS

RANK B/ND -bachelor's degree
RANK A – master's degree
RANK AA – Educational Specialist
RANK DR - Doctorate

**2023-2024 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2023**

		SCH 38 RANK B/ND 202 DAYS	SCH 38 RANK A 202 DAYS	SCH 38 RANK AA 202 DAYS	SCH 38 RANK DR 202 DAYS
STEP	EXP	B	A	AA	DR
1	0	47773	54935	59238	63535
2	1	47773	54935	59238	63535
3	2	47773	54935	59238	63535
4	3	52544	60426	65155	69891
5	4	52544	60426	65155	69891
6	5	52544	60426	65155	69891
7	6	54848	63074	68029	72946
8	7	54848	63074	68029	72946
9	8	54848	63074	68029	72946
10	9	56505	64979	70082	75150
11	10	57069	65628	70783	75901
12	11	57639	66285	71491	76659
13	12	58217	66948	72206	77426
14	13	58799	67617	72928	78200
15	14	59386	68293	73656	78983
16	15	59981	68976	74394	79773
17	16	60580	69666	75137	80571
18	17	61186	70362	75889	81376
19	18	61798	71066	76648	82189
20	19	62416	71776	77415	83011
21	20	63039	72494	78188	83842
22	21	63670	73219	78970	84680
23	22	64307	73952	79760	85526
24	23	64950	74692	80558	86382
25	24	65600	75438	81363	87246
26	25	66256	76192	82177	88118
27	26	66918	76954	82998	88999
28	27	67587	77723	83829	89890
29	28	68264	78501	84667	90789
30	29	68946	79286	85513	91697
31	30	69635	80079	86369	92613
32	31	70331	80879	87232	93539
33	32	71035	81689	88105	94474
34	33	71745	82505	88986	95420
35	34	72462	83331	89875	96374
36	35	73187	84163	90775	97337

DIGITAL LEARNING SPECIALIST 202 DAYS
CONSULTING TEACHER 202 DAYS
PSYCHOMETRIST 202 DAYS
RESOURCE TEACHER 202 DAYS

RANK B/ND -bachelor's degree
RANK A – master's degree
RANK AA – Educational Specialist
RANK DR - Doctorate

**2023-2024 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2023**

		SCH 42 RANK B/ND 187 DAYS	SCH 42 RANK A 187 DAYS	SCH 42 RANK AA 187 DAYS	SCH 42 RANK DR 187 DAYS
STEP	EXP	B	A	AA	DR
1	0	44225	50856	54838	58817
2	1	44225	50856	54838	58817
3	2	44225	50856	54838	58817
4	3	48643	55939	60317	64702
5	4	48643	55939	60317	64702
6	5	48643	55939	60317	64702
7	6	50776	58390	62977	67529
8	7	50776	58390	62977	67529
9	8	50776	58390	62977	67529
10	9	52309	60153	64878	69569
11	10	52831	60754	65527	70265
12	11	53359	61362	66182	70967
13	12	53894	61976	66844	71676
14	13	54432	62595	67513	72393
15	14	54977	63222	68187	73118
16	15	55527	63854	68869	73849
17	16	56082	64493	69558	74588
18	17	56643	65137	70254	75333
19	18	57209	65789	70956	76086
20	19	57781	66447	71666	76847
21	20	58358	67111	72382	77616
22	21	58943	67782	73106	78392
23	22	59531	68460	73837	79175
24	23	60127	69145	74575	79967
25	24	60729	69836	75322	80767
26	25	61336	70534	76075	81575
27	26	61949	71240	76836	82391
28	27	62569	71952	77604	83215
29	28	63194	72672	78380	84047
30	29	63827	73398	79163	84887
31	30	64464	74133	79955	85736
32	31	65109	74873	80754	86593
33	32	65760	75623	81562	87459
34	33	66417	76379	82378	88334
35	34	67081	77143	83201	89217
36	35	67752	77914	84034	90109

TEACHER 187 DAYS
COUNSELOR 187 DAYS
INSTRUCTIONAL SPECIALIST 187 DAYS
LIBRARIAN 187 DAYS

RANK B/ND -bachelor's degree
RANK A – master's degree
RANK AA – Educational Specialist
RANK DR - Doctorate

**2023-2024 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2023**

STEP	EXP	SCH 45 RANK B/ND 189 DAYS	SCH 45 RANK A 189 DAYS	SCH 45 RANK AA 189 DAYS	SCH 45 RANK DR 189 DAYS
1	0	49530	56161	60143	64122
2	1	53021	60974	65746	70521
3	2	55854	64229	69275	74283
4	3	57488	66110	71303	76458
5	4	59166	68040	73383	78689
6	5	60887	70019	75519	80980
7	6	62655	72051	77712	83330
8	7	64469	74139	79961	85743
9	8	65758	75619	81561	87458
10	9	67073	77133	83192	89208
11	10	68078	78291	84439	90545
12	11	69100	79465	85706	91902
13	12	70137	80657	86991	93282
14	13	70137	80657	86991	93282
15	14	70137	80657	86991	93282
16	15	71192	81872	88302	94687
17	16	71192	81872	88302	94687
18	17	71192	81872	88302	94687
19	18	72271	83111	89639	96120
20	19	72271	83111	89639	96120
21	20	72271	83111	89639	96120
22	21	73370	84377	91002	97583
23	22	73370	84377	91002	97583
24	23	73370	84377	91002	97583
25	24	74491	85664	92393	99074
26	25	74491	85664	92393	99074
27	26	74491	85664	92393	99074
27+	27	75635	86981	93811	100595

**2023-2024 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2023**

		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
STEP	EXP	B	A	AA	DR
1	0	52502	60375	65103	69826
2	1	52502	60375	65103	69826
3	2	52502	60375	65103	69826
4	3	57747	66409	71606	76811
5	4	57747	66409	71606	76811
6	5	57747	66409	71606	76811
7	6	60279	69318	74764	80168
8	7	60279	69318	74764	80168
9	8	60279	69318	74764	80168
10	9	62099	71412	77021	82590
11	10	62719	72125	77791	83416
12	11	63346	72847	78569	84249
13	12	63981	73576	79355	85091
14	13	64620	74311	80149	85943
15	14	65267	75055	80949	86803
16	15	65920	75805	81759	87671
17	16	66578	76563	82577	88547
18	17	67245	77328	83402	89433
19	18	67917	78102	84237	90326
20	19	68596	78884	85079	91230
21	20	69281	79672	85930	92143
22	21	69975	80469	86790	93065
23	22	70674	81274	87657	93994
24	23	71381	82087	88533	94934
25	24	72095	82908	89419	95883
26	25	72816	83736	90313	96843
27	26	73543	84573	91217	97811
28	27	74279	85419	92128	98790
29	28	75022	86274	93050	99777
30	29	75773	87136	93980	100775
31	30	76530	88008	94919	101783
32	31	77295	88887	95869	102800
33	32	78069	89776	96828	103828
34	33	78848	90674	97797	104867
35	34	79637	91581	98774	105916

36	35	80433	92497	99762	106975

TEACHER 222 DAYS
 JROTC INSTRUCTOR (BELOW MIP) 222 DAYS
 RESOURCE TEACHER 222 DAYS

RANK B/ND -bachelor's degree RANK A – master's degree RANK AA – Educational Specialist RANK DR - Doctorate

2023-2024 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

PRINCIPALS - 240/260 DAYS (Inactive)
 EFFECTIVE OCTOBER 1, 2022 TO DECEMBER 31, 2022
 (See page 8 -10 for the current Principal Matrix)

H/S PRINCIPALS 1200-1205

	1200	1201	1202	1203	1204	1205
	2000+	1500-1999	1250-1499	1000-1249	750-999	749 & below
STEP	ADM	ADM	ADM	ADM	ADM	ADM
0	109281.00	107514.00	105747.00	103982.00	102216.00	100452.00
1	110921.00	109127.00	107334.00	105543.00	103750.00	101958.00
2	112585.00	110763.00	108943.00	107126.00	105305.00	103487.00
3	114273.00	112425.00	110577.00	108732.00	106885.00	105039.00
4	115987.00	114111.00	112236.00	110364.00	108488.00	106616.00
5	117727.00	115824.00	113920.00	112018.00	110115.00	108215.00
6	119493.00	117560.00	115628.00	113699.00	111767.00	109838.00
7	121286.00	119324.00	117363.00	115405.00	113444.00	111485.00
8	123105.00	121113.00	119123.00	117135.00	115147.00	113157.00
9	124952.00	122931.00	120910.00	118894.00	116872.00	114854.00
10	126826.00	124774.00	122724.00	120675.00	118627.00	116578.00
11	128728.00	126647.00	124565.00	122486.00	120406.00	118326.00
12	130658.00	128547.00	126433.00	124324.00	122211.00	120101.00
13	132619.00	130474.00	128329.00	126188.00	124046.00	121903.00
14	134609.00	132432.00	130255.00	128081.00	125906.00	123732.00
15	136628.00	134418.00	132208.00	130003.00	127793.00	125587.00
16	138678.00	136434.00	134191.00	131953.00	129712.00	127471.00
17	140757.00	138481.00	136204.00	133932.00	131656.00	129383.00
18	142869.00	140557.00	138246.00	135942.00	133631.00	131324.00
19	145011.00	142667.00	140322.00	137980.00	135636.00	133294.00
20	147187.00	144805.00	142426.00	140050.00	137672.00	135294.00
21	149395.00	146978.00	144562.00	142150.00	139735.00	137323.00
22	151636.00	149184.00	146730.00	144282.00	141831.00	139383.00
23	153910.00	151421.00	148932.00	146448.00	143960.00	141472.00
24	156218.00	153692.00	151165.00	148643.00	146119.00	143595.00
25	158562.00	155997.00	153433.00	150874.00	148310.00	145749.00
26	160940.00	158337.00	155734.00	153136.00	150535.00	147936.00
27	163355.00	160712.00	158070.00	155434.00	152794.00	150154.00

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

2023-2024 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

PRINCIPALS - 240/260 DAYS (Inactive)
EFFECTIVE OCTOBER 1, 2022 TO DECEMBER 31, 2022
(See page 8 -10 for the current Principal Matrix)

M/S PRINCIPALS 1301-1305

STEP	1301	1302	1303	1304	1305
	1500+	1250-1499	1000-1249	750-999	749 & below
	ADM	ADM	ADM	ADM	ADM
0	98904.00	97138.00	95373.00	93606.00	91840.00
1	100387.00	98595.00	96803.00	95010.00	93218.00
2	101892.00	100074.00	98254.00	96435.00	94617.00
3	103422.00	101575.00	99729.00	97882.00	96036.00
4	104972.00	103098.00	101224.00	99350.00	97476.00
5	106547.00	104645.00	102744.00	100840.00	98937.00
6	108145.00	106215.00	104285.00	102354.00	100421.00
7	109768.00	107808.00	105849.00	103890.00	101929.00
8	111414.00	109425.00	107437.00	105447.00	103457.00
9	113084.00	111067.00	109048.00	107030.00	105009.00
10	114782.00	112732.00	110684.00	108634.00	106584.00
11	116503.00	114424.00	112344.00	110264.00	108183.00
12	118249.00	116140.00	114029.00	111918.00	109805.00
13	120024.00	117883.00	115740.00	113597.00	111453.00
14	121825.00	119650.00	117475.00	115300.00	113125.00
15	123651.00	121445.00	119238.00	117029.00	114821.00
16	125507.00	123266.00	121027.00	118786.00	116543.00
17	127390.00	125115.00	122842.00	120566.00	118292.00
18	129300.00	126991.00	124686.00	122376.00	120066.00
19	131239.00	128897.00	126556.00	124211.00	121868.00
20	133208.00	130832.00	128454.00	126074.00	123696.00
21	135206.00	132793.00	130380.00	127966.00	125551.00
22	137234.00	134785.00	132336.00	129885.00	127434.00
23	139292.00	136807.00	134320.00	131834.00	129346.00
24	141383.00	138860.00	136335.00	133812.00	131285.00
25	143503.00	140942.00	138380.00	135818.00	133254.00
26	145655.00	143056.00	140457.00	137855.00	135254.00
27	147840.00	145203.00	142563.00	139923.00	137282.00

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

2023-2024 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

PRINCIPALS - 240/260 DAYS (Inactive)
 EFFECTIVE OCTOBER 1, 2022 TO DECEMBER 31, 2022
 (See page 8 -10 for the current Principal Matrix)
 E/S PRINCIPALS 1401-1405

STEP	1401	1402	1403	1404	1405
	1000+	750-999	500-749	250-499	249 & below
	ADM	ADM	ADM	ADM	ADM
0	93698.00	91932.00	90167.00	88402.00	86635.00
1	95103.00	93311.00	91519.00	89728.00	87935.00
2	96530.00	94712.00	92893.00	91074.00	89255.00
3	97977.00	96131.00	94287.00	92441.00	90593.00
4	99448.00	97575.00	95701.00	93827.00	91953.00
5	100939.00	99038.00	97136.00	95235.00	93332.00
6	102455.00	100523.00	98594.00	96663.00	94732.00
7	103991.00	102031.00	100072.00	98113.00	96152.00
8	105551.00	103562.00	101574.00	99585.00	97596.00
9	107134.00	105115.00	103097.00	101079.00	99060.00
10	108740.00	106692.00	104643.00	102595.00	100545.00
11	110372.00	108292.00	106213.00	104134.00	102053.00
12	112027.00	109916.00	107806.00	105695.00	103584.00
13	113708.00	111565.00	109423.00	107281.00	105137.00
14	115414.00	113239.00	111065.00	108890.00	106714.00
15	117145.00	114937.00	112730.00	110524.00	108315.00
16	118902.00	116662.00	114422.00	112181.00	109940.00
17	120685.00	118410.00	116138.00	113864.00	111589.00
18	122494.00	120188.00	117880.00	115572.00	113263.00
19	124333.00	121990.00	119648.00	117306.00	114962.00
20	126198.00	123819.00	121443.00	119065.00	116687.00
21	128091.00	125679.00	123264.00	120852.00	118436.00
22	130011.00	127562.00	125113.00	122664.00	120213.00
23	131962.00	129476.00	126989.00	124504.00	122016.00
24	133941.00	131419.00	128894.00	126372.00	123846.00
25	135950.00	133389.00	130828.00	128267.00	125705.00
26	137990.00	135391.00	132791.00	130191.00	127590.00
27	140060.00	137420.00	134783.00	132143.00	129504.00

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

2023-2024 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

ASSISTANT PRINCIPALS - 222 DAYS (Inactive)
EFFECTIVE OCTOBER 1, 2022 TO DECEMBER 31, 2022
 (See page 8 -10 for the current Assistant Principal Matrix)

H/S ASST. PRINCIPALS 1501-1505

SS/RK	1500	1501	1502	1503	1504	1505
	2000+	1500-1999	1250-1499	1000-1249	750-999	749 & below
STEP	ADM	ADM	ADM	ADM	ADM	ADM
0	86055.00	84532.00	82678.00	80827.00	78967.00	77118.00
1	87346.00	85800.00	83918.00	82037.00	80151.00	78275.00
2	88655.00	87088.00	85176.00	83268.00	81354.00	79450.00
3	89987.00	88394.00	86454.00	84517.00	82574.00	80641.00
4	91336.00	89720.00	87750.00	85784.00	83813.00	81850.00
5	92706.00	91064.00	89067.00	87073.00	85070.00	83077.00
6	94096.00	92431.00	90403.00	88378.00	86346.00	84324.00
7	95508.00	93817.00	91759.00	89703.00	87641.00	85589.00
8	96940.00	95224.00	93135.00	91049.00	88955.00	86873.00
9	98393.00	96652.00	94532.00	92414.00	90290.00	88175.00
10	99870.00	98103.00	95950.00	93802.00	91645.00	89498.00
11	101368.00	99574.00	97389.00	95207.00	93020.00	90842.00
12	102888.00	101066.00	98851.00	96636.00	94414.00	92203.00
13	104432.00	102584.00	100334.00	98083.00	95831.00	93586.00
14	105998.00	104122.00	101838.00	99557.00	97268.00	94990.00
15	107588.00	105685.00	103366.00	101051.00	98727.00	96416.00
16	109202.00	107269.00	104916.00	102566.00	100207.00	97862.00
17	110841.00	108879.00	106490.00	104106.00	101712.00	99329.00
18	112503.00	110512.00	108087.00	105666.00	103237.00	100820.00
19	114190.00	112169.00	109709.00	107251.00	104785.00	102331.00
20	115903.00	113852.00	111353.00	108860.00	106357.00	103867.00
21	117642.00	115560.00	113024.00	110492.00	107952.00	105425.00
22	119406.00	117293.00	114719.00	112148.00	109572.00	107006.00
23	121197.00	119052.00	116440.00	113832.00	111216.00	108611.00
24	123015.00	120838.00	118187.00	115539.00	112884.00	110240.00
25	124860.00	122650.00	119960.00	117274.00	114576.00	111895.00
26	126733.00	124491.00	121760.00	119033.00	116296.00	113572.00
27	128634.00	126357.00	123586.00	120816.00	118041.00	115276.00

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

2023-2024 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

ASSISTANT PRINCIPALS - 222 DAYS (Inactive)
EFFECTIVE OCTOBER 1, 2022 TO DECEMBER 31, 2022
 (See page 8 -10 for the current Assistant Principal Matrix)

M/S ASST. PRINCIPALS 1601-1605

SS/RK	1601	1602	1603	1604	1605
	1500+	1250-1499	1000-1249	750-999	749 & below
STEP	ADM	ADM	ADM	ADM	ADM
0	80305.00	78450.00	76596.00	74743.00	72888.00
1	81509.00	79628.00	77746.00	75865.00	73981.00
2	82732.00	80823.00	78912.00	77003.00	75092.00
3	83973.00	82035.00	80096.00	78158.00	76217.00
4	85232.00	83266.00	81298.00	79330.00	77362.00
5	86511.00	84514.00	82517.00	80519.00	78521.00
6	87809.00	85781.00	83754.00	81727.00	79700.00
7	89125.00	87070.00	85011.00	82954.00	80895.00
8	90463.00	88374.00	86286.00	84197.00	82109.00
9	91820.00	89700.00	87579.00	85461.00	83340.00
10	93196.00	91047.00	88894.00	86742.00	84590.00
11	94594.00	92411.00	90226.00	88043.00	85859.00
12	96013.00	93798.00	91580.00	89364.00	87148.00
13	97453.00	95205.00	92954.00	90705.00	88454.00
14	98915.00	96634.00	94349.00	92066.00	89781.00
15	100400.00	98082.00	95764.00	93447.00	91128.00
16	101905.00	99554.00	97200.00	94848.00	92496.00
17	103433.00	101047.00	98658.00	96272.00	93882.00
18	104985.00	102564.00	100138.00	97715.00	95291.00
19	106560.00	104101.00	101639.00	99181.00	96721.00
20	108159.00	105662.00	103164.00	100669.00	98171.00
21	109781.00	107247.00	104712.00	102178.00	99643.00
22	111428.00	108856.00	106284.00	103711.00	101138.00
23	113099.00	110489.00	107877.00	105268.00	102654.00
24	114795.00	112146.00	109495.00	106845.00	104194.00
25	116518.00	113828.00	111138.00	108449.00	105758.00
26	118266.00	115536.00	112805.00	110075.00	107345.00
27	120039.00	117269.00	114497.00	111726.00	108954.00

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

2023-2024 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

ASSISTANT PRINCIPALS - 222 DAYS ((Inactive))
 EFFECTIVE OCTOBER 1, 2022 TO DECEMBER 31, 2022
 (See page 8 -10 for the current Assistant Principal Matrix)

E/S ASST. PRINCIPALS 1701-1705

SS/RK	1701	1702	1703	1704	1705
	1000+	750-999	500-749	250-499	249 & below
STEP	ADM	ADM	ADM	ADM	ADM
0	74544.00	72690.00	70835.00	68982.00	67128.00
1	75663.00	73780.00	71898.00	70017.00	68135.00
2	76797.00	74886.00	72977.00	71067.00	69156.00
3	77949.00	76010.00	74072.00	72132.00	70193.00
4	79119.00	77150.00	75182.00	73215.00	71246.00
5	80306.00	78307.00	76310.00	74312.00	72314.00
6	81510.00	79483.00	77454.00	75428.00	73400.00
7	82733.00	80674.00	78616.00	76559.00	74501.00
8	83974.00	81884.00	79795.00	77707.00	75619.00
9	85233.00	83113.00	80993.00	78874.00	76753.00
10	86512.00	84361.00	82208.00	80056.00	77904.00
11	87810.00	85625.00	83440.00	81257.00	79073.00
12	89126.00	86910.00	84692.00	82475.00	80259.00
13	90464.00	88213.00	85963.00	83713.00	81463.00
14	91821.00	89536.00	87251.00	84969.00	82684.00
15	93198.00	90878.00	88561.00	86243.00	83925.00
16	94595.00	92242.00	89889.00	87537.00	85184.00
17	96014.00	93626.00	91237.00	88849.00	86461.00
18	97454.00	95031.00	92606.00	90183.00	87759.00
19	98916.00	96456.00	93995.00	91536.00	89075.00
20	100401.00	97904.00	95405.00	92909.00	90411.00
21	101906.00	99372.00	96836.00	94302.00	91766.00
22	103434.00	100862.00	98288.00	95716.00	93143.00
23	104987.00	102374.00	99763.00	97153.00	94540.00
24	106562.00	103910.00	101259.00	98610.00	95959.00
25	108160.00	105468.00	102778.00	100089.00	97397.00
26	109782.00	107050.00	104319.00	101589.00	98859.00
27	111429.00	108657.00	105884.00	103114.00	100342.00

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

2023-2024 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

ADMINISTRATIVE/PROFESSIONAL – Effective October 1, 2023

	AP01	AP02	AP03	AP04	AP05	AP06	AP07
	240/260	240/260	240/260	240/260	240/260	240/260	240/260
	DAYS						
STEP	8 Hours						
0	48723	55322	62882	69068	76629	82817	90377
1	49455	56152	63827	70105	77779	84059	91732
2	50196	56994	64783	71155	78945	85319	93109
3	50949	57848	65754	72223	80128	86599	94503
4	51713	58716	66742	73306	81332	87897	95923
5	52488	59598	67742	74407	82552	89216	97361
6	53277	60491	68759	75523	83789	90556	98821
7	54075	61398	69790	76655	85047	91913	100304
8	54887	62320	70836	77806	86323	93291	101809
9	55710	63253	71900	78972	87617	94692	103336
10	56545	64204	72978	80158	88931	96112	104884
11	57393	65166	74072	81359	90266	97553	106457
12	58255	66144	75183	82579	91620	99018	108054
13	59128	67136	76312	83817	92994	100502	109677
14	60015	68144	77457	85076	94389	102010	111323
15	60915	69165	78618	86351	95805	103539	112992
16	61829	70203	79797	87648	97242	105094	114688
17	62757	71256	80994	88960	98699	106670	116408
18	63697	72325	82209	90297	100181	108270	118153
19	64653	73409	83441	91651	101683	109893	119924
20	65623	74511	84696	93025	103210	111542	121724
21	66608	75628	85964	94419	104756	113215	123552
22	67607	76764	87254	95837	106328	114913	125404
23	68619	77915	88562	97274	107922	116637	127285
24	69650	79083	89892	98734	109543	118385	129193
25	70695	80269	91238	100214	111184	120161	131131
26	71755	81473	92608	101718	112852	121963	133098
27	72831	82694	93996	103243	114545	123793	135094

A 240/260-day certified administrator is paid an additional \$3867 for an AA certificate and \$4282 for a doctorate and \$8149 for both. Employee's eligible for a higher degree supplement who work less than 240/260 days shall receive a pro rata supplement.

2023-2024 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

ADMINISTRATIVE/PROFESSIONAL

EFFECTIVE OCTOBER 1, 2023

	AP20	AP21	AP22	AP22A	AP23	AP25	AP25A
	8 Hrs	7 Hrs	8 Hrs	8 Hrs	8Hrs	8 Hrs	8 Hrs
	187	187	202	202	192	222	222
STEP	DAYS						
0	35045	30662	42981	53313	35044	53693	64513
1	35568	31123	43625	54113	35567	54497	65480
2	36103	31588	44280	54925	36102	55315	66463
3	36646	32063	44945	55749	36645	56145	67460
4	37195	32543	45618	56587	37192	56986	68473
5	37753	33032	46303	57435	37752	57842	69500
6	38319	33527	46998	58296	38318	58710	70541
7	38895	34030	47703	59170	38893	59589	71599
8	39477	34541	48416	60059	39476	60484	72673
9	40069	35058	49143	60959	40068	61392	73762
10	40671	35586	49880	61873	40669	62313	74870
11	41281	36118	50629	62801	41279	63247	75994
12	41899	36660	51390	63744	41898	64196	77132
13	42529	37211	52160	64700	42527	65158	78290
14	43166	37767	52940	65670	43165	66135	79464
15	43813	38336	53735	66655	43812	67127	80657
16	44472	38908	54542	67656	44470	68134	81866
17	45137	39493	55359	68669	45135	69156	83094
18	45816	40087	56190	69700	45815	70193	84341
19	46504	40687	57032	70746	46501	71248	85606
20	47201	41297	57888	71807	47197	72316	86890
21	47906	41918	58757	72883	47904	73401	88193
22	48626	42544	59638	73976	48623	74501	89516
23	49356	43183	60533	75086	49354	75619	90859
24	50096	43831	61442	76213	50094	76753	92221
25	50847	44486	62363	77356	50844	77906	93605
26	51611	45157	63298	78517	51610	79074	95009
27	52383	45832	64248	79694	52381	80260	96433

A 240/260-day certified administrator is paid an additional \$3867 for an AA certificate and \$4282 for a doctorate and \$8149 for both. Employee's eligible for a higher degree supplement who work less than 240/260 days shall receive a pro rata supplement.

2023-2024 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL

EFFECTIVE OCTOBER 1, 2023

	CT03	CT04	CT05	CT06	CT07	CT20	CT21	CT22
	240/260	240/260	240/260	240/260	240/260	187	202	240/260
STEP	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
						AIDES (7 HRS)		
0	40773	50210	57759	67365	73085	20043	24735	31875
1	41385	50963	58626	68377	74182	20344	25106	32353
2	42006	51728	59505	69401	75293	20649	25483	32838
3	42637	52502	60395	70442	76421	20959	25865	33331
4	43276	53290	61303	71501	77569	21273	26253	33831
5	43925	54091	62222	72571	78732	21592	26647	34338
6	44584	54902	63154	73661	79913	21916	27046	34854
7	45253	55725	64103	74766	81112	22245	27452	35376
8	45933	56563	65065	75885	82327	22578	27864	35907
9	46620	57409	66039	77024	83564	22917	28282	36446
10	47320	58270	67031	78181	84816	23261	28706	36992
11	48030	59144	68036	79353	86089	23610	29137	37547
12	48751	60032	69057	80544	87380	23964	29574	38110
13	49483	60933	70093	81752	88691	24323	30017	38682
14	50224	61845	71144	82979	90021	24688	30467	39262
15	50977	62773	72211	84222	91372	25058	30924	39851
16	51741	63716	73294	85486	92744	25434	31388	40449
17	52517	64671	74393	86768	94135	25816	31859	41056
18	53304	65641	75510	88071	95546	26203	32337	41671
19	54104	66626	76643	89392	96980	26596	32822	42297
20	54917	67625	77791	90731	98434	26995	33314	42931
21	55740	68640	78958	92093	99911	27400	33814	43575
22	56576	69669	80142	93475	101409	27811	34321	44229
23	57425	70715	81344	94876	102930	28228	34836	44892
24	58287	71774	82566	96298	104474	28652	35359	45565
25	59161	72852	83803	97745	106039	29081	35889	46249
26	60049	73945	85060	99210	107630	29518	36427	46943
27	60948	75054	86337	100697	109246	29960	36974	47647

2023-2024 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)
EFFECTIVE OCTOBER 1, 2023

	CT23	CT24	CT25	CT26	CT27	CT28	CT29	CT30
	187	202	240/260	187	187	182	240/260	222
	PARA (7 HRS)	SCHOOL CLERK (8HRS)	HS CLERK (8HRS)	7 Hrs	4 HRS	6 HRS	8 HRS	8 HRS
STE P	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
0	23666	26488	33931	31597	12751	15855	32195	27490
1	24021	26885	34440	32071	12944	16093	32679	27902
2	24381	27289	34957	32552	13138	16334	33169	28320
3	24747	27698	35481	33041	13334	16579	33666	28747
4	25118	28113	36013	33537	13533	16829	34173	29176
5	25495	28535	36553	34039	13737	17081	34685	29616
6	25877	28963	37102	34551	13944	17337	35203	30058
7	26266	29398	37658	35068	14154	17597	35734	30508
8	26660	29839	38223	35595	14366	17860	36268	30967
9	27060	30286	38796	36128	14579	18129	36814	31431
10	27465	30740	39378	36670	14799	18401	37366	31903
11	27877	31202	39969	37220	15023	18676	37926	32382
12	28296	31670	40569	37780	15246	18957	38495	32866
13	28720	32145	41177	38346	15475	19242	39072	33360
14	29151	32627	41795	38920	15706	19529	39658	33861
15	29588	33116	42422	39505	15945	19822	40252	34369
16	30032	33613	43058	40096	16182	20121	40856	34884
17	30482	34117	43704	40698	16425	20421	41470	35407
18	30940	34629	44359	41308	16672	20728	42091	35937
19	31404	35148	45025	41928	16921	21039	42724	36477
20	31875	35675	45700	42558	17176	21355	43363	37025
21	32353	36211	46386	43195	17432	21675	44015	37581
22	32838	36754	47081	43843	17694	22001	44675	38145
23	33331	37305	47788	44503	17959	22331	45344	38716
24	33831	37865	48504	45169	18228	22665	46024	39297
25	34338	38433	49232	45847	18503	23004	46717	39887
26	34853	39009	49971	46535	18780	23350	47415	40486
27	35376	39594	50720	47232	19063	23701	48128	41094

2023-2024 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)

EFFECTIVE OCTOBER 1, 2023

	CT31	CT32	CT33	CT34	CT35
	8 Hrs				
	202	222	187	187	187
STEP	DAYS	DAYS	DAYS	DAYS	DAYS
0	31679	34817	45281	25124	29665
1	32152	35336	45960	25500	30110
2	32635	35866	46650	25883	30561
3	33125	36405	47349	26272	31020
4	33621	36951	48060	26665	31485
5	34127	37505	48780	27067	31957
6	34638	38066	49512	27471	32437
7	35158	38638	50255	27883	32923
8	35685	39219	51009	28301	33417
9	36222	39808	51774	28726	33918
10	36765	40404	52550	29156	34427
11	37315	41009	53339	29594	34943
12	37875	41625	54139	30039	35468
13	38443	42250	54951	30491	36000
14	39019	42883	55775	30947	36540
15	39605	43525	56612	31411	37088
16	40198	44179	57461	31881	37644
17	40802	44842	58323	32358	38209
18	41415	45515	59198	32846	38782
19	42035	46196	60086	33339	39364
20	42668	46890	60987	33837	39954
21	43305	47595	61902	34345	40553
22	43955	48308	62830	34860	41162
23	44615	49031	63773	35384	41779
24	45285	49767	64729	35915	42406
25	45964	50516	65700	36455	43042
26	46652	51272	66686	36999	43687
27	47352	52040	67686	37554	44343

2023-2024 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)

EFFECTIVE OCTOBER 1, 2023

	CT36	CT37	CT38	CT39	CT40	CT41
	7 Hrs	8 Hrs	8 Hrs	8 Hrs	7.5 Hrs	6 Hrs
	202	187	187	202	182	182
STEP	DAYS	DAYS	DAYS	Days	Days	Days
0	44615	59979	35231	64783	20910	18101
1	45285	60879	35760	65754	21224	18372
2	45963	61790	36297	66743	21542	18648
3	46652	62717	36841	67742	21865	18928
4	47350	63659	37393	68759	22193	19212
5	48061	64613	37955	69790	22526	19500
6	48783	65582	38524	70837	22864	19792
7	49514	66566	39102	71900	23207	20089
8	50257	67566	39689	72978	23555	20391
9	51012	68579	40284	74072	23908	20696
10	51776	69608	40888	75184	24267	21007
11	52552	70650	41501	76312	24631	21322
12	53341	71711	42124	77457	25000	21642
13	54140	72787	42755	78618	25375	21966
14	54953	73880	43397	79798	25756	22296
15	55779	74986	44049	80994	26142	22630
16	56614	76111	44709	82210	26534	22970
17	57465	77253	45380	83442	26933	23314
18	58326	78413	46060	84694	27336	23664
19	59200	79589	46752	85966	27747	24019
20	60089	80783	47452	87254	28163	24379
21	60991	81995	48163	88563	28585	24745
22	61904	83223	48887	89893	29014	25116
23	62832	84472	49620	91239	29449	25493
24	63777	85739	50364	92609	29891	25875
25	64734	87024	51120	93996	30339	26263
26	65704	88331	51885	95409	30794	26657
27	66691	89656	52665	96839	31256	27057

2023-2024 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

MANUAL TRADES

EFFECTIVE OCTOBER 1, 2023

	MT03	MT03-A	MT04	MT05	MT05A	MT06	MT07	MT08
	240/260	240/260	240/260	240/260	240/260	240/260	240/260	240/260
	DAYS							
	8 Hrs							
STEP								
0	33990	40439	46256	52586	58825	67338	77344	85927
1	34500	41046	46950	53375	59707	68345	78505	87216
2	35017	41661	46256	54175	58825	69372	79681	88525
3	35543	42286	46950	54988	59707	70413	80878	89854
4	36076	42920	47654	55813	60603	71468	82090	91201
5	36617	43564	48369	56650	61512	72541	83322	92567
6	37166	44218	49094	57500	62435	73629	84570	93957
7	37724	44881	49831	58362	63371	74734	85840	95367
8	38289	45554	50578	59237	64322	75853	87126	96797
9	38864	46238	51337	60126	65287	76993	88437	98249
10	39447	46931	52107	61028	66266	78147	89762	99721
11	40038	47635	52889	61943	67260	79320	91107	101220
12	40639	48350	53682	62873	68269	80510	92474	102737
13	41249	49075	54487	63816	69293	81716	93860	104278
14	41867	49811	55305	64773	70332	82943	95269	105840
15	42495	50558	56134	65744	71387	84187	96697	107429
16	43133	51317	56976	66731	72458	85448	98148	109041
17	43780	52086	57831	67732	73545	86731	99619	110677
18	44437	52868	58698	68748	74648	88031	101116	112337
19	45103	53661	59579	69779	75768	89354	102632	114022
20	45780	54465	60472	70825	76904	90692	104173	115732
21	46466	55282	61379	71888	78058	92054	105733	117467
22	47163	56112	62300	72966	79229	93434	107321	119230
23	47871	56953	63235	74061	80417	94836	108929	121018
24	48589	57808	64183	75172	81623	96258	110565	122834
25	49318	58675	65146	76299	82848	97703	112221	124677
26	50057	59555	66123	52586	84091	99166	113905	126547
27	50808	60448	67115	53375	85352	100655	115615	128445

2023-2024 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

MANUAL TRADES

EFFECTIVE OCTOBER 1, 2023

	MT20	MT21	MT21A	MT22	MT23	MT24
	197	240/260	240/260	197	240/260	187
STEP	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
0	24225	31875	31875	22974	31875	20762
1	24588	32353	32353	23318	32353	21074
2	24957	32838	32838	23667	32838	21389
3	25332	33331	33331	24024	33331	21711
4	25712	33831	33831	24386	33831	22035
5	26097	34338	34338	24748	34338	22366
6	26489	34854	34854	25122	34854	22702
7	26886	35376	35376	25497	35376	23043
8	27289	35907	35907	25879	35907	23388
9	27699	36446	36446	26269	36446	23739
10	28114	36992	36992	26663	36992	24094
11	28536	37547	37547	27062	37547	24456
12	28964	38110	38110	27468	38110	24823
13	29398	38682	38682	27880	38682	25196
14	29839	39262	39262	28299	39262	25573
15	30287	39851	39851	28724	39851	25958
16	30741	40449	40449	29154	40449	26347
17	31202	41056	41056	29591	41056	26741
18	31670	41671	41671	30036	41671	27142
19	32145	42297	42297	30487	42297	27549
20	32628	42931	42931	30944	42931	27962
21	33117	43575	43575	31406	43575	28383
22	33614	44229	44229	31877	44229	28809
23	34118	44892	44892	32355	44892	29240
24	34630	45565	45565	32841	45565	29679
25	35149	46249	46249	33335	46249	30125
26	35676	46943	46943	33833	46943	30576
27	36212	47647	47647	34341	47647	31035

**2023-2024 SALARY SCHEDULES
FOR OCCUPATIONAL THERAPY/PHYSICAL THERAPY**

Steps are compensation steps, not experience steps.

EFFECTIVE OCTOBER 1, 2023

	OTPT	OTP1	OTP2	OTP3
	7 Hrs	7 Hrs	8 Hrs	8 Hrs
	187	187	202	222
STEP	DAYS	DAYS	DAYS	DAYS
0	34189	52184	64421	73241
1	34702	52967	65388	74341
2	35223	53761	66370	75455
3	35752	54569	67365	76589
4	36289	55385	68377	77736
5	36832	56216	69401	78902
6	37385	57061	70442	80087
7	37945	57917	71500	81288
8	38514	58786	72571	82507
9	39094	59667	73660	83744
10	39678	60561	74764	84999
11	40275	61470	75885	86276
12	40878	62391	77023	87570
13	41493	63329	78181	88884
14	42113	64278	79353	90217
15	42744	65240	80544	91571
16	43386	66219	81751	92944
17	44035	67213	82976	94338
18	44697	68222	84222	95754
19	45370	69245	85485	97190
20	46649	70283	86767	98645
21	46739	71339	88071	100127
22	47440	72407	89392	101630
23	48153	73493	90730	103155
24	48873	74597	92093	104699
25	49608	75717	93475	106271
26	50352	76853	94876	107865
27	51108	78005	96298	109484

2023-2024 SALARY SCHEDULES FOR SERVICE PERSONNEL – CHILD NUTRITION

Steps are compensation steps, not experience steps.

EFFECTIVE OCTOBER 1, 2023

	CNP Assts	CNP Assts	CNP Assts	CNP Mgrs	CNP Mgrs	CNP Assts	CNP Assts
	CN01	CN02	CN03	CN04	CN05	CN07	CN08
	6 Hrs	6.5 Hrs	7 Hrs	8 Hrs	8 Hrs	3 Hrs	4 Hrs
STEP	187 Day	187 Day	187 Day	191 Day	191 Day	187 Day	187 Day
0	17187	18615	20043	32715	29045	11238	12334
1	17445	18894	20344	33206	29480	11407	12518
2	17706	19178	20649	33704	29923	11578	12706
3	17972	19465	20959	34210	30372	11751	12897
4	18242	19757	21273	34723	30826	11928	13091
5	18515	20054	21592	35244	31290	12107	13288
6	18793	20354	21916	35772	31759	12289	13486
7	19075	20660	22245	36309	32235	12473	13688
8	19361	20970	22578	36854	32719	12660	13894
9	19651	21284	22917	37406	33209	12850	14103
10	19946	21603	23261	37967	33707	13043	14314
11	20245	21928	23610	38538	34213	13239	14529
12	20549	22256	23964	39115	34726	13436	14746
13	20857	22590	24323	39701	35247	13638	14967
14	21170	22929	24688	40297	35775	13842	15192
15	21488	23273	25058	40902	36312	14051	15420
16	21810	23622	25434	41515	36857	14262	15652
17	22137	23976	25816	42138	37410	14475	15887
18	22469	24336	26203	42771	37972	14692	16124
19	22806	24701	26596	43412	38541	14912	16366
20	23148	25072	26995	44063	39119	15137	16612
21	23496	25448	27400	44724	39706	15363	16861
22	23848	25829	27811	45395	40301	15594	17114
23	24206	26217	28228	46075	40906	15827	17371
24	24569	26610	28652	46767	41519	16065	17632
25	24937	27009	29081	47469	42142	16307	17896
26	25311	27414	29518	48181	42774	16551	18164
27	25691	27826	29960	48903	43415	16799	18437

**2023-2024 SALARY SCHEDULES FOR SERVICE PERSONNEL
BUS DRIVERS/BUS AIDES**

Steps are compensation steps, not experience steps

EFFECTIVE OCTOBER 1, 2023

	Bus Driver	Bus Driver	Bus Driver	Bus Aide
	BD01	BD02	BD03	BA03
	186 Day	186 Day	186 Day	182 Day
STEP	2 hrs	4 hrs	6 hrs	6 Hrs
0	14098	17668	22278	16728
1	14311	17933	22612	16979
2	14523	18202	22949	17234
3	14743	18476	23296	17492
4	14963	18753	23642	17754
5	15187	19236	23999	18021
6	15415	19525	24358	18291
7	15647	19820	24724	18565
8	15882	20117	25095	18844
9	16118	20418	25470	19127
10	16362	20724	25854	19414
11	16606	21035	26243	19705
12	16857	21351	26634	20000
13	17109	21671	27034	20300
14	17364	21996	27441	20605
15	17627	22327	27852	20914
16	17891	22659	28271	21228
17	18161	23001	28694	21546
18	18430	23346	29123	21869
19	18707	23695	29562	22197
20	18987	24052	30002	22530
21	19115	24413	30455	22868
22	19404	24778	30912	23211
23	19695	25150	31374	23559
24	19991	25527	31846	23913
25	20290	25911	32324	24271
26	20595	26299	32807	24635
27	20903	26693	33301	25005

2023-2024 SALARY SCHEDULES FOR NURSES

State Minimum Salary Schedules

EFFECTIVE OCTOBER 1, 2023

		54	56	57	58	68	69
		RN BS	RN MS	RN DR	RN BS	RN MS	RN DR
		8HRS	8HRS	8 HRS	8HRS	8 HRS	8 HRS
Step	EXP	187 DAY	187	187	260 DAY	260	260 DAY
		NEW	NEW	NEW	NEW	NEW	NEW
1	0	50,477	54430	58691	70182	75678	81602
2	1	50,477	54430	58691	70182	75678	81602
3	2	50,477	54430	58691	70182	75678	81602
4	3	55,519	59867	64554	77192	83238	89754
5	4	55,519	59867	64554	77192	83238	89754
6	5	55,519	59867	64554	77192	83238	89754
7	6	57,953	62492	67385	80576	86887	93690
8	7	57,953	62492	67385	80576	86887	93690
9	8	57,953	62492	67385	80576	86887	93690
10	9	59,703	64378	69419	83010	89510	96518
11	10	60,300	65021	70112	83840	90404	97482
12	11	60,902	65671	70813	84677	91307	98457
13	12	61,513	66329	71522	85526	92222	99442
14	13	62,127	66992	72237	86380	93144	100436
15	14	62,749	67662	72960	87245	94076	101442
16	15	63,376	68339	73690	88116	95017	102457
17	16	64,010	69022	74426	88998	95966	103480
18	17	64,650	69712	75170	89888	96926	104514
19	18	65,296	70409	75922	90786	97895	105560
20	19	65,949	71113	76682	91694	98874	106617
21	20	66,608	71824	77447	92610	99862	107680
22	21	67,275	72543	78223	93537	100862	108759
23	22	67,947	73267	79004	94472	101869	109845
24	23	68,627	74000	79794	95417	102888	110944
25	24	69,314	74741	80593	96372	103918	112054
26	25	70,006	75488	81398	97335	104957	113174
27	26	70,706	76242	82212	98308	106005	114305
28	27	71,414	77006	83036	99292	107067	115451

29	28	72,128	77775	83865	100285	108136	116604
30	29	72,849	78554	84704	101287	109219	117770
31	30	73,577	79338	85550	102300	110310	118947
32	31	74,313	80131	86405	103323	111412	120135
33	32	75,057	80933	87270	104357	112527	121338
34	33	75,806	81742	88143	105399	113652	122552
35	34	76,564	82559	89024	106453	114788	123777
36	35	77,330	83386	89915	107518	115938	125016

2023-2024 SALARY SCHEDULES FOR NURSES (cont.)

State Minimum Salary Schedules

EFFECTIVE OCTOBER 1, 2023

Step	EXP	SCH 70	SCH 72	SCH 74
		RANK 71	RANK 73	RANK 75
		LPN	LPN Bus Aide	RN ASN
		7.5 HRS	6 HRS	8 HRS
		187 DAY	182 DAY	187 DAY
		NEW	NEW	
1	0	33,264	25,902	46,812
2	1	33,264	26,291	46,812
3	2	33,264	26,685	46,812
4	3	36,587	27,085	51,488
5	4	36,587	27,491	51,488
6	5	36,587	27,904	51,488
7	6	38,191	28,322	53,745
8	7	38,191	28,747	53,745
9	8	38,191	29,178	53,745
10	9	39,344	29,616	55,367
11	10	39,737	30,060	55,921
12	11	40,134	30,511	56,480
13	12	40,536	30,969	57,045
14	13	40,941	31,433	57,616
15	14	41,351	31,905	58,192
16	15	41,765	32,384	58,774
17	16	42,182	32,869	59,361
18	17	42,604	33,362	59,955
19	18	43,030	33,863	60,555
20	19	43,460	34,371	61,161
21	20	43,894	34,886	61,772
22	21	44,334	35,410	62,390
23	22	44,777	35,941	63,013
24	23	45,225	36,480	63,644
25	24	45,677	37,027	64,281
26	25	46,134	37,582	64,923
27	26	46,595	38,146	65,571
28	27	47,061	38,718	66,228
29	28	47,532	-	66,890

30	29	48,007	67,559
31	30	48,487	68,235
32	31	48,972	68,916
33	32	49,462	69,606
34	33	49,956	70,302
35	34	50,455	71,005
36	35	50,960	71,715