



DIVISION OF HUMAN RESOURCES

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

**2024-2025
SALARY
SCHEDULES**

FIRST PUBLIC HEARING: August 26, 2024

SECOND PUBLIC HEARING: September 5, 2024

BOARD APPROVED: September 19, 2024

EFFECTIVE DATE: October 1, 2024

2024-2025 Salary Schedules

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>PAGE</u>
Board Policy GCBB Compensation and Pay Plan (Policy 6.222)	3
Step Advancement	3
Assignment to Pay Grade	3
Assignment to Step within Pay Grade	4
Salary Retention	4
Supervisors and Managers	4
New Jobs	4
Assignment of Salaries for New Hires	4
 Rates, Rules and Conditions – Administration of the Salary Schedule	 5
I. Definitions	5
II. General Procedures	5
A. Miscellaneous, General	5
B. Classified Employees and other employees not paid on State Matrix	6
C. Administrative and Professional	8
1. Principal Salary Matrix	8
2. Assistant Principal Salary Matrix	9
3. Guidelines for Principal and Assistant Principal Salary Placement	10
D. Experience Credit	10
E. Holidays and Personal Leave	11
F. Higher Degrees	12
III. Substitutes	13
A. Determination of substitute pay	13
B. Certified Positions	14
C. Classified Positions	14
1. Requirements	14
2. Wages, generally	14
3. Substitutes, specific situations – classrooms	14
4. Transportation	16
5. Nurses	16
6. CNP Managers	17
IV. Pay for other circumstances (Transportation)	17
A. Special Runs	17
B. Community Runs	17
C. Rates of pay – Bus Aides when local funds are used	17
D. Emergency Situations	18
E. General	18

V.	Supplements	
	A. 21-year increment	18
	B. CNP Supplements	18
	C. Academic Department Head (Certified)	18
	D. Acting Supervisory/Administrative Personnel	19
	E. National Board for Professional Teaching Standards	20
	F. Higher Degree for Non-Certificated Employees	20
	G. School Administrators working in Emergency Shelters	20
	H. Certified or Licensed Manual Trades Employees	20
	I. Facilities and Maintenance Supplements	20
	J. Transportation Supplements	21
	K. Other Supplements	22
	L. Band Director Supplements – High School	25
	M. Summer Supplement – High School Band Director	26
	N. Band Director Supplements – Middle School	27
	O. Choral Director Supplements – High School	27
	P. Dance / Theater	28
	Q. Athletic Coaching Supplements – High School	28
	R. Athletic Coaching Supplements – Middle School	29
	S. Athletic Coaching Supplements – Elementary School	30
	T. Playoff Supplement	30
	U. High School Head Football Coach – Summer Supplement	31
	V. High School Head Football Coach – Summer Guidelines	31
	W. Academic Coaching Supplements	34
VI.	Rates of Pay for Extra Work for Employees	35
	A. Grants and Special work	35
	B. Special, Temporary Rates of Pay for Summer Programs	36
	C. Overtime Pay	36
VII.	Special Payroll	36
	Alphabetical Listing of Job Titles/Pay Grades	36
	Salary Schedules	42
	240/260-Day Schedules for Teachers	42
	202 Day Schedules for Teachers	44
	State Minimum Salary Schedules for Teachers, 187 day	46
	TEAMS Schedules	48
	222-day Schedules for Teachers	49
	Principals (Inactive, see p. 8 for current schedule)	51
	Assistant Principals - 222 Days (Inactive, see p. 9 for current schedule)	54
	Administrative/Professional (AP) Positions	57
	Clerical/Technical Positions (CT)	59
	Manual Trades (MT) Positions	63
	Occupational/Physical Therapists	65
	Child Nutrition Program Positions (CN)	66
	Bus Drivers/Bus Aides (BD or BA)	67
	Nurses	68

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 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 assignment and/or reassignment of an employee 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/or 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 Executive Manager of Human Resources 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); and, (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 for 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.

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	117772	115868	113964	112061	110158	108257

Middle School Principal Base Salary Matrix					
Scale	1301	1302	1303	1304	1305
ADM	1500+	1250 - 1499	1000 - 1250	750 - 999	749 & Below
Base Salary	106588	104685	102782	100879	98976

Elementary School Principal Base Salary Matrix					
Scale	1401	1402	1403	1404	1405
ADM	1000+	750-999	500-749	250-499	249 & Below
Base Salary	100978	99077	97173	95271	93368

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%

2. **Assistant Principal Salary Matrix.** Effective January 1, 2023, the following salary schedule shall apply to 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	92741	91099	89101	87106	85103	83110

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	86545	84546	82549	80549	78551

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	80336	78337	76340	74341	72342

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%

3. **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 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 initial 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. The base salary will be adjusted commensurately with any state raises granted. When a principal or assistant principal advances to the next level of years of experience, the increase in experience and supplement percentage will be added to the then current salary. For example, an assistant principal with an EDS (AA) moving from 0-5 years to 6-10 years will have a 4% increase added to his/her then current salary.

- 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.
4. 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.
 5. 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. Experience credit shall be given for teaching full-time under contract in secondary and post-secondary public schools registered with their state's department of education or in regionally accredited K-12, secondary or post-secondary private schools. The employee must provide verification of experience for this experience credit. Experience credit cannot be granted by the System until proper and completed experience verification forms are received. All experience forms must be notarized or stamped with the school system's seal and received in the Division of Human Resources. Experience credit for private school experience shall, upon completion of the experience verification process, be given retroactive experience credit for the current school year only. No private school or higher education experience credit will be given retroactively beyond the current year in which an experience verification form is received.
 - d. It is the employee's responsibility to complete the experience verification process for all prior employers and for ensuring that said forms are furnished to Human Resources.
 - e. Teachers who previously served as paraprofessionals shall receive experience credit, in accordance with state law, for that paraprofessional experience.
 - f. 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.
3. Effective October 1, 2024, Visiting Health Nurses, Registered Nurses and LPN's shall receive experience credit for private work experience. The employee must provide verification of experience for this experience credit. Experience credit cannot be granted by the System until proper and completed experience verification forms are received. Experience credit for private nursing work experience shall, upon completion of the experience verification process, be given retroactive experience credit for the current school year only. No private nursing work experience credit will be given retroactively beyond the current year in which an experience verification form is received. Human Resources shall develop forms and procedures to use in recognizing this experience.

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. **Employees who have 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.

H. Army JROTC personnel work 222 days per year. Naval JROTC personnel work 260 days per year.

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 OF SUBSTITUTE	DAILY RATE	CERTIFICATION STATUS
Non-Certified Substitute	\$100.00	CURRENT AL SUBSTITUTE TEACHER LICENSE, but no college degree
Non-Certified Substitute with a college degree	\$115.00	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	\$125.00	Retired teacher with non-current, Alabama teaching certificate and twenty or more years of verified teaching experience
Certified Substitute	\$150.00	CURRENT AL TEACHER CERTIFICATE
*CATEGORY II	\$270.00	CURRENT AL TEACHER CERTIFICATE In-Field, long term sub
*CATEGORY IV	\$310.00	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 thirtydollars (\$30.00) per day will be paid. This additional \$30.00 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 working as a regular full time employee. 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 \$270.00 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 \$310.00. 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 thirty dollars (\$30.00) 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 – \$130.00 per day. A Category II substitute request must be submitted and approved by Human Resources prior to a commitment to pay \$130 retroactive to the first day.
- 5. **High School and Middle School Teachers who Teach during their Planning Periods.** In some situations where there are allocated teaching vacancies that have not been filled or other appropriate circumstances, 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 and volunteer to teach on his/her planning period. 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 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.
- 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 \$5.00 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 \$7.00 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 \$7.00 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 \$7.00 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 \$10.00 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.
- f. 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: Substitute may be used.
- 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 \$140.00 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 \$4.00 above Federal Minimum Wage.

4. **Transportation**

a. Substitute Bus Drivers*:

- i. \$37.00 per day for single runs
- ii. \$47.00 per day for dual runs
- iii. \$59.00 per day for dual plus runs

*Substitute Bus Drivers who are retired Mobile County Public School System bus drivers will receive an additional \$10.00 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 \$33.00.

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 \$38.00 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 \$26.00.
 - 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 \$30.00 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 \$110.00 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 \$120.00 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.
 - 1. Community based and extended day routes (Bus Drivers) \$14.00 per hour.
 - 2. Community based and extended day routes (Bus Aides) \$13.00 per hour.
 - 3. All other special runs (including Athletic/Band Routes) (Bus Drivers) \$5.00 per hour over Federal Minimum Wage
 - 4. All other special runs (including Athletic/Band Routes) (Aides) \$3.00 per hour over Federal Minimum Wage
 - 5. Vocational/Technical Routes (Bus Drivers) \$15.00 per hour

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 9, 10, 11 or 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 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 matric 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 ASC 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. Clerks assigned to the Payroll Department shall receive an annual supplement of \$3,000.00
 7. All supplement amounts listed herein represent the annual amount and are paid monthly, unless otherwise specified.

L. BAND DIRECTOR SUPPLEMENTS FOR HIGH SCHOOL BAND DIRECTOR AND ASSISTANT BAND DIRECTOR.

1. Supplement for serving as high school band director is an additional \$6,500 above base 187-day salary if standards of work performance as specified in the following are met.
 - a. Job Description of High School Band Directors
 - i. Band directors are responsible for preparing the high school band for marching band responsibilities.
 - ii. Band directors are responsible for preparing students for concert band.
 - iii. Band directors will provide, prepare, and present to the principal and fine arts supervisor a band handbook by July 30th.
 - iv. Band directors will attend all parades with the HS band.
 - v. Band directors will attend all marching band related functions.
 - b. High School Band Director Supplement Guidelines
 - i. First Semester Requirements
 1. Marching Band Competition- or Festival Minimum of (1)
 2. Attend content related professional development
 3. Veterans Day Parade/Labor Day Parade for scheduled year
 4. Band Showcase when applicable
 5. Winter Concert
 6. 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.
 7. Serve as judge for middle school honor band tryouts.
 8. Christmas Parade or civic event
 9. 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.
 - ii. Second Semester Requirements
 1. District or ABA State Band Contest
 2. Attend content related professional development
 3. 5% of band enrollment complete the audition for Alabama All-State Band
 4. Mobile City or County Mardi Gras Parades- Minimum of (2)

5. ABA Solo and Ensemble Festival (Furnish fine arts supervisor with copies of student performance rating forms)
 6. Spring Concert and Recruitment Concert
 7. Academics First- Eligibility Requirements
 8. Graduation Activities
 9. 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.
2. Assistant High School Band Directors are paid a supplement of \$4,000.00 for work during the regular 187-day school year if standards of work performance as specified in the following are met.
 - a. High School Assistant Band Director Supplement Guidelines
 - i. Attend and assist with all marching band activities, including but not limited to halftime activities, marching competitions, and parades (Veteran’s Day/Labor Day/Civic Events/Mardi Gras, etc.).
 - ii. Attend and assist with all concert band activities, including but not limited to Concerts/Assessments, serve as a judge for Mobile County Honor Band auditions, and after school rehearsal and sectionals as needed.
 - iii. Assistant high school band directors should also participate in content related professional development annually.
 3. Employees that lead a Percussion, Color Guard or Majorette team shall receive a supplement of \$1,500.00 for work during the regular 187-day school year. There shall be one supplement for each team only. Band Directors and Assistant Band Directors are not eligible to receive this supplement.

M. SUMMER SUPPLEMENT PAID TO HIGH SCHOOL BAND DIRECTOR AND ASSISTANT 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.
 - a. High School Band Director Summer Supplement Guidelines
 - i. General Responsibilities
 1. Summer supplemental will begin the day after the school year ends.
 2. 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.
 3. A weekly schedule for the summer will be submitted to the Principal and Fine Arts Supervisor. Directors will sign a timecard daily.
 - ii. May
 1. Finalize fall calendars and schedules.
 2. Assign times for student private or group instruction.
 3. Submit budget for year.
 4. Plan fundraising activities
 5. Meet with boosters to inform them of the calendar, budget, and other needs.
 6. Select auxiliary uniforms.
 7. Water practice field, cut grass if needed.
 8. Check out school owned instruments to students.

- 9. Academics First
- iii. June/July
 - 1. Take equipment inventory.
 - 2. Repair equipment
 - 3. Prepare for All-State tryouts.
 - 4. Select contest music.
 - 5. Meet with band leaders to go over procedures and calendar.
 - 6. Collect student permission forms & physicals.
 - 7. Begin individual and group lessons.
 - 8. Monitor auxiliary activities.
 - 9. Finalize bus schedule for football games, parades, or concerts.
 - 10. Revise band handbook.
 - 11. Begin evening rehearsals.
 - 12. Line practice field
 - 13. Rookie, Auxiliary & Percussion Camps
 - 14. Full Band Camp
- iv. August
 - 1. Re-check eligibility
 - 2. Finalize rosters
 - 3. County Band Directors Meeting
- 2. Assistant Band Directors shall receive a summer supplement in the amount of \$2,000.00.
- 3. Employees that lead a Percussion, Color Guard or Majorette team shall receive a summer supplement of \$1,000.00. There shall be one supplement for each team only. Band Directors and Assistant Band Directors are not eligible to receive this supplement.

N. Middle School Band and Choral Directors - \$3,187.00 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 \$727.00 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 \$4,100 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 District Choral Director's meeting

- b. Attend content related professional development
 - c. 5% of choral enrollment audition for All-State Chorus
 - d. Civic Event or Contest
 - e. Perform a Winter concert including auditions, rehearsals and performance.
 - f. 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. 10% of chorus enrollment audition and/or participate in County Honor Chorus
 - b. Attend content related professional development
 - c. AVA District Contest/Solo and Ensemble (furnish Fine Arts Supervisor with copies of student performance ratings forms)
 - 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 \$3,200
 Theater (Duty requirements to be determined) Middle 1 \$3,200
 Dance (Duty requirements to be determined) High 1 \$4,100.00
 Theater (Duty requirements to be determined) High 1 \$4,100.00

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
Flag Football (Girls)	1	2500
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

- a. 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 Assistants	Per Round	\$300.00 \$100.00	\$2,500	\$5,000
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 Assistant	Per Round	\$200.00 \$100.00	\$2,500	\$5,000
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

- b. 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

- a. 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

a. GENERAL RESPONSIBILITIES

- i. Supplement will begin the day after the school year ends.
- ii. 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.
- iii. A weekly schedule for the summer will be turned in to the Principal and County Athletic Director.
- iv. Coaches will sign a timecard daily.
- v. Any assignments as requested by the administration.

MAY

- vi. Finalize fall schedules.
- vii. Set up times for fall physicals.
- viii. Finalize contracts for all games.
 - ix. Submit budget for fall.
 - x. Plan fundraising activity.
 - xi. End of year conference with coaches.
 - xii. Eligibility (players needing summer school)
- xiii. GRASS CUTTING JUNE/JULY
 - xiv. Football field (check and repair)
 - xv. Bleachers
 - xvi. Restroom and concession stands.
 - xvii. Press box and PA system
 - xviii. Scoreboard (replace bulbs)
 - xix. Irrigation system
 - xx. Field liner operational
 - xxi. Fences
 - xxii. Stadium lights
 - xxiii. Assignment of locker rooms
 - xxiv. Check practice fields.
 - xxv. GRASS CUTTING
 - xxvi. Get schedules printed.
 - xxvii. Directory information for AHSAA
 - xxviii. Order equipment and supplies
 - xxix. Develop transportation schedule.
 - xxx. Develop football programs for the fall.
 - xxxi. Ads
 - xxxii. Pictures (set dates)
 - xxxiii. Open weight room. This allows for weight room to be open for morning and afternoon sessions.

AUGUST

- xxxiv. Re-check eligibility
 - i. 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

b. PROCEDURES FOR ADMINISTRATION OF ATHLETIC COACHING SUPPLEMENTS

- i. 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).
- ii. 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.
- iii. 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.
- iv. 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).
- v. Board policy GBCA states relatives shall not supervise other family members. Therefore, no coach can supervise a family member.
- vi. 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.
- vii. 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.
- viii. 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 Middle School	14
	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

- ix. All coaches who receive a supplement must have their team competing in district competition/county championship. The principal must verify participation.
- x. 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.
- xi. Athletic directors will be required to attend a workshop prior to the opening of school in order to receive the supplement.
- xii. Exceptions of these rules must be approved in advance from the Assistant Superintendent or Executive Manager of Human Resources and the Superintendent.

c. GENERAL DUTIES OF ALL COACHES

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. Any coach receiving a supplement must be present at all practices and games.
- vii. 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
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

a. Procedures for Administering Academic Coaching Supplements

- i. 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.
- ii. 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.
- iii. Supplements are to be utilized only for the sanctioned academic competitions listed above.
- iv. The principal will determine the number of supplements assigned per employee.
- v. 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.
- vi. 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.
- vii. 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.

viii. 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 (<i>less than 48 semester hours of college</i>)	\$ 10.50 per hour
*Paraprofessional (<i>with a minimum of 48 hours of college</i>)	\$ 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 **\$10.00** per hour.

B. Summer Program Rates of Pay.

<i>Position</i>	<i>Regular Rate</i>
<i>Teacher</i>	<i>\$50.00</i>
<i>Clerks</i>	<i>\$15.00</i>
<i>Behavior Trainers</i>	<i>\$20.00</i>
<i>Paraprofessionals</i>	<i>\$15.00</i>
<i>Custodians</i>	<i>\$15.00</i>
<i>CNP Assistants</i>	<i>\$15.00</i>
<i>Bus Drivers</i>	<i>\$15.00</i>
<i>Bus Aides</i>	<i>\$15.00</i>
<i>RN Nurse</i>	<i>\$50.00</i>
<i>LPN Nurse</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. A special payroll must be submitted within sixty (60) days of the work being performed. 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-24A	202
Bookkeeper Itinerant	CT-03	260
Bookkeeper, Middle School	CT-24A	202
Bookkeeper, High School	CT-03	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	Matrix	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-24A	202
Clerk, Elementary School Registrar	CT-24A	202

Clerk, High School Bookkeeper	CT-03	260
Clerk, Receptionist, High School, Middle School	CT-22	260
Clerk, High School Registrar	CT-03	260
Clerk, Insurance	CT-04	260
Clerk, Middle School Bookkeeper	CT-24A	202
Clerk, Middle School Registrar	CT-24A	202
Clerk, Payroll	CT-03	260
Clerk, Purchasing	CT-03	260
Clerk, School Bookkeeper (10 Months)	CT-24A	202
Clerk, Elementary School, Other	CT-24A	202
Clerk, School – One Clerk School	CT-24A	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-04	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-24A	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 – III	222
OTPT – 8 Hours	OTPT – II	202
OTPT – 7 Hours	OTPT – I	187
OTPT Assistant – 7 Hours	OTPT - Asst	187
Office/General Aide (9-Months, 7 hours daily)	CT-20	187
Orientation and Mobility Specialist (9 Months)	AP-21	187
Refinisher	MT-03	260
Registrar, Elementary/Middle School	CT-24A	202
Registrar, High School	CT-03	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-24A	202
School Bus Trainer	MT-03	260
School Clerk	CT-24A	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-03	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
Visting 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

2024-2025 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES

EFFECTIVE OCTOBER 1, 2024

		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	62720	72123	77771	83415
2	1	62720	72123	77771	83415
3	2	62720	72123	77771	83415
4	3	68985	79332	85539	91759
5	4	68985	79332	85539	91759
6	5	68985	79332	85539	91759
7	6	72009	82808	89312	95769
8	7	72009	82808	89312	95769
9	8	72009	82808	89312	95769
10	9	74184	85309	92009	98662
11	10	74923	86160	92928	99649
12	11	75674	87023	93857	100643
13	12	76431	87894	94796	101650
14	13	77195	88771	95745	102667
15	14	77968	89660	96702	103694
16	15	78747	90557	97670	104731
17	16	79535	91462	98645	105778
18	17	80329	92376	99632	106836
19	18	81133	93301	100628	107904
20	19	81944	94235	101636	108983
21	20	82763	95176	102651	110073
22	21	83592	96128	103678	111174
23	22	84426	97089	104714	112286
24	23	85271	98060	105761	113408
25	24	86125	99041	106820	114542
26	25	86985	100030	107887	115687
27	26	87855	101031	108968	116844
28	27	88734	102041	110056	118014
29	28	89621	103062	111158	119193
30	29	90518	104092	112267	120386
31	30	91422	105133	113390	121589
32	31	92336	106183	114525	122805
33	32	93261	107247	115671	124032
34	33	94192	108319	116828	125273
35	34	95133	109402	117995	126526
36	35	96085	110496	119175	127791

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

**2024-2025 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2024**

		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	48728	56034	60423	64806
2	1	48728	56034	60423	64806
3	2	48728	56034	60423	64806
4	3	53595	61635	66458	71289
5	4	53595	61635	66458	71289
6	5	53595	61635	66458	71289
7	6	55945	64335	69390	74405
8	7	55945	64335	69390	74405
9	8	55945	64335	69390	74405
10	9	57635	66279	71484	76653
11	10	58210	66941	72199	77419
12	11	58792	67611	72921	78192
13	12	59381	68287	73650	78975
14	13	59975	68969	74387	79764
15	14	60574	69659	75129	80563
16	15	61181	70356	75882	81368
17	16	61792	71059	76640	82182
18	17	62410	71769	77407	83004
19	18	63034	72487	78181	83833
20	19	63664	73212	78963	84671
21	20	64300	73944	79752	85519
22	21	64943	74683	80549	86374
23	22	65593	75431	81355	87237
24	23	66249	76186	82169	88110
25	24	66912	76947	82990	88991
26	25	67581	77716	83821	89880
27	26	68256	78493	84658	90779
28	27	68939	79277	85506	91688
29	28	69629	80071	86360	92605
30	29	70325	80872	87223	93531
31	30	71028	81681	88096	94465
32	31	71738	82497	88977	95410
33	32	72456	83323	89867	96363
34	33	73180	84155	90766	97328

		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
35	34	73911	84998	91673	98301
36	35	74651	85846	92591	99284

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

**2024-2025 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	47600	51875	55936	59995
2	1	47600	51875	55936	59995
3	2	47600	51875	55936	59995
4	3	49616	57058	61524	65997
5	4	49616	57058	61524	65997
6	5	49616	57058	61524	65997
7	6	51792	59558	64237	68881
8	7	51792	59558	64237	68881
9	8	51792	59558	64237	68881
10	9	53356	61358	66177	70962
11	10	53888	61971	66838	71671
12	11	54428	62591	67506	72387
13	12	54972	63217	68181	73111
14	13	55522	63848	68864	73842
15	14	56077	64487	69551	74581
16	15	56638	65133	70248	75327
17	16	57204	65783	70950	76080
18	17	57776	66441	71660	76841
19	18	58354	67105	72377	77608
20	19	58937	67776	73101	78384
21	20	59527	68454	73831	79169
22	21	60122	69139	74570	79961
23	22	60723	69831	75314	80760
24	23	61330	70528	76068	81567
25	24	61944	71234	76829	82383
26	25	62563	71946	77597	83207
27	26	63188	72665	78373	84039
28	27	63821	73392	79157	84880
29	28	64459	74126	79948	85728
30	29	65104	74867	80748	86586
31	30	65754	75616	81555	87452
32	31	66412	76372	82371	88325
33	32	67077	77136	83195	89209
34	33	67747	77907	84027	90102

		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
35	34	68424	78686	84867	91003
36	35	69109	79473	85715	91912

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

**2024-2025 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	50521	57285	61346	65405
2	1	54082	62194	67061	71932
3	2	56972	65514	70661	75769
4	3	58638	67433	72730	77988
5	4	60350	69401	74851	80263
6	5	62105	71420	77030	82600
7	6	63909	73493	79267	84997
8	7	65759	75622	81561	87458
9	8	67074	77132	83193	89208
10	9	68415	78676	84856	90993
11	10	69440	79857	86128	92356
12	11	70482	81055	87421	93741
13	12	71540	82271	88731	95148
14	13	71540	82271	88731	95148
15	14	71540	82271	88731	95148
16	15	72616	83510	90069	96581
17	16	72616	83510	90069	96581
18	17	72616	83510	90069	96581
19	18	73717	84774	91432	98043
20	19	73717	84774	91432	98043
21	20	73717	84774	91432	98043
22	21	74838	86065	92823	99535
23	22	74838	86065	92823	99535
24	23	74838	86065	92823	99535
25	24	75981	87378	94241	101056
26	25	75981	87378	94241	101056
27	26	75981	87378	94241	101056
27+	27	77148	88721	95688	102607

**2024-2025 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	53552	61583	66405	71223
2	1	53552	61583	66405	71223
3	2	53552	61583	66405	71223
4	3	58902	67737	73038	78347
5	4	58902	67737	73038	78347
6	5	58902	67737	73038	78347
7	6	61485	70704	76259	81771
8	7	61485	70704	76259	81771
9	8	61485	70704	76259	81771
10	9	63341	72840	78561	84242
11	10	63973	73568	79347	85084
12	11	64613	74304	80140	85934
13	12	65261	75048	80942	86793
14	13	65912	75797	81752	87662
15	14	66572	76556	82568	88539
16	15	67238	77321	83394	89424
17	16	67910	78094	84229	90318
18	17	68590	78875	85070	91222
19	18	69275	79664	85922	92133
20	19	69968	80462	86781	93055
21	20	70667	81265	87649	93986
22	21	71375	82078	88526	94926
23	22	72087	82899	89410	95874
24	23	72809	83729	90304	96833
25	24	73537	84566	91207	97801
26	25	74272	85411	92119	98780
27	26	75014	86264	93041	99767
28	27	75765	87127	93971	100766
29	28	76522	87999	94911	101773
30	29	77288	88879	95860	102791
31	30	78061	89768	96817	103819
32	31	78841	90665	97786	104856
33	32	79630	91572	98765	105905

		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
34	33	80425	92487	99753	106964
35	34	81230	93413	100749	108034
36	35	82042	94347	101757	109115

TEACHER 222 DAYS
 JROTC INSTRUCTOR (BELOW MIP) 222 DAYS
 NAVAL JROTC INSTRUCTOR 260 DAYS
 RESOURCE TEACHER 222 DAYS

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

2024-2025 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

2024-2025 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

2024-2025 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

2024-2025 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.

2024-2025 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.

2024-2025 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.

2024-2025 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

ADMINISTRATIVE/PROFESSIONAL

	AP01	AP02	AP03	AP04	AP05	AP06	AP07
	240/260	240/260	240/260	240/260	240/260	240/260	240/260
	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
STEP	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours
0	49697	56428	64140	70449	78162	84473	92185
1	50444	57275	65104	71507	79335	85740	93567
2	51200	58134	66079	72578	80524	87025	94971
3	51968	59005	67069	73667	81731	88331	96393
4	52747	59890	68077	74772	82959	89655	97841
5	53538	60790	69097	75895	84203	91000	99308
6	54343	61701	70134	77033	85465	92367	100797
7	55157	62626	71186	78188	86748	93751	102310
8	55985	63566	72253	79362	88049	95157	103845
9	56824	64518	73338	80551	89369	96586	105403
10	57676	65488	74438	81761	90710	98034	106982
11	58541	66469	75553	82986	92071	99504	108586
12	59420	67467	76687	84231	93452	100998	110215
13	60311	68479	77838	85493	94854	102512	111871
14	61215	69507	79006	86778	96277	104050	113549
15	62133	70548	80190	88078	97721	105610	115252
16	63066	71607	81393	89401	99187	107196	116982
17	64012	72681	82614	90739	100673	108803	118736
18	64971	73772	83853	92103	102185	110435	120516
19	65946	74877	85110	93484	103717	112091	122322
20	66935	76001	86390	94886	105274	113773	124158
21	67940	77141	87683	96307	106851	115479	126023
22	68959	78299	88999	97754	108455	117211	127912
23	69991	79473	90333	99219	110080	118970	129831
24	71043	80665	91690	100709	111734	120753	131777
25	72109	81874	93063	102218	113408	122564	133754
26	73190	83102	94460	103752	115109	124402	135760
27	74288	84348	95876	105308	116836	126269	137796

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.

2024-2025 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

ADMINISTRATIVE/PROFESSIONAL

	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	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
0	35746	31275	43841	54379	35745	54767	65803
1	36279	31745	44498	55195	36278	55587	66790
2	36825	32220	45166	56024	36824	56421	67792
3	37379	32704	45844	56864	37378	57268	68809
4	37939	33194	46530	57719	37936	58126	69842
5	38508	33693	47229	58584	38507	58999	70890
6	39085	34198	47938	59462	39084	59884	71952
7	39673	34711	48657	60353	39671	60781	73031
8	40267	35232	49384	61260	40266	61694	74126
9	40870	35759	50126	62178	40869	62620	75237
10	41484	36298	50878	63110	41482	63559	76367
11	42107	36840	51642	64057	42105	64512	77514
12	42737	37393	52418	65019	42736	65480	78675
13	43380	37955	53203	65994	43378	66461	79856
14	44029	38522	53999	66983	44028	67458	81053
15	44689	39103	54810	67988	44688	68470	82270
16	45361	39686	55633	69009	45359	69497	83503
17	46040	40283	56466	70042	46038	70539	84756
18	46732	40889	57314	71094	46731	71597	86028
19	47434	41501	58173	72161	47431	72673	87318
20	48145	42123	59046	73243	48141	73762	88628
21	48864	42756	59932	74341	48862	74869	89957
22	49599	43395	60831	75456	49595	75991	91306
23	50343	44047	61744	76588	50341	77131	92676
24	51098	44708	62671	77737	51096	78288	94065
25	51864	45376	63610	78903	51861	79464	95477
26	52643	46060	64564	80087	52642	80655	96909
27	53431	46749	65533	81288	53429	81865	98362

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.

2024-2025 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL

	CT03	CT04	CT05	CT06	CT07	CT20	CT21	CT22
Days	240/260	240/260	240/260	240/260	240/260	187	202	240/260
Step	8 HRS	8 HRS	8 HRS	8 HRS	8 HRS	AIDES (7 HRS)	8 HRS	8 HRS
0	41588	51214	58914	68712	74547	20444	24735	32513
1	42213	51982	59799	69745	75666	20751	25106	33000
2	42846	52763	60695	70789	76799	21062	25483	33495
3	43490	53552	61603	71851	77949	21378	25865	33998
4	44142	54356	62529	72931	79120	21698	26253	34508
5	44804	55173	63466	74022	80307	22024	26647	35025
6	45476	56000	64417	75134	81511	22354	27046	35551
7	46158	56840	65385	76261	82734	22690	27452	36084
8	46852	57694	66366	77403	83974	23030	27864	36625
9	47552	58557	67360	78564	85235	23375	28282	37175
10	48266	59435	68372	79745	86512	23726	28706	37732
11	48991	60327	69397	80940	87811	24082	29137	38298
12	49726	61233	70438	82155	89128	24443	29574	38872
13	50473	62152	71495	83387	90465	24809	30017	39456
14	51228	63082	72567	84639	91821	25182	30467	40047
15	51997	64028	73655	85906	93199	25559	30924	40648
16	52776	64990	74760	87196	94599	25943	31388	41258
17	53567	65964	75881	88503	96018	26332	31859	41877
18	54370	66954	77020	89832	97457	26727	32337	42504
19	55186	67959	78176	91180	98920	27128	32822	43143
20	56015	68978	79347	92546	100403	27535	33314	43790
21	56855	70013	80537	93935	101909	27948	33814	44447
22	57708	71062	81745	95345	103437	28367	34321	45114
23	58574	72129	82971	96774	104989	28793	34836	45790
24	59453	73209	84217	98224	106563	29225	35359	46476
25	60344	74309	85479	99700	108160	29663	35889	47174
26	61250	75424	86761	101194	109783	30108	36427	47882
27	62167	76555	88064	102711	111431	30559	36974	48600

2024-2025 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)

	CT23	CT24	CT24A	CT25	CT26	CT27	CT28	CT29
Days	187	202	202	240/260	187	187	182	240/260
	PARA (7 HRS)	(8HRS)	SCHOOL CLERK (8HRS)	(8HRS)	7 Hrs	4 HRS	6 HRS	8 HRS
Step								
0	26139	27018	31518	34610	32229	13006	16172	32195
1	26501	27423	31923	35129	32712	13203	16415	32679
2	26869	27835	32335	35656	33203	13401	16661	33169
3	27242	28252	32752	36191	33702	13601	16911	33666
4	27620	28675	33175	36733	34208	13804	17166	34173
5	28005	29106	33606	37284	34720	14012	17423	34685
6	28395	29542	34042	37844	35242	14223	17684	35203
7	28791	29986	34486	38411	35769	14437	17949	35734
8	29193	30436	34936	38987	36307	14653	18217	36268
9	29601	30892	35392	39572	36851	14871	18492	36814
10	30014	31355	35855	40166	37403	15095	18769	37366
11	30435	31826	36326	40768	37964	15323	19050	37926
12	30862	32303	36803	41380	38536	15551	19336	38495
13	31294	32788	37288	42001	39113	15785	19627	39072
14	31734	33280	37780	42631	39698	16020	19920	39658
15	32180	33778	38278	43270	40295	16264	20218	40252
16	32633	34285	38785	43919	40898	16506	20523	40856
17	33092	34799	39299	44578	41512	16754	20829	41470
18	33559	35322	39822	45246	42134	17005	21143	42091
19	34032	35851	40351	45926	42767	17259	21460	42724
20	34513	36389	40889	46614	43409	17520	21782	43363
21	35000	36935	41435	47314	44059	17781	22109	44015
22	35495	37489	41989	48023	44720	18048	22441	44675
23	35998	38051	42551	48744	45393	18318	22778	45344
24	36508	38622	43122	49474	46072	18593	23118	46024
25	37025	39202	43702	50217	46764	18873	23464	46717
26	37550	39789	44289	50970	47466	19156	23817	47415
27	38084	40386	44886	51734	48177	19444	24175	48128

2024-2025 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)

	CT 30	CT31	CT32	CT33	CT34	CT35
Days	8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs
	222	202	222	187	187	187
Step						
0	28040	32313	35513	46187	25626	30258
1	28460	32795	36043	46879	26010	30712
2	28886	33288	36583	47583	26401	31172
3	29322	33788	37133	48296	26797	31640
4	29760	34293	37690	49021	27198	32115
5	30208	34810	38255	49756	27608	32596
6	30659	35331	38827	50502	28020	33086
7	31118	35861	39411	51260	28441	33581
8	31586	36399	40003	52029	28867	34085
9	32060	36946	40604	52809	29301	34596
10	32541	37500	41212	53601	29739	35116
11	33030	38061	41829	54406	30186	35642
12	33523	38633	42458	55222	30640	36177
13	34027	39212	43095	56050	31101	36720
14	34538	39799	43741	56891	31566	37271
15	35056	40397	44396	57744	32039	37830
16	35582	41002	45063	58610	32519	38397
17	36115	41618	45739	59489	33005	38973
18	36656	42243	46425	60382	33503	39558
19	37207	42876	47120	61288	34006	40151
20	37766	43521	47828	62207	34514	40753
21	38333	44171	48547	63140	35032	41364
22	38908	44834	49274	64087	35557	41985
23	39490	45507	50012	65048	36092	42615
24	40083	46191	50762	66024	36633	43254
25	40685	46883	51526	67014	37184	43903
26	41296	47585	52297	68020	37739	44561
27	41916	48299	53081	69040	38305	45230

2024-2025 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)

	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	45507	61179	35936	66079	21328	26420
1	46191	62097	36475	67069	21648	26817
2	46882	63026	37023	68078	21973	27219
3	47585	63971	37578	69097	22302	27627
4	48297	64932	38141	70134	22637	28041
5	49022	65905	38714	71186	22977	28462
6	49759	66894	39294	72254	23321	28888
7	50504	67897	39884	73338	23671	29322
8	51262	68917	40483	74438	24026	29762
9	52032	69951	41090	75553	24386	30208
10	52812	71000	41706	76688	24752	30661
11	53603	72063	42331	77838	25124	31121
12	54408	73145	42966	79006	25500	31588
13	55223	74243	43610	80190	25883	32062
14	56052	75358	44265	81394	26271	32543
15	56895	76486	44930	82614	26665	33032
16	57746	77633	45603	83854	27065	33526
17	58614	78798	46288	85111	27472	34029
18	59493	79981	46981	86388	27883	34540
19	60384	81181	47687	87685	28302	35058
20	61291	82399	48401	88999	28726	35584
21	62211	83635	49126	90334	29157	36118
22	63142	84887	49865	91691	29594	36660
23	64089	86161	50612	93064	30038	37210
24	65053	87454	51371	94461	30489	37768
25	66029	88764	52142	95876	30946	38334
26	67018	90098	52923	97317	31410	38909
27	68025	91449	53718	98776	31881	39492

2024-2025 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

MANUAL TRADES

	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	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
	8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs
STEP								
0	34670	41248	47181	53637	60002	68685	78891	87646
1	35190	41867	47889	54442	60901	69712	80075	88960
2	35718	42494	48607	55259	60002	70759	81275	90296
3	36254	43132	49336	56087	60901	71821	82496	91651
4	36798	43778	50077	56930	61815	72897	83732	93025
5	37349	44435	50828	57783	62742	73992	84988	94418
6	37909	45102	51590	58650	63684	75102	86261	95836
7	38477	45779	52364	59529	64638	76229	87557	97274
8	39055	46465	53149	60422	65608	77370	88869	98733
9	39640	47163	53947	61328	66593	78533	90206	100214
10	40235	47870	54756	62248	67591	79710	91557	101715
11	40839	48588	55577	63182	68605	80906	92929	103244
12	41452	49317	56410	64131	69634	82120	94323	104792
13	42074	50057	57257	65093	70679	83350	95737	106364
14	42705	50807	58116	66068	71739	84602	97174	107957
15	43346	51569	58988	67059	72815	85871	98631	109578
16	43996	52343	59872	68066	73907	87157	100111	111222
17	44656	53128	60770	69087	75016	88466	101611	112891
18	45326	53925	61681	70123	76141	89792	103138	114584
19	46006	54734	62607	71174	77283	91141	104685	116302
20	46697	55554	63546	72242	78442	92506	106256	118047
21	47397	56388	64500	73325	79619	93895	107848	119816
22	48108	57234	65468	74425	80814	95303	109467	121615
23	48829	58092	66450	75543	82025	96733	111108	123438
24	49562	58964	67446	76676	83255	98183	112776	125291
25	50305	59849	68458	77825	84505	99657	114465	127171
26	51060	60746	69485	78992	85773	101149	116183	129078
27	51826	61657	70528	80177	87059	102668	117927	131014

2024-2025 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

MANUAL TRADES

	MT20	MT21	MT21A	MT22	MT23	MT24
	197	240/260	240/260	197	240/260	187
STEP	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
0	24710	33000	33000	22974	33000	20762
1	25080	33495	33495	23318	33495	21074
2	25456	33998	33998	23667	33998	21389
3	25839	34508	34508	24024	34508	21711
4	26226	35025	35025	24386	35025	22035
5	26619	35551	35551	24748	35551	22366
6	27019	36084	36084	25122	36084	22702
7	27424	36625	36625	25497	36625	23043
8	27835	37175	37175	25879	37175	23388
9	28253	37732	37732	26269	37732	23739
10	28676	38298	38298	26663	38298	24094
11	29107	38872	38872	27062	38872	24456
12	29543	39456	39456	27468	39456	24823
13	29986	40047	40047	27880	40047	25196
14	30436	40648	40648	28299	40648	25573
15	30893	41258	41258	28724	41258	25958
16	31356	41877	41877	29154	41877	26347
17	31826	42504	42504	29591	42504	26741
18	32303	43143	43143	30036	43143	27142
19	32788	43790	43790	30487	43790	27549
20	33281	44447	44447	30944	44447	27962
21	33779	45114	45114	31406	45114	28383
22	34286	45790	45790	31877	45790	28809
23	34800	46476	46476	32355	46476	29240
24	35323	47174	47174	32841	47174	29679
25	35852	47882	47882	33335	47882	30125
26	36390	48600	48600	33833	48600	30576
27	36936	33000	33000	34341	33000	31035

**2024-2025 SALARY SCHEDULES
FOR OCCUPATIONAL THERAPY/PHYSICAL THERAPY**

Steps are compensation steps, not experience steps.

	OTPT	OTP1	OTP2	OTP3
	7 Hrs	7 Hrs	8 Hrs	8 Hrs
	187	187	202	222
STEP	DAYS	DAYS	DAYS	DAYS
0	34873	53228	65709	74706
1	35396	54026	66696	75828
2	35927	54836	67697	76964
3	36467	55660	68712	78121
4	37015	56493	69745	79291
5	37569	57340	70789	80480
6	38133	58202	71851	81689
7	38704	59075	72930	82914
8	39284	59962	74022	84157
9	39876	60860	75133	85419
10	40472	61772	76259	86699
11	41081	62699	77403	88002
12	41696	63639	78563	89321
13	42323	64596	79745	90662
14	42955	65564	80940	92021
15	43599	66545	82155	93402
16	44254	67543	83386	94803
17	44916	68557	84636	96225
18	45591	69586	85906	97669
19	46277	70630	87195	99134
20	47582	71689	88502	100618
21	47674	72766	89832	102130
22	48389	73855	91180	103663
23	49116	74963	92545	105218
24	49850	76089	93935	106793
25	50600	77231	95345	108396
26	51359	78390	96774	110022
27	52130	79565	98224	111674

2024-2025 SALARY SCHEDULES FOR SERVICE PERSONNEL – CHILD NUTRITION

Steps are compensation steps, not experience steps.

	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	17531	18987	20444	33369	29626	11463	12581
1	17794	19272	20751	33870	30070	11635	12768
2	18060	19562	21062	34378	30521	11810	12960
3	18331	19854	21378	34894	30979	11986	13155
4	18607	20152	21698	35417	31443	12167	13353
5	18885	20455	22024	35949	31916	12349	13554
6	19169	20761	22354	36487	32394	12535	13756
7	19457	21073	22690	37035	32880	12722	13962
8	19748	21389	23030	37591	33373	12913	14172
9	20044	21710	23375	38154	33873	13107	14385
10	20345	22035	23726	38726	34381	13304	14600
11	20650	22367	24082	39309	34897	13504	14820
12	20960	22701	24443	39897	35421	13705	15041
13	21274	23042	24809	40495	35952	13911	15266
14	21593	23388	25182	41103	36491	14119	15496
15	21918	23738	25559	41720	37038	14332	15728
16	22246	24094	25943	42345	37594	14547	15965
17	22580	24456	26332	42981	38158	14765	16205
18	22918	24823	26727	43626	38731	14986	16446
19	23262	25195	27128	44280	39312	15210	16693
20	23611	25573	27535	44944	39901	15440	16944
21	23966	25957	27948	45618	40500	15670	17198
22	24325	26346	28367	46303	41107	15906	17456
23	24690	26741	28793	46997	41724	16144	17718
24	25060	27142	29225	47702	42349	16386	17985
25	25436	27549	29663	48418	42985	16633	18254
26	25817	27962	30108	49145	43629	16882	18527
27	26205	28383	30559	49881	44283	17135	18806

**2024-2025 SALARY SCHEDULES FOR SERVICE PERSONNEL
 BUS DRIVERS/BUS AIDES**
 Steps are compensation steps, not experience steps

	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	16098	19668	24278	18728
1	16311	19933	24612	18979
2	16523	20202	24949	19234
3	16743	20476	25296	19492
4	16963	20753	25642	19754
5	17187	21236	25999	20021
6	17415	21525	26358	20291
7	17647	21820	26724	20565
8	17882	22117	27095	20844
9	18118	22418	27470	21127
10	18362	22724	27854	21414
11	18606	23035	28243	21705
12	18857	23351	28634	22000
13	19109	23671	29034	22300
14	19364	23996	29441	22605
15	19627	24327	29852	22914
16	19891	24659	30271	23228
17	20161	25001	30694	23546
18	20430	25346	31123	23869
19	20707	25695	31562	24197
20	20987	26052	32002	24530
21	21115	26413	32455	24868
22	21404	26778	32912	25211
23	21695	27150	33374	25559
24	21991	27527	33846	25913
25	22290	27911	34324	26271
26	22595	28299	34807	26635
27	22903	28693	35301	27005

2024-2025 SALARY SCHEDULES FOR NURSES

State Minimum Salary Schedules

		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
1	0	51487	55519	59865	71586	77192	83234
2	1	51487	55519	59865	71586	77192	83234
3	2	51487	55519	59865	71586	77192	83234
4	3	56629	61064	65845	78736	84903	91549
5	4	56629	61064	65845	78736	84903	91549
6	5	56629	61064	65845	78736	84903	91549
7	6	59112	63742	68733	82188	88625	95564
8	7	59112	63742	68733	82188	88625	95564
9	8	59112	63742	68733	82188	88625	95564
10	9	60897	65666	70807	84670	91300	98448
11	10	61506	66321	71514	85517	92212	99432
12	11	62120	66984	72229	86371	93133	100426
13	12	62743	67656	72952	87237	94066	101431
14	13	63370	68332	73682	88108	95007	102445
15	14	64004	69015	74419	88990	95958	103471
16	15	64644	69706	75164	89878	96917	104506
17	16	65290	70402	75915	90778	97885	105550
18	17	65943	71106	76673	91686	98865	106604
19	18	66602	71817	77440	92602	99853	107671
20	19	67268	72535	78216	93528	100851	108749
21	20	67940	73260	78996	94462	101859	109834
22	21	68621	73994	79787	95408	102879	110934
23	22	69306	74732	80584	96361	103906	112042
24	23	70000	75480	81390	97325	104946	113163
25	24	70700	76236	82205	98299	105996	114295
26	25	71406	76998	83026	99282	107056	115437
27	26	72120	77767	83856	100274	108125	116591
28	27	72842	78546	84697	101278	109208	117760
29	28	73571	79331	85542	102291	110299	118936
30	29	74306	80125	86398	103313	111403	120125
31	30	75049	80925	87261	104346	112516	121326
32	31	75799	81734	88133	105389	113640	122538

		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
33	32	76558	82552	89015	106444	114778	123765
34	33	77322	83377	89906	107507	115925	125003
35	34	78095	84210	90804	108582	117084	126253
36	35	78877	85054	91713	109668	118257	127516

2024-2025 SALARY SCHEDULES FOR NURSES (cont.)

State Minimum Salary Schedules

		SCH 70	SCH 72	SCH 74
		RANK 71	RANK 73	RANK 75
		LPN	LPN Bus Aide	RN ASN
Step	EXP	7.5 HRS	6 HRS	8 HRS
		187 DAY	182 DAY	187 DAY
1	0	33,930	26420	47748
2	1	33,930	26817	47748
3	2	33,930	27219	47748
4	3	37,319	27627	52518
5	4	37,319	28041	52518
6	5	37,319	28462	52518
7	6	38,955	28888	54820
8	7	38,955	29322	54820
9	8	38,955	29762	54820
10	9	40,131	30208	56474
11	10	40,532	30661	57039
12	11	40,937	31121	57610
13	12	41,347	31588	58186
14	13	41,760	32062	58768
15	14	42,179	32543	59356
16	15	42,601	33032	59949
17	16	43,026	33526	60548
18	17	43,457	34029	61154
19	18	43,891	34546	61766
20	19	44,330	35058	62384
21	20	44,772	35584	63007
22	21	45,221	36118	63638
23	22	45,673	36660	64273
24	23	46,130	37210	64917
25	24	46,591	37768	65567
26	25	47,057	38334	66221
27	26	47,527	38909	66882
28	27	48,003	39492	67553
29	28	48,483	40085	68228
30	29	48,968	40686	68910
31	30	49,457	41296	69600
32	31	49,952		70294

		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
Step	EXP	187 DAY	182 DAY	187 DAY
33	32	50,452	41915	70998
34	33	50,956	42543	71708
35	34	51,465	43182	72425
36	35	51,980	43829	73149