



DIVISION OF HUMAN RESOURCES

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

**2022-2023
SALARY
SCHEDULES**

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2022-2023 Salary Schedules

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

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COMPENSATION AND PAY PLAN

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

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

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

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

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

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

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

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

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

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

Assignment to Pay Grade: Consistent with economic and job market indicators, the Assistant Superintendent or Executive Manager of Human Resources (the pay plan administrator) may recommend to the Superintendent the initial assignment or re-assignment of a job title to a specific pay grade, salary schedule and/or step. Additionally, the Superintendent retains the right to recommend the initial assignment and/or reassignment of a job title to a specific pay grade, salary schedule and/or step 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 said Adjunct Instructors.

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

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

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

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

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

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

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

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

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

I. Definitions:

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

II. General Procedures:

A. Miscellaneous, General:

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

accepting a position, to determine the actual salary he/she would earn if hired into the position. Once an applicant accepts a position, he/she has also accepted the salary appropriate for the position.

5. 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 to the calendar established for the ensuing year. All ten-month classified employees work eight (8) hours per day.
 2. Time schedules for clerical/technical and manual trades personnel may be designated by the Superintendent, Human Resources, or the immediate supervisor of said personnel. In all cases, the Superintendent, Human Resources, or immediate supervisor in charge shall have the right to establish time schedules to encompass the workday excluding lunch.
3. **GUIDELINES FOR AIDES**
 - a. Bus aides work 182 days per year. They are paid based on six hours per day.
4. **GUIDELINES FOR CNP ASSISTANTS**
 - a. All CNP assistants hired after July 1, 1990, will be hired as either six to seven hour workers only. By special permission, a three-hour worker may be hired at larger schools.
 - b. CNP Assistants work 187 days.
5. **GUIDELINES FOR CNP MANAGERS**
 - a. The salaries of CNP managers are based on the average daily meals served.
 - b. Effective October 1, 2014, no CNP Manager shall suffer a decrease in pay as a result of a decrease in the average daily meals served.
 - c. Effective October 1, 2014, all CNP Managers currently paid on CN 06 will be moved to the appropriate step on CN 05. The appropriate step will be the next highest step on CN 05 above the CNP Manager's current salary. CN 06 will be eliminated and all CNP Managers will be paid on CN 05 going forward. CNP Managers paid on CN 04, the highest scale, will be grandfathered into their current salary and shall receive their salary and appropriate step increases until the CNP Manager on CN 04 leaves the system or voluntarily accepts another position in the System. In the event that a CNP Manager paid on CN 04 accepts another CNP Manager position in the system, he or she will be placed on the appropriate step on CN 05.
 - d. Any currently employed CNP Manager whose base salary decreased between October 1, 2011 and October 1, 2014 as a result of a decrease in the number of average daily meals served shall receive a one time lump sum payment equal to the amount of base salary lost as a result of a decrease in the average daily meals served during the aforementioned time period. CNP Managers who voluntarily accepted a position at a school with a lower ADM are not eligible for this one time lump sum payment.
6. **GUIDELINES FOR BUS DRIVERS**
 - a. All bus drivers must meet insurability requirements provided by the insurance carriers who provide vehicular insurance to the Mobile County Public School System.
 - b. With input from principals, bus driver/bus aide personnel will be evaluated by the routing specialist.
 - c. Bus driver's responsibilities include, but are not limited to the following: pre-and post-trip inspection,

cleanliness of bus, necessary paper work, parent conferences at the local school, CDL re-certification, drug testing, physical exams, annual reflex test, and other conferences as needed.

7. GUIDELINES FOR BEFORE AND AFTER SCHOOL DAY CARE WORKERS

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

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

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

FMW = Federal Minimum Wage

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

C. Administrative and Professional

1. The salary of a teacher who becomes a 260-day administrator will be paid on the Administrative/Professional (AP) salary schedule for 260 days. The new 260-day salary of an employee whose previous salary has been paid according to the teacher salary matrix but is moving to a new position listed on the AP salary schedule will be equivalent to the salary paid on the same step at master’s level on the 12 month teacher salary schedule plus an additional 4% salary adjustment and then placed on the step in the AP salary schedule that is immediately higher in salary after the 4% is calculated. Degrees above master’s level will be paid as supplements upon approval by the Executive Manager of Human Resources.
 - (a) 9, 10 or 11 month employees who are promoted to a 12 month administrative or supervisory position paid on the AP salary schedule shall be paid the 12 month equivalent of their 9, 10 or 11 month salary plus an additional 4% salary adjustment and then placed on the step in the AP salary schedule that is immediately higher in salary after the 4% is calculated. This section applies to persons promoted to the Lead Nurse Position.
2. Salary placement for principals and assistant principals will be reviewed annually based on the assigned school’s enrollment as reflected on the annual Average Daily Membership (ADM) annual report. At the beginning of the new employment year (July 1), the principal and assistant principal will be placed on the appropriate salary schedule which will reflect the decrease in enrollment (i.e., salaries will be reduced). If there is an increase in ADM which results in a change on the appropriate salary schedule placement, the principal and assistant principal will be placed on the appropriate salary schedule which is based on ADM. The increase in salary will be retroactive to July 1 of the employment year. If there is a decrease in enrollment which would result in a change on the salary schedule placement, the contract principal will retain the higher salary until the end of his contract period. The Superintendent reserves the right to waive a decrease in a Principal salary At the beginning of the new contract period, the contract principal will be placed on the appropriate salary schedule which will reflect the decrease in enrollment (i.e., salary will be reduced). Any reduction in salary based on enrollment for an Assistant Principal must be done pursuant to the requirements of the Students First Act of 2011.

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

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

D. Experience Credit:

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

paid work days divided by the # days in contract year

2. **PROCEDURES FOR EXPERIENCE CREDIT**

- a. Experience credit for determining salary shall be given for all **verified full-time satisfactory, public school teaching experience in the field** for which the previous public school system paid a full-time

salary. Experience credit for verified part-time satisfactory, public school teaching experience in the field for which the previous public school system paid a part-time salary based on a teacher salary matrix shall receive experience credit in proportion to the percent of time/he/she worked when compared to a full-time employee, as certified by his/her employer. **No experience credit will be given for unpaid days and/or unpaid leave.** The employee shall be responsible for requesting verification of prior experience from the designated personnel official and for making certain that the form sent is acceptable by Mobile County. **Experience credit cannot be granted until this form has been completed and notarized or stamped with the school system's seal and received in the Division of Human Resources.**

- b. When experience verification is received during the first year of hire, credit will be given retroactively to the date of hire. Experience credit received after the first year of hire will be given retroactively to the beginning of the school year in which the documentation is received and NOT date of hire.

NOTE: *Experience verification received after the last day of school will be honored only for the succeeding year forward (i.e., pay will not be retroactive to prior school year).*

- c. Verification forms for the employee to use to obtain verification of earned experience credit are available in the application packet, on the MCPSS web page, and in the Division of Human Resources.

E. Holidays and Personal Leave:

1. All personnel have the annual holidays approved by the Board.
2. Current twelve month employees (240 days) are those assigned or hired prior to July 1, 1999 and grandfathered. These employees will receive:
 - a. Optional vacation days 7-9 depending on what day of work week July 1 falls and if it is a leap year.
 - b. All holidays as approved by the Board for 12-month employees
 - c. Annual leave as follows:
 - 10 days per year for first 12 months of service
 - 15 days per year after 120 months of service(Service is defined as service in the Mobile County School System.)
3. Twelve-month employees (260 days) hired or transferred after June 30, 1999 will receive the following:
 - a. All holidays as approved by the Board for twelve-month employees (currently 14)
 - b. Annual leave as follows:
 - 5 days per year for first 12 months of service
 - 10 days per year 13-120 months of service
 - 15 days per year 121-240 months of service
 - 20 days per year after 240 months of service(Service is defined as service in the Mobile County School System.)
 - c. At the time of termination all twelve-month employees shall be paid for unused accumulated annual leave days (maximum 45 days).
4. All employees are given up to two (2) personal leave days per contract year and one (1) sick leave day per month. Employees starting work after December 31st are entitled to only one day of personal leave. Employees starting work after March 31st shall be entitled to zero days of personal leave in that work year. Sick leave days can be accumulated and kept from year to year. Effective August 1, 1997, all personnel will have their unused personal leave days converted to accumulated sick leave days at the end of the school or contract year. Certified personnel may choose to have these days paid instead of converting them to accumulated sick leave days. Effective July 1, 1999, unused optional vacation days as of June 30th of each year can be converted to accumulated annual leave (vacation) days or accumulated sick leave days to the maximum allowed by the school system and state statutes.

F. Higher Degrees:

1. **PROCEDURES FOR HIGHER DEGREE**

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

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

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

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

III. SUBSTITUTES

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

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

B. Certified Positions.

SCHEDULE 1 – Certified Positions

TYPE SUBSTITUTE	DAILY RATE	CERTIFICATION STATUS
Non-Certified Substitute	\$90.00	CURRENT AL SUBSTITUTE TEACHER LICENSE, but no college degree
Non-Certified Substitute with a college degree	\$105.00	A bachelor’s degree from an accredited institution is required. The degree does not have to be in an education related field.
Retired Teacher/Out of State Retired Teacher	\$115.00	Retired teacher with non current, Alabama teaching certificate and twenty or more years of verified teaching experience
Certified Substitute	\$140.00	CURRENT AL TEACHER CERTIFICATE
*CATEGORY II	\$260.00	CURRENT AL TEACHER CERTIFICATE In-Field, long term sub
*CATEGORY IV	\$300.00	CURRENT AL Leadership CERTIFICATE In-Field

*-See definitions below.

1. **NO BENEFITS.** Substitutes are not eligible for Benefits

2. **Substitute Teacher – Non Certified**

- a. This section applies to persons who have the required substitute teacher license issued by the State Department of Education. If serving for the same teacher, or if substituting for a paraprofessional, for more than twenty (20) consecutive work days, beginning on the twenty-first (21st) day an additional twenty dollars (\$20.00) per day will be paid. This additional \$20.00 is not retroactive to the first day. **The school bookkeeper must notify payroll of the date of increase. This applies to non certified substitutes who have and do not have some degree from an accredited college or university.**
- b. **SUBSTITUTE TEACHER – Certified, with a current Alabama Teaching Certificate.** A person who has a current teacher certification but is not under contract. A current teaching certificate must be on file in Human Resources. This person may or may not be teaching in-field or on a long-term basis.

3. **Category Substitutes**

- a. **CATEGORY II – with a current Alabama Teaching Certificate and has met State certification and licensure requirements.** A person who has a current teacher certification in-field but is not under a regular teaching contract who works for the same absent teacher for more than twenty (20) consecutive days. A Category II Substitute request must be submitted by the principal and approved by Human Resources prior to a commitment to pay \$260.00 retroactive to the first day. A current teaching certificate must be on file in Human Resources. Substitute teaching in a long term position does not count as experience credit for any purpose, including experience towards teacher certification renewal.

- b. CATEGORY IV – Retired or other Administrator with current Alabama Leadership Certificate serving as a substitute Principal, Administrator or other Supervisor. A person who has maintained a current leadership certification whether retired or not who serves as a substitute Principal, Administrator or other Supervisor (in a position requiring a certified supervisor) A Category IV Substitute request must be submitted to and approved by Human Resources prior to a commitment to pay \$300.00. A current Alabama leadership certificate must be on file.
- c. Retired Teacher – No Current Certificate. A person who is a retired teacher *with 20 years or more teaching experience* who had a valid teaching certificate at the time of retirement but who has not maintained a current teaching certificate. If serving for the same teacher for more than twenty (20) consecutive work days, beginning on the twenty-first (21st) day an additional twenty dollars (\$20.00) per day will be paid. The school bookkeeper must notify payroll of the date of increase. However, a substitute teacher license is required. Persons in this category are not eligible to serve in long term Category II positions.

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

- 4. **Speech Teachers:** Individuals with a master’s degree in speech pathology may substitute for speech teachers who are on extended leave to provide speech services to students – \$120.00 per day. A Category II substitute request must be submitted and approved by Human Resources prior to a commitment to pay \$120 retroactive to the first day.
- 5. **High School and Middle School Teachers who Teach during their Planning Periods.** In some emergency situations where there are allocated teaching vacancies that have not been filled, a teacher may be authorized to teach an extra class during his or her planning period. For this extra work, high school teachers will be paid \$50.00 per 98-minute block and middle school teachers will be paid \$40.00. These teachers must still set aside time before or after school or both for planning and for parent conferencing. Teachers on a four-period block must teach four (4) classes to be eligible. Teachers on a six-block schedule must teach six (6) periods, etc., to be eligible.

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

- a. **Requirements for substitutes in non teaching, non certified positions:**
 - a. ALL SUBSTITUTES FOR CLASSIFIED POSITIONS MUST HAVE COMPLETED THE APPLICATION PROCESS (INCLUDING A BACKGROUND CHECK) IN THE CLASSIFIED DEPARTMENT OF HUMAN RESOURCES.
 - b. Substitutes must meet all System and State requirements before beginning work and receiving pay. Work performed as a classified substitute without meeting all of said requirements will be unpaid.
 - c. It is each substitute’s responsibility to register on the Electronic substitute calling system FRONTLINE.
 - d. Substitutes must undergo a drug test prior to beginning work as a substitute.
 - e. Unless otherwise approved by the Assistant Superintendent or Executive Manager of Human Resources, substitutes may not be retained until the employee being substituted for has missed three or more consecutive school days. This provision does not apply to custodian substitutes.
 - f. Substitutes serving longer than five (5) consecutive days in the same position must be approved by Human Resources.
 - g. All substitutes for clerk positions, whether school based or not, must be approved by Human Resources.
- b. **Wages, generally.**

- a. Substitutes for classified employees will be paid at the rate of \$3.00 per hour over the appropriate Federal Minimum Wage except that former employees who are retired clerks, secretaries, registrars, or bookkeepers who substitute at a school or central office, shall receive a rate of pay equal to \$5.00 over the Federal Minimum Wage then in effect.
- b. Substitutes for school based bookkeepers, secretaries, registrars, school based clerks or central office clerks who serve in the same substitute position for more than twenty (20) consecutive work days will be paid an hourly rate of \$6.00 over the appropriate Federal Minimum Wage in effect at the time beginning on the twenty-first (21st) working day and ending on the date that particular substitute assignment ends. The rate of pay for a long-term classified substitute is not retroactive to the first work day.
- c. All substitutes for bookkeepers, secretaries, registrars, or clerks, whether school based or central office based, must be approved by Human Resources.
- d. Other classified substitutes who serve in the same substitute position for more than twenty (20) consecutive work days will be paid \$4.00 over the appropriate Federal Minimum Wage in effect at the time beginning on the twenty-first (21st) working day and ending on the date that particular substitute assignment ends. The rate of pay for these long term substitute positions is not retroactive to the first work day. Other classified substitutes include CNP assistants, custodians, and bus aides.
- e. Substitute Bus Drivers who serve in the same substitute position for more than twenty (20) consecutive work days will be paid an extra \$8.00 a day in effect at the time beginning on the twenty-first (21st) working day and ending on the date that particular substitute assignment ends. The rate of pay for these long term substitute positions is not retroactive to the first work day.

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

- a. Special Education One-on-One Paraprofessionals/Aides: Only critical positions allow for substitutes (i.e.: IEP aide, EC aide, Pre-School aide, MD aide). Since most special education aides are assigned as “program aides” the principal should distinguish the critical need for a substitute. Substitutes for other Special Ed aides/paraprofessionals in critical positions will be allowed after the 3rd consecutive day with Human Resources approval
- b. Interpreters at Southwest Regional: Substitute may be used. Sign Language Interpreters with a degree in sign language interpreting shall receive the rate of pay of \$120.00 per day.
- c. Title I Aides & other federally funded aides: Substitutes may be used if an aide is going to be off from work for an extended period of time and all accumulated sick leave has been used. If a school elects to use a substitute for a Title I or other federally funded aide, the school shall be required to pay for the substitute from its federal funds, the school’s Title I budget or local school funds. Substitutes in this category will be paid for by the local Schools.
- d. Physical Education Aides: Substitute may be used.
- e. Media/Library Aides: Substitute may be used..
- f. Retract Aides: No substitute without approval of Executive Manager, Human Resources.
- g. General Aides (Foundation Fund): No substitute without approval of Executive Manager, Human Resources.
- h. Extended Day Aides (Council E/S): Substitute may be used.

4. **Transportation**

- a. Substitute Bus Drivers*:
 - i. \$35.00 per day for single runs
 - ii. \$45.00 per day for dual runs

iii. \$57.00 per day for dual plus runs

*Substitute Bus Drivers who are retired Mobile County Public School System bus drivers will receive an additional \$8.00 per day. Current MCPSS Bus Drivers and Bus Aides who substitute for another bus route will receive the substitute rate of pay for that route. The substitute rate of pay is determined from the rates of pay set forth above and dependent on the number of routes involved in the substitute assignment.

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

5. Nurses.

- a. All substitute nurses (RNs and LPNs) are required to complete all requirements for classified substitute employees set forth by the Human Resources Division and be licensed in good standing with the Alabama Board of Nursing. The nurse must attend an orientation in Human Resources and Health Services and receive a certificate of completion. A list of substitute nurses will be maintained by the Health Services Supervisor. Securing and placing substitute nurses in schools is the responsibility of the Supervisor of Health Services. Substitute nurses will be assigned based on need and the acuity of the student. Substitutes will not be placed in every school each time a nurse is absent. The Supervisor of Health Services will determine when a substitute is required.
 - i. **Substitute Registered Nurse.** A registered nurse who has met all requirements for substitute employment. This person is called to work on an as needed basis. These substitutes will work short term assignments. The daily rate of pay is \$120.00.
 - ii. **Category RN Substitute Registered Nurse.** A registered nurse who has met all requirements for substitute employment. This substitute is one who works for the same absent or on leave registered nurse employee for twenty (20) consecutive days or more. A category RN substitute request must be submitted to Human Resources by the supervisor of Health Services as early as possible and in no event, not later than the twenty third (23rd) day of the substitute's work. A Category RN Substitute who is approved by Human Resources will receive a daily rate of pay of \$130.00 retroactive to the first day of his or her work.
 - iii. **Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for an LPN and substitute employment. This person is called to work on an as needed basis. Substitutes of this type will work short time assignments. The daily rate of pay is \$90.00.
 - iv. **Category LPN Substitute Licensed Practical Nurse.** A licensed practical nurse who has met all requirements for substitute employment. Substitutes of this type work for the same absent licensed practical nurse for more than twenty (20) consecutive days. A category LPN substitute request must be submitted to Human Resources by the supervisor of Health Services as early as possible and in no event, not later than the twenty third (23rd) day of the substitute's work. A Category LPN Substitute who is approved by Human Resources will receive a daily rate of pay of \$100.00 retroactive to the first day of his or her work.
 - v. **Bus Nurses.** MCPSS RN's who ride the bus with special needs students beyond their work week hours shall be paid hourly, based on their normal hourly rate of pay.
 - vi. **Certified Nursing Assistant.** A certified nursing assistant ("CNA") who has met all requirements for a CNA and for substitute employment. This person is called to work on an as needed basis. Substitutes of this type will work short term assignments. The rate of pay is \$10.00 per hour.

- 6. CNP Managers. Retired CNP Managers may be hired as substitutes if the CNP Manager is

absent for five or more consecutive days and is expected to miss an extended period of time, although a regular six hour CNP Assistant substitute may be retained from day one of a CNP Manager’s absence. Substitutes for a CNP Manager must be approved by the Food Services Director. Retired CNP Managers who act as substitutes shall be paid \$100.00 per day. The retired CNP Manager must possess a valid food handlers card and meet all other system requirements to substitute.

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

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

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

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

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| 1. Community based and extended day routes (Bus Drivers) | \$11.95 per hour |
| 2. Community based and extended day routes (Bus Aides) | \$11.00 per hour |
| 3. All other special runs (including Athletic/Band Routes) (Bus Drivers) | \$3.25 per hour over
Federal Minimum Wage |
| 4. All other special runs (including Athletic/Band Routes) (Aides) | Federal Minimum Wage |
| 5. Vocational/Technical Routes (Bus Drivers) | \$13.11 per hour |

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

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

1 Extra Run	\$25.00 per day	2 Extra Runs	\$45.00 per day
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E. GENERAL: 1. All routes will be evaluated as needed. If it is determined that a route driven by a non-probationary bus driver, is no longer needed, this driver will be assigned to another route with no loss of status. 2. Total daily work time of a substitute cannot exceed the number of regular working hours of the absence employee.

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

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

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

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

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

C. ACADEMIC DEPARTMENT HEAD SUPPLEMENTS (CERTIFIED). Department heads at all schools will be selected by the principal. No supplements are paid to counselors and media specialists who are designated department heads. Persons identified as a department head for special education will be eligible to receive this supplement. Department head supplements have been allocated to all schools.

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

Size of School (Number of Students)	Number of Department Heads Allocated	Supplemental Amount
1 to 200	All Schools – 2	\$1,000
201 to 450	High Schools and Middle Schools – 4 Elementary Schools – 2	\$1,000
451 to 600	High Schools and Middle Schools – 5 Elementary Schools – 2	\$1,000
601 to 749 Students	High Schools and Middle Schools – 6 Elementary Schools – 2	\$1,000
750 to 1,249 Students	High Schools and Middle Schools – 7 Elementary Schools – 2	\$1,200
1,250 and Above	High Schools and Middle Schools – 7 Elementary Schools – 2	\$1,500

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

D. SUPPLEMENT FOR “ACTING” SUPERVISORY/ADMINISTRATIVE PERSONNEL

1. In situations where a current employee is **designated by the Superintendent** to “act” for more than 30 work days in the place of an administrator, the employee will be paid a supplement equal to the difference between the employee’s current daily rate of pay and the minimum daily rate of pay assigned to the supervisor’s position (for step 0 of the appropriate salary schedule) beginning the 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 work days. If the Superintendent determines that the acting supervisor needs to be retained in the acting position longer than 90 work days, he or she can request that the Board approve extending the service after the initial 90 days. Assignment as

acting to the position and the possibility of supplemental pay being paid does not in any way entitle the employee to be permanently assigned to the position. **This supplemental provision does not apply to administrative interns.**

E. NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS SUPPLEMENT

1. Act #98-510 provides that each teacher who successfully passes a test in a specific teaching discipline and meets other evaluation criteria required by the National Board for Professional Teaching Standards (NBPTS) shall be entitled to a \$5,000.00 per year supplement. Payment shall be made in one installment. Teachers who become administrators are still entitled to this supplement. The amount paid by this supplement is set by the State. The supplement is subject to proration in those years in which the State of Alabama does not fully fund the supplement.

F. HIGHER DEGREES FOR NON-CERTIFICATED EMPLOYEES

1. Any existing, non-teaching or non-certified employee in a position that requires a bachelor’s degree for entry level who receives a master’s degree from a regionally accredited college or university in a field of study that is directly related to the work that he or she is currently performing for the System will receive a supplement of \$3,867 per year. Any existing, non-teaching or non-certified employee in a position that requires a bachelor’s degree for entry level who receives a doctorate from a regionally accredited college or university in a field of study that is directly related to the work that he or she is currently performing for the System will receive a supplement of \$4,282 per year. Employees who work less than 12 months per year who are eligible for this supplement will receive a prorated increase. Employees must submit a request, in writing or via email to the Executive Manager of Human Resources to receive this supplement. The Assistant Superintendent or Executive Manager of Human Resources shall make the final decision as to whether a degree is job related or whether a University or College issuing a degree has the proper accreditation. Employees that receive higher compensation for a higher degree on a state salary matrix are not eligible for the corresponding higher degree supplements referenced herein. Nurses, with a master’s degree in nursing, are specifically eligible for these higher degree supplements when the eligibility requirements are met. Nurses with a master’s degree in public health are not eligible for the higher degree supplement.

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

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

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

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

I. Facilities and Maintenance Supplements

Certificate/License/Diploma	Supplemental Pay	Job/Trade
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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 Associates 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 LPN's, and this amount shall be prorated if the Nurse only rides one route per day or does not accompany a student with a medical need for the entire year. This supplement will only be offered in years in which sufficient funding exists.
2. **Information Technology and Technical Supplements.**
 - a. **Cost of Certifications and Examinations.** Current Information Technology employees who obtain the written preapproval of the Executive Manager, IT, may have the cost to take a certification exam reimbursed to them upon the successful completion of said certification exam. The employee seeking a reimbursement must obtain the aforementioned written approval before expending any funds to register for a certification exam. Written proof of the successful completion of the certification exam must be provided. The costs for any re-certification exams is also eligible for reimbursement under this section. If the employee receiving reimbursement under this section leaves within one (1) year of receipt of said reimbursement, he or she shall refund said reimbursement to the System.
 - b. Upon completion of an approved certification exam, an employee shall be eligible for a supplement. No more than two IT or Technical supplements may be earned by any one employee. The supplement amount will be divided into three different categories and be based on the difficulty and usefulness of the certification to MCPSS as designated by the Executive Manager of Human Resources and Executive Manager of IT in their sole discretion. The categories and amounts of the respective supplements are: (1) Category 1 – technician level certification - \$600.00; (2) category 2 advanced level certification - \$1,200.00; and, (3) category 3 masters level certification - \$2,400.00. The certifications must remain current in order to receive the supplement. The employee shall be required to provide proof that the certification is in good standing upon request.
3. **Counselor's Additional Pay Stipend.** 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 stipends to compensate identified 9 month counselor(s) who will perform counseling services on non contract days. The number of stipends available to each school will be determined annually by the Director of Guidance and Counseling. The total amount of the supplemental pay for the work on non contract days will be the difference in the amount of the individual's 187-day salary schedule and the salary schedule base salary amount he or she would be paid as a 12-month teacher. Counselors receiving this stipend will be expected to work sixty (60) non contract days, 8 hours per day, with the specific schedule to be set by the Principal. Principal's will identify the counselor(s) receiving the stipend on a yearly basis. Existing 240/260 day counselors are not eligible to receive a summer stipend. These stipends may be split between one or more 187 day counselors at the discretion of the principal. These additional pay stipends will be paid from July 1 through June 30 and are paid in 12 equal, monthly installments.

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.

L. BAND DIRECTOR SUPPLEMENTS SUPPLEMENT FOR HIGH SCHOOL BAND DIRECTOR

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

M. SUMMER SUPPLEMENT PAID TO HIGH SCHOOL BAND DIRECTOR

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

4. **High School Band Director Supplement Guidelines**

- a. First Semester Requirements
 - i. Marching Band Competition- or Festival Minimum of (1)
 - ii. Veterans Day Parade/Labor Day Parade for scheduled year
 - iii. Band Showcase when applicable
 - iv. Winter Concert
 - v. 10% of band enrollment must tryout and complete tryout requirements for Mobile County High School Honor Band. Students must be enrolled in band second semester to participate in the concert.
 - vi. Christmas Parade or civic event
 - vii. Band directors will submit a schedule and timeline to the Fine Arts Supervisor by July 30th for the requested list above. With approval of the principal and fine arts supervisor, band directors will receive a portion every month.
- b. Second Semester Requirements
 - i. ABA District Band Contest
 - ii. 5% of band enrollment complete the audition for Alabama All-State Band
 - iii. Mobile City or County Mardi Gras Parades- Minimum of (2)
 - iv. ABA Solo and Ensemble Festival (Furnish fine arts supervisor with copies of student performance rating forms)
 - v. Spring Concert and Recruitment Concert
 - vi. Academics First- Eligibility Requirements
 - vii. Graduation Activities
 - viii. Judge for middle school honor band tryouts
 - ix. Band directors will submit a schedule and timeline to the Fine Arts Supervisor by October 31st for the requested list above. With approval of the principal and Fine Arts Supervisor, band directors will receive a portion every month.

c. **Summer Guidelines**

i. **High School Band Directors**

1. **General Responsibilities**

- Summer supplemental will begin the day after the school year ends.
- Directors will be required to work an eight-hour day. In the case of a four –day workweek a 10-hour day will be required. Hours may be split between mornings and evenings.
- A weekly schedule for the summer will be submitted to the Principal and Fine Arts Supervisor.
- Directors will sign a time card daily

2. **May**

- Finalize fall calendars and schedules
- Assign times for student private or group instruction
- Submit budget for year
- Plan fundraising activities
- Meet with boosters to inform them of the calendar, budget, and other needs
- Water practice field, cut grass if needed
- Check out school owned instruments to students
- Academics First

3. **June/July**

- Take equipment inventory
- Repair equipment
- Prepare for All-State tryouts
- Select contest music
- Meet with band leaders to go over procedures and calendar
- Begin individual and group lessons
- Monitor color guard activities
- Finalize bus schedule for football games, parades, or concerts
- Begin evening rehearsals
- Line practice field
- Rookie Camp
- Full Band Camp

4. **August**

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

N. **Middle School Band and Choral Directors - \$1,187.00**

1. Middle school band and choral directors will be paid a supplement upon meeting minimum program standards by the board and when validated by the principal and Fine Arts supervisor. Directors should conduct weekly after school band or choir rehearsals or sectionals to ensure preparation for concerts, assessment, individual student achievement and program success. Middle school band and choir directors should conduct extensive recruitment at each feeder school for the purpose of maintaining satisfactory enrollment. Band Directors will serve as adjudicators for the Mobile County Honor Band Festival and will prepare and present a minimum of two concerts yearly consisting of a winter and spring program. Choral Directors will prepare and present a minimum of two concerts yearly consisting of a winter and spring program. Students at all skill levels should be given the opportunity to perform.

2. A bonus of \$527.00 will be paid middle school band directors who lead their bands to compete in both district competition and student participation in the Mobile County Honor Band Festival concert. This bonus will be paid at the end of the school year upon **request** of the band director and only when validated by the principal and fine arts supervisor. This supplement is to be paid on the June payroll.
3. A bonus of \$527.00 will be paid to middle school choral directors who lead their choirs to compete in both the district Choral Performance Assessment and student participation in the Mobile County Honor Choir Festival. This bonus will be paid at the end of the school year upon request of the band director and only when validated by the principal and fine arts supervisor. This supplement is to be paid on the June payroll.

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

1. First Semester Requirements

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

2. Second Semester Requirements

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

P. 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	1	3000
Tennis, Girls	1	3000
Golf, Boys	1	3000
Golf, Girls	1	3000
Cross-Country Boys	1	3000
Cross-Country, Girls	1	3000
Swimming, Boys	1	3000
Swimming, 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
Football – 9 th Grade	1	2094
Football Assistant – 9 th Grade	1	1744
Bowling	1	3000
Cheerleader – Varsity	1	6000
Cheerleader – Junior Varsity	1	2500
Archery	1	2,000
Wrestling	1	3000

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

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

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

Q. ATHLETIC COACHING SUPPLEMENTS – MIDDLE SCHOOLS

Effective July 1, 2011

Position	Number of Supplements per School	Amount of Supplement
Athletic Director	1	3500

Football Head	1	3500
Football Assistant	2	2500
Basketball – Boys and Girls	2	2500
Soccer – Boys	1	2500
Soccer – Girls	1	2500
Baseball	1	2500
Softball	1	2500
Volleyball	1	2500
Track – Boys and Girls	2	2500
Cheerleader	1	2500

R. Supplements for Qualifying for Playoffs

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

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

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

S. SUMMER SUPPLEMENT PAID TO HIGH SCHOOL HEAD FOOTBALL COACH

1. The high school head football coach is also eligible for supplemental pay for summer work to be paid only in the paychecks for June, July, and August. The total amount of supplemental pay for summer work will be the difference in the amount of the individual’s 187-day salary schedule and the salary schedule amount if he or she were paid as a 12-month teacher. This amount will be reduced for days not worked regardless of reason using a per diem rate of pay that is equivalent to the 12-month teacher per diem rate. Days worked during weekends or holidays can be substituted for regular weekly workdays.

T. SUMMER GUIDELINES FOR HIGH SCHOOL HEAD FOOTBALL COACHES

1. GENERAL RESPONSIBILITIES

- a. Supplement will begin the day after the school year ends.

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

MAY

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

JUNE/JULY

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

AUGUST

- hh. Re-check eligibility
- ii. Team roster and schedule to opponents
- jj. Contact workers for games.
- kk. Arrange buses for away games. (Freshman, J.V., Varsity)
- ll. Schedule pre-season scrimmages
- mm. Fall sport rules, parent, conference meetings
- nn. County Head Football meeting
- oo. Coaches Staff meetings
- pp. Practice schedules for all football teams at school.
- qq. Equipment issuing
- rr. GRASS CUTTING
- ss. Lining off football fields
- tt. Open weight room

2. PROCEDURES FOR ADMINISTRATION OF ATHLETIC COACHING SUPPLEMENTS

- a. In order to receive a supplement, a coaching agreement (Form Ath. 02) must be signed and submitted by the

- principal with the school supplements list (Form Ath. 01).
- b. Principals will assign coaching supplements during the first month of each school year. All supplements are for one (1) year only. All coaching personnel are expected to perform athletic duties throughout the school year. In the event a coaching supplement is assigned after the beginning of the school year, the amount will be determined by the percent of time worked in the supplemented sport. Effective date of supplement will be the date of approval by County Athletic Director. Approval must be obtained by submitting a letter of request by the principal and signed coaching agreement.
 - c. The following categories of professional personnel are **prohibited** from receiving supplements without the prior approval of the Superintendent or Executive Manager of Human Resources: principals, assistant principals, administrative interns, and twelve month employees and employees contracted to perform a job on an eight-hour per day minimum basis, except that with the written approval of the Principal, an Assistant Principal may serve as Athletic Director and receive the Athletic Director supplement. Since the salaries of ROTC employees are jointly paid with the Department of Defense and since receiving a coaching supplement would interfere with the amount of the shared salary, ROTC employees are generally not eligible for supplement. In extraordinary circumstances, an exception and approval under Number 13 below is required.
 - d. The number of supplements assigned per employee will be determined by the principal, except as limited in other policy statements, and all supplements in excess of two (2) per person must have the approval of the superintendent or his designee (County Athletic Director).
 - e. Board policy GBCA states relatives shall not supervise other family members. Therefore, no coach can supervise a family member.
 - f. A coach will not be allowed two (2) supplements during the same season. A coach will not be allowed two (2) supplements during the same sport unless those sports are track and cross/country.
 - g. Supplements will be paid in monthly installments to all coaches submitted on (Form Ath. 01) at the beginning of school. Requests submitted and approved after the initial list is submitted will be paid at the end of the school year.
 - h. Where supplements are utilized, local schools are required to provide students a program that meets minimum standards as approved by the Mobile County Board of School Commissioners and as listed below:

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

- i. All coaches who receive a supplement must have their team competing in district competition/county championship. The principal must verify participation.
- j. Any coach who does not fulfill the requirements of the minimum standards or does not compete in district competition/county championship will forfeit his/her entire supplement in that sport. It will be the responsibility of the local school athletic/director to monitor and report this failure to the principal. The principal will notify the County Athletic Director and Human Resources will stop payment of existing supplements and deduct the

- previously paid supplement amount from the next payroll check.
- k. Athletic directors will be required to attend a workshop prior to the opening of school in order to receive the supplement.
- l. Exceptions of these rules must be approved in advance from the Assistant Superintendent or Executive Manager of Human Resources and the Superintendent.

3. GENERAL DUTIES OF ALL COACHES

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

U. ACADEMIC COACHING SUPPLEMENTS

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

1. Procedures for Administering Academic Coaching Supplements

- a. Principal will identify academic coaches during the first month of each school year and submit the names of the coaches to the Academic Affairs Assistant Superintendent or their designee no later than October 1. All supplements will be assigned to these coaches for one (1) year only.

- b. Coaching supplements will be **paid in a lump sum at the end of each school year (June 30th paycheck)**. Principals will submit to Human Resources by May 1 verification that each academic coach completed the assigned duties.
- c. Supplements are to be utilized only for the sanctioned academic competitions listed above.
- d. The principal will determine the number of supplements assigned per employee.
- e. The Academic Competition Coordinator’s major responsibilities will be as follows:
 - i. Coordinate the scheduling of events.
 - ii. Disseminate information relative to academic competitions.
 - iii. Validate participation in said events.
- f. Journalism / Yearbook sponsors are required to attend sporting events after school and at night to provide students with instruction on lighting, sound, photographer positioning and safety. Sponsors must provide instruction on outdoor photography and portraits, provide leadership for the development of a yearbook, belong to the Alabama Scholastic Press Association or the National Scholastic Press Association, the Journalism Education Association, take students to a state, regional or national convention and submit at least one school publication to a state, regional or national organization.
- g. Any coach who does not fulfill the requirements of the minimum standards and who is identified as not having done so will **forfeit his/her supplement** in that academic event. A specific financial settlement will be determined by the Superintendent’s designee, the Assistant Superintendent of Curriculum and Instruction, and the principal. The identified coach may appeal all or part of the settlement to an appeal committee.
- h. **All supplemented coaches are expected to practice or otherwise work with their teams / competitors at frequently scheduled times outside of the regular class environment (i.e., after school or Saturday).**

VI. RATES OF PAY FOR EXTRA WORK FOR EMPLOYEES

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

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

Certified employee who films a varsity football game	\$50.00 per game
Other special projects or approved special work outside of daily duties and not listed above	\$20.00 per hour

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

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

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

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

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

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

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

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

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

<i>Position</i>	<i>Regular Rate</i>	<i>Special Rate – 2021 through 2023</i>
<i>Teacher</i>	<i>\$25.00</i>	<i>\$50.00</i>
<i>Clerks</i>	<i>\$9.25</i>	<i>\$15.00</i>
<i>Behavior Trainers</i>	<i>\$14.00</i>	<i>\$20.00</i>
<i>Paraprofessionals</i>	<i>\$9.00</i>	<i>\$15.00</i>
<i>Custodians</i>	<i>\$12.00</i>	<i>\$15.00</i>
<i>CNP Assistants</i>	<i>\$8.00</i>	<i>\$15.00</i>
<i>Bus Drivers</i>	<i>\$8.95</i>	<i>\$15.00</i>
<i>Bus Aides</i>	<i>\$8.00</i>	<i>\$15.00</i>
<i>RN Nurse</i>	<i>\$25.00</i>	<i>\$50.00</i>

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

FMW = Federal Minimum Wage

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

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

LISTING OF JOB TITLES/PAY GRADES

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

Clerk, Middle School Bookkeeper	CT-24	202
Clerk, Middle School Registrar	CT-24	202
Clerk, Payroll	CT-03	260
Clerk, Purchasing	CT-03	260
Clerk, School Bookkeeper (10 Months)	CT-24	202
Clerk, Elementary School, Other	CT-21	202
Clerk, School – One Clerk School	CT-24	202
Clerk, Transportation	CT-03	260
CNP Accountant	CT-04	260
CNP Assistant (6 Hours Daily)	CN-01	187
CNP Assistant (6.5 Hours Daily)	CN-02	187
CNP Assistant (7 Hours Daily)	CN-03	187
CNP Computer Analyst	CT-03	260
CNP Equipment Technician	MT-04	260
CNP Lead, Facilities	MT-05	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
Communications Assistant	CT-04	260
Compliance Officer Federal Programs	AP-01	260
Comptroller	AP-06	260
Computer Hardware Technician	CT-04	260
Computer Network Specialist	CT-06	260
Computer Network Technician	CT-04	260
Computer Operations Clerk	CT-25	260
Computer Operator	CT-04	260
Computer Software Specialist	CT-06	260
Contract Administrator, Facilities	MT-07	260
Contract Specialist, Facilities	MT-04	260
Coordinator, 504 Program	AP-03	260
Coordinator, Area School Improvement	AP-03	260
Coordinator, Elementary Curriculum	AP-05	260
Coordinator, Head Textbook	AP-04	260
Coordinator, Information Systems	AP-03	260
Coordinator, Middle School Curriculum	AP-05	260
Coordinator, Purchasing	AP-03	260
Coordinator, Secondary Curriculum	AP-05	260
Coordinator, Staff Development	AP-05	260
Coordinator, Technology	AP-04	260
Coordinator, Transportation	MT-07	260
Coordinator, Testing, Textbooks	AP-04	260
Custodian – 12 Months	MT-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
Day Care Aide (9-Months, 7 hours daily)	CT-20	187
Diesel Mechanic	MT-04	260
Digital Media Supervisor	CT-06	260
Director, Budget	AP-05	260
Director, Career Technical Executive	AP-07	260
Director, Curriculum and Instruction	AP-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 Management Repairperson	MT-03	260
Equipment Operator	MT-03	260
Equipment Operator, Heavy, Forestry	MT-03A	260
Executive Director	AP-07	260
Executive Director, Career Technical Education	AP-07	260
Executive Director, Human Resources	AP-07	260
Executive Director, Special Education	AP-07	260
Executive Manager	1003	260
Executive Secretary – Board	CT-04	260
Executive Secretary – Deputy/ CFO	CT-04	260
Executive Secretary – Superintendent	CT-04	260
Extended Day Aide (< 20 Hours) Council		187
Facilities Accounts Analyst	CT-04	260
Financial Administrator for Title I	AP-05	260
Fine Arts Dance Specialist	AP-20	187
Fleet Manager	MT-06	260
Foreman, Plumbing	MT-05	260
Foreman, Distribution Site	MT-04	260
Foreman, Transportation	MT-06	260
Foreman, Truck/Bus Shop	MT-05	260
Forestry Lead	MT-05	260
Generalist, Facilities	MT-03	260
Glazier	MT-03	260
Head Custodian	MT-22	197
Head Mechanic	MT-05	260
Head Textbook Coordinator	AP-04	260
Health Aide (9-Months, 7 hours daily)	CT-20	187
Heavy Equipment Operator, Forestry	MT-03A	260
High School Receptionist	CT-22	260
HVAC Technician	MT-04	260
Information Support Specialist	CT-04	260
Inspector Bus Shop	MT-06	260
Instructional Aide (9-Months, 7 hours daily)	CT-20	187
Instructional Technology/Microcomputer Services Coordinator	AP-03	260
Intercom/Clock Repair	MT-03	260
Internal Auditor	AP-04	260
Junior Budget Analyst	CT-04	260
Junior Buyer	CT-04	260
Key and Lock Technician	MT-03A	260
Kitchen Equipment Repairperson	MT-04	260
Landscape Lead	MT-03A	260
Landscape Technician	MT-21	260
Lead Logistics Worker	MT-03	260
Lead Nurse	Nurses 68/69	260
Lead Social Worker	AP-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
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: Auto, Bus, Truck	MT-04	260
Microcomputer Training Specialist	CT-06	260
Middle School Registrar	CT-24	202
Migrant Aide (9-Months, 7 hours daily)	CT-20	187
Military Property Custodian	MT-03	260
Music/Fine Arts Supervisor	AP-04	260
Multi-craft Technician	MT-03A	260
Multi-craft Work Team Lead	MT-05	260
Network Manager – Information Technology	CT-07	260
Network Crew, Lead	MT-05	260
Network Crew, Supervisor	MT-06	260
Network Crew, Technician	MT-04	260
Network Project Manager	CT-06	260
New Construction Supervisor	MT-06	260
Nurse, Visiting Health BS Degree (12 Months)	Nurses 66/67	260
Nurse, Visiting Health BS Degree (10 Months)	Nurses 62/63	202
Nurse, Visiting Health BS Degree (9 Months)	Nurses 54/55	187
Occupational Therapist/Physical Therapist Manager – 8 Hours OTPT – 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
Orientation and Mobility Specialist (9 Months)	AP-21	187
Painter	MT-03	260
Painter Foreman	MT-04	260
Paraprofessional (Minimum of 60 semester hours in pre-teaching curriculum) - Computer Laboratory - Health Clinic - Classroom Instructional - Library/Media Center - RETRACT Center - Physical Education - Special Education Instructional	CT-23	187
Paraprofessional – ESL (minimum of 60 semester hours and fluency in required foreign language)	CT-35	187
Parent Program Manager	CT-26	182
Parent Specialist – Title I	AP-02	260

Parts Clerk	MT-23	260
Personnel Administrator	AP-04	260
Physical Education Aide (9-Months, 7 hours daily)	CT-20	187
Plumber	MT-04	260
Print Shop Foreman	MT-05	260
Printer	MT-03	260
Production Assistant	CT-03	260
Production Assistant/Writer	CT-31	202
Programmer	CT-07	260
Programmer Assistant I	CT-03	260
Programmer/Software Analyst	CT-07	260
Occupational Therapist/Physical Therapist Manager – 8 Hours OTPT – 8 Hours OTPT – 7 Hours OTPT Assistant – 7 Hours	OTPT – III OTPT – II OTPT – I OTPT - Asst	222 202 187 187
Office/General Aide (9-Months, 7 hours daily)	CT-20	187
Orientation and Mobility Specialist (9 Months)	AP-21	187
Refinisher	MT-03	260
Registrar, Elementary/Middle School	CT-24	202
Registrar, Itinerant	CT-03	260
Renovations Coordinator	MT-07	260
Resource Officer	AP-02	260
RETRACT Aide	CT-20	187
Roofer	MT-03A	260
Routing Specialist	MT-06	260
School Bookkeeper (10 Months)	CT-24	202
School Bus Trainer	MT-03	260
School Clerk	CT-21	202
School Improvement Specialist	AP-02	260
Secretary, to Assistant Superintendent	CT-03	260
Secretary, to Comptroller	CT-03	260
Secretary, Executive – Board	CT-04	260
Secretary, Executive – Deputy/ CFO	CT-04	260
Secretary, Executive – Superintendent	CT-04	260
Secretary, to High School Principal	CT-25	260
Secretary, Legal/Retirement	CT04	260
Secretary, Security	CT-03	260
Security Director	AP-04	260
Security Officer	MT-23	260
Security Officer Alternative School	MT-23	260
Security Monitor	MT-24	187
Security Operator	MT-23	260
Security Secretary	CT-03	260
Senior Budget Analyst	AP-02	260
Senior Buyer	AP-02	260
Shades and Blinds Repairperson	MT-03	260
Shop Assistant (formerly full time Utility Worker)	MT-21	260
Signers for Deaf/Hearing Impaired	CT-33	187
Social Worker, 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
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, Accounting	CT-06	260
Supervisor, Accounts Payable/Risk Management	CT-06	260
Supervisor, Agriscience, Technical Ed & Career Technologies Supervisor	AP-04	260
Supervisor, Athletics/Drivers Ed/PE	AP-04	260
Supervisor, Attendance/Records	AP-02	260
Supervisor, Business Marketing & Cooperative Ed	AP-04	260
Supervisor, Career Technical	AP-04	260
Supervisor, CNP Operations	CT-05	260
Supervisor, Computer Hardware	CT-06	260
Supervisor, Computer Network	CT-06	260
Supervisor, Digital Media	CT-06	260
Supervisor, Elementary	AP-04	260
Supervisor, English/Foreign Language	AP-04	260
Supervisor, Fine Arts	AP-04	260
Supervisor, Fixed Assets	CT-04	260
Supervisor, Guidance/Counseling	AP-04	260
Supervisor, Health Science/Family & Consumer Science	AP-04	260
Supervisor, Health Services	AP-02	260
Supervisor, Language Arts/Reading	AP-04	260
Supervisor, Language Arts/Writing	AP-042	260
Supervisor, Library/Media	AP-04	260
Supervisor, Magnet Schools	AP-04	260
Supervisor, Mathematics – Elementary	AP-04	260
Supervisor, Mathematics – Secondary	AP-04	260
Supervisor, Music/Fine Arts	AP-04	260
Supervisor, Payroll	CT-06	260
Supervisor, Public Relations	AP-03	260
Supervisor, Science	AP-04	260
Supervisor, Security	MT-05	260
Supervisor, Social Studies	AP-04	260
Supervisor, Talents Unlimited	AP-04	260
Supervisor, Warehouse	MT-05	260
System Maintenance Director	MT-08	260
System Maintenance Safety Coordinator	MT-07	260
System Maintenance Team Coordinator	MT-07	260
Telecommunication Support Specialist	CT-04	260
Television Producer	CT-05	260
Television Studio Engineer	CT-05	260
Textbook Warehousepersons	MT-23	260
Textbooks Truck Driver	MT-23	260
Trades Team Lead, Mechanical	MT-05	260
Trades Team Lead, Structural	MT-04	260
Trades Team Lead, System	MT-04	260
Upholstery Repair	MT-03	260
Utility Worker (Full Time position)	MT-21	260
Utility Worker (Part Time position)		
Videographer – TV Studio	CT-04	260
Visiting Health Nurse BS Degree (12 Months)	Nurses 66/67	260
Visiting Health Nurse BS Degree (10 Months)	Nurses 62/63	202
Visiting Health Nurse BS Degree (9 Months)	Nurses 54/55	187
Warehouse Lead	MT-04	260
Warehouse Supervisor	MT-05	260

Web Support Specialist	CT-04	260
Web Telecommunications Manager	CT-07	260
Website Developer	CT-05	260
Welder	MT-03A	260
Zone Coordinator	MT-07	260
Zone Custodial Lead	MT-04	260

2022-2023 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES

EFFECTIVE OCTOBER 1, 2022

		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	60,284	69,323	74,751	80,175
2	1	60,284	69,323	74,751	80,175
3	2	60,284	69,323	74,751	80,175
4	3	66,306	76,251	82,218	88,196
5	4	66,306	76,251	82,218	88,196
6	5	66,306	76,251	82,218	88,196
7	6	69,213	79,592	85,844	92,050
8	7	69,213	79,592	85,844	92,050
9	8	69,213	79,592	85,844	92,050
10	9	71,303	81,996	88,436	94,830
11	10	72,014	82,815	89,320	95,779
12	11	72,735	83,644	90,213	96,735
13	12	73,463	84,481	91,115	97,703
14	13	74,197	85,324	92,027	98,680
15	14	74,940	86,178	92,947	99,668
16	15	75,689	87,040	93,877	100,664
17	16	76,446	87,911	94,815	101,671
18	17	77,210	88,789	95,763	102,687
19	18	77,982	89,678	96,721	103,714
20	19	78,762	90,575	97,689	104,751
21	20	79,549	91,480	98,665	105,799
22	21	80,346	92,395	99,652	106,857
23	22	81,148	93,319	100,648	107,925
24	23	81,960	94,252	101,654	109,004
25	24	82,780	95,195	102,672	110,094
26	25	83,607	96,146	103,698	111,195
27	26	84,443	97,108	104,736	112,307
28	27	85,288	98,078	105,782	113,431
29	28	86,141	99,060	106,841	114,565
30	29	87,003	100,050	107,908	115,711
31	30	87,872	101,051	108,987	116,868
32	31	88,750	102,060	110,077	118,036
33	32	89,639	103,082	111,179	119,216
34	33	90,534	104,113	112,291	120,409
35	34	91,439	105,154	113,413	121,613
36	35	92,354	106,205	114,547	122,828

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

**2022-2023 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2022**

		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	46,836	53,858	58,076	62,289
2	1	46,836	53,858	58,076	62,289
3	2	46,836	53,858	58,076	62,289
4	3	51,514	59,241	63,877	68,521
5	4	51,514	59,241	63,877	68,521
6	5	51,514	59,241	63,877	68,521
7	6	53,773	61,837	66,695	71,516
8	7	53,773	61,837	66,695	71,516
9	8	53,773	61,837	66,695	71,516
10	9	55,397	63,705	68,708	73,676
11	10	55,950	64,341	69,395	74,413
12	11	56,509	64,985	70,089	75,156
13	12	57,075	65,635	70,790	75,908
14	13	57,646	66,291	71,498	76,667
15	14	58,222	66,954	72,212	77,434
16	15	58,805	67,624	72,935	78,209
17	16	59,392	68,300	73,664	78,991
18	17	59,986	68,982	74,401	79,780
19	18	60,586	69,673	75,145	80,577
20	19	61,192	70,369	75,897	81,383
21	20	61,803	71,073	76,655	82,198
22	21	62,422	71,783	77,422	83,020
23	22	63,046	72,502	78,196	83,849
24	23	63,676	73,227	78,978	84,688
25	24	64,314	73,959	79,768	85,535
26	25	64,957	74,698	80,566	86,390
27	26	65,606	75,445	81,371	87,254
28	27	66,262	76,199	82,185	88,127
29	28	66,925	76,962	83,007	89,009
30	29	67,594	77,731	83,836	89,899
31	30	68,270	78,509	84,675	90,797
32	31	68,952	79,293	85,522	91,705
33	32	69,642	80,087	86,377	92,622
34	33	70,338	80,887	87,241	93,549
35	34	71,041	81,697	88,113	94,484
36	35	71,752	82,513	88,995	95,428

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

**2022-2023 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2022**

		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	43,358	49,859	53,763	57,664
2	1	43,358	49,859	53,763	57,664
3	2	43,358	49,859	53,763	57,664
4	3	47,689	54,842	59,134	63,433
5	4	47,689	54,842	59,134	63,433
6	5	47,689	54,842	59,134	63,433
7	6	49,780	57,245	61,742	66,205
8	7	49,780	57,245	61,742	66,205
9	8	49,780	57,245	61,742	66,205
10	9	51,283	58,974	63,606	68,205
11	10	51,795	59,563	64,242	68,887
12	11	52,313	60,159	64,884	69,575
13	12	52,837	60,761	65,533	70,271
14	13	53,365	61,368	66,189	70,974
15	14	53,899	61,982	66,850	71,684
16	15	54,438	62,602	67,519	72,401
17	16	54,982	63,228	68,194	73,125
18	17	55,532	63,860	68,876	73,856
19	18	56,087	64,499	69,565	74,594
20	19	56,648	65,144	70,261	75,340
21	20	57,214	65,795	70,963	76,094
22	21	57,787	66,453	71,673	76,855
23	22	58,364	67,118	72,389	77,623
24	23	58,948	67,789	73,113	78,399
25	24	59,538	68,467	73,845	79,183
26	25	60,133	69,151	74,583	79,975
27	26	60,734	69,843	75,329	80,775
28	27	61,342	70,541	76,082	81,583
29	28	61,955	71,247	76,843	82,399
30	29	62,575	71,959	77,611	83,223
31	30	63,200	72,679	78,387	84,055
32	31	63,832	73,405	79,171	84,895
33	32	64,471	74,140	79,963	85,744
34	33	65,115	74,881	80,763	86,602
35	34	65,766	75,630	81,570	87,468
36	35	66,424	76,386	82,386	88,342

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

**2022-2023 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2022**

	TEAMS	SCH 45 RANK B/ND 187 DAYS	SCH 45 RANK A 187 DAYS	SCH 45 RANK AA 187 DAYS	SCH 45 RANK DR 187 DAYS
STEP	EXP	B	A	AA	DR
1	0	43,358	49,859	53,763	57,664
2	1	43,358	49,859	53,763	57,664
3	2	43,358	49,859	53,763	57,664
4	3	47,689	54,842	59,134	63,433
5	4	47,689	54,842	59,134	63,433
6	5	47,689	54,842	59,134	63,433
7	6	49,780	57,245	61,742	66,205
8	7	49,780	57,245	61,742	66,205
9	8	49,780	57,245	61,742	66,205
10	9	51,283	58,974	63,606	68,205
11	10	51,795	59,563	64,242	68,887
12	11	52,313	60,159	64,884	69,575
13	12	52,837	60,761	65,533	70,271
14	13	53,365	61,368	66,189	70,974
15	14	53,899	61,982	66,850	71,684
16	15	54,438	62,602	67,519	72,401
17	16	54,982	63,228	68,194	73,125
18	17	55,532	63,860	68,876	73,856
19	18	56,087	64,499	69,565	74,594
20	19	56,648	65,144	70,261	75,340
21	20	57,214	65,795	70,963	76,094
22	21	57,787	66,453	71,673	76,855
23	22	58,364	67,118	72,389	77,623
24	23	58,948	67,789	73,113	78,399
25	24	59,538	68,467	73,845	79,183
26	25	60,133	69,151	74,583	79,975
27	26	60,734	69,843	75,329	80,775
27+	27	61,342	70,541	76,082	81,583

**2022-2023 SALARY SCHEDULES FOR TEACHERS AND OTHER CERTIFIED EMPLOYEES
EFFECTIVE OCTOBER 1, 2022**

		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	51,473	59,191	63,826	68,457
2	1	51,473	59,191	63,826	68,457
3	2	51,473	59,191	63,826	68,457
4	3	56,615	65,107	70,202	75,305
5	4	56,615	65,107	70,202	75,305
6	5	56,615	65,107	70,202	75,305
7	6	59,097	67,959	73,298	78,596
8	7	59,097	67,959	73,298	78,596
9	8	59,097	67,959	73,298	78,596
10	9	60,881	70,012	75,511	80,971
11	10	61,489	70,711	76,266	81,780
12	11	62,104	71,419	77,028	82,597
13	12	62,726	72,133	77,799	83,423
14	13	63,353	72,854	78,577	84,258
15	14	63,987	73,583	79,362	85,101
16	15	64,627	74,319	80,156	85,952
17	16	65,273	75,062	80,958	86,811
18	17	65,926	75,812	81,767	87,679
19	18	66,585	76,571	82,585	88,555
20	19	67,251	77,337	83,411	89,441
21	20	67,923	78,110	84,245	90,336
22	21	68,603	78,891	85,088	91,240
23	22	69,288	79,680	85,938	92,151
24	23	69,981	80,477	86,797	93,073
25	24	70,681	81,282	87,666	94,003
26	25	71,388	82,094	88,542	94,944
27	26	72,101	82,915	89,428	95,893
28	27	72,823	83,744	90,322	96,853
29	28	73,551	84,582	91,225	97,821
30	29	74,287	85,427	92,137	98,799
31	30	75,029	86,282	93,058	99,787
32	31	75,779	87,144	93,989	100,784
33	32	76,538	88,016	94,929	101,792
34	33	77,302	88,896	95,879	102,811
35	34	78,075	89,785	96,837	103,839
36	35	78,856	90,683	97,806	104,877

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

RANK B/ND -Bachelor's Degree
RANK A – Master's Degree
RANK AA – Educational Specialist
RANK DR - Doctorate

2022-2023 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

PRINCIPALS - 240/260 DAYS
EFFECTIVE OCTOBER 1, 2022

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

2022-2023 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

PRINCIPALS - 240/260 DAYS
EFFECTIVE OCTOBER 1, 2022

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

2022-2023 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

PRINCIPALS - 240/260 DAYS
EFFECTIVE OCTOBER 1, 2022

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

2022-2023 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

ASSISTANT PRINCIPALS - 222 DAYS
EFFECTIVE OCTOBER 1, 2022

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

2022-2023 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

ASSISTANT PRINCIPALS - 222 DAYS
EFFECTIVE OCTOBER 1, 2022

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

2022-2023 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

ASSISTANT PRINCIPALS - 222 DAYS (continued)

EFFECTIVE OCTOBER 1, 2022

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

2022-2023 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

ADMINISTRATIVE/PROFESSIONAL

EFFECTIVE OCTOBER 1, 2022

	AP01	AP02	AP03	AP04	AP05	AP06	AP07
	240/260	240/260	240/260	240/260	240/260	240/260	240/260
STEP	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
0	47768.00	54237.00	61649.00	67714.00	75126.00	81193.00	88605.00
1	48485.00	55051.00	62575.00	68730.00	76254.00	82411.00	89933.00
2	49212.00	55876.00	63513.00	69760.00	77397.00	83646.00	91283.00
3	49950.00	56714.00	64465.00	70807.00	78557.00	84901.00	92650.00
4	50699.00	57565.00	65433.00	71869.00	79737.00	86174.00	94042.00
5	51459.00	58429.00	66414.00	72948.00	80933.00	87467.00	95452.00
6	52232.00	59305.00	67411.00	74042.00	82146.00	88780.00	96883.00
7	53015.00	60194.00	68422.00	75152.00	83379.00	90111.00	98337.00
8	53811.00	61098.00	69447.00	76280.00	84630.00	91462.00	99813.00
9	54618.00	62013.00	70490.00	77424.00	85899.00	92835.00	101310.00
10	55436.00	62945.00	71547.00	78586.00	87187.00	94227.00	102827.00
11	56268.00	63888.00	72620.00	79764.00	88496.00	95640.00	104370.00
12	57113.00	64847.00	73709.00	80960.00	89824.00	97076.00	105935.00
13	57969.00	65820.00	74816.00	82174.00	91171.00	98531.00	107526.00
14	58838.00	66808.00	75938.00	83408.00	92538.00	100010.00	109140.00
15	59721.00	67809.00	77076.00	84658.00	93926.00	101509.00	110776.00
16	60617.00	68826.00	78232.00	85929.00	95335.00	103033.00	112439.00
17	61526.00	69859.00	79406.00	87216.00	96764.00	104578.00	114125.00
18	62448.00	70907.00	80597.00	88526.00	98217.00	106147.00	115836.00
19	63385.00	71970.00	81805.00	89854.00	99689.00	107738.00	117573.00
20	64336.00	73050.00	83035.00	91201.00	101186.00	109355.00	119337.00
21	65302.00	74145.00	84278.00	92568.00	102702.00	110995.00	121129.00
22	66281.00	75259.00	85543.00	93958.00	104243.00	112660.00	122945.00
23	67274.00	76387.00	86825.00	95367.00	105806.00	114350.00	124789.00
24	68284.00	77532.00	88129.00	96798.00	107395.00	116064.00	126660.00
25	69309.00	78695.00	89449.00	98249.00	109004.00	117805.00	128560.00
26	70348.00	79875.00	90792.00	99724.00	110639.00	119572.00	130488.00
27	71403.00	81073.00	92153.00	101219.00	112299.00	121366.00	132445.00

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.

2022-2023 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

ADMINISTRATIVE/PROFESSIONAL

EFFECTIVE OCTOBER 1, 2022

	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	34358.00	30061.00	42138.00	52268.00	34357.00	52640.00	63248.00
1	34871.00	30513.00	42770.00	53052.00	34870.00	53428.00	64196.00
2	35395.00	30969.00	43412.00	53848.00	35394.00	54230.00	65160.00
3	35927.00	31434.00	44064.00	54656.00	35926.00	55044.00	66137.00
4	36466.00	31905.00	44724.00	55477.00	36463.00	55869.00	67130.00
5	37013.00	32384.00	45395.00	56309.00	37012.00	56708.00	68137.00
6	37568.00	32870.00	46076.00	57153.00	37567.00	57559.00	69158.00
7	38132.00	33363.00	46768.00	58010.00	38130.00	58421.00	70195.00
8	38703.00	33864.00	47467.00	58881.00	38702.00	59298.00	71248.00
9	39283.00	34371.00	48179.00	59764.00	39282.00	60188.00	72316.00
10	39874.00	34888.00	48902.00	60660.00	39872.00	61091.00	73402.00
11	40472.00	35410.00	49636.00	61570.00	40470.00	62007.00	74504.00
12	41077.00	35941.00	50382.00	62494.00	41076.00	62937.00	75620.00
13	41695.00	36481.00	51137.00	63431.00	41693.00	63880.00	76755.00
14	42320.00	37026.00	51902.00	64382.00	42319.00	64838.00	77906.00
15	42954.00	37584.00	52681.00	65348.00	42953.00	65811.00	79075.00
16	43600.00	38145.00	53473.00	66329.00	43598.00	66798.00	80261.00
17	44252.00	38719.00	54274.00	67323.00	44250.00	67800.00	81465.00
18	44918.00	39301.00	55088.00	68333.00	44917.00	68817.00	82687.00
19	45592.00	39889.00	55914.00	69359.00	45589.00	69851.00	83927.00
20	46275.00	40487.00	56753.00	70399.00	46272.00	70898.00	85186.00
21	46967.00	41096.00	57605.00	71454.00	46965.00	71962.00	86464.00
22	47673.00	41710.00	58469.00	72525.00	47670.00	73040.00	87761.00
23	48388.00	42336.00	59346.00	73614.00	48386.00	74136.00	89077.00
24	49114.00	42972.00	60237.00	74719.00	49112.00	75248.00	90413.00
25	49850.00	43614.00	61140.00	75839.00	49847.00	76378.00	91770.00
26	50599.00	44272.00	62057.00	76977.00	50598.00	77524.00	93146.00
27	51356.00	44933.00	62988.00	78131.00	51354.00	78686.00	94542.00

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.

2022-2023 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL

EFFECTIVE OCTOBER 1, 2022

	CT03	CT04	CT05	CT06	CT07	CT20	CT21	CT22
	240/260	240/260	240/260	240/260	240/260	187	202	240/260
STEP	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
						AIDES (7 HRS)		
0	39974.00	49225.00	56626.00	66044.00	71652.00	15840	19038	24136
1	40574.00	49964.00	57476.00	67036.00	72727.00	16077	19323	24498
2	41182.00	50714.00	58338.00	68040.00	73817.00	16320	19614	24868
3	41801.00	51473.00	59211.00	69061.00	74923.00	16563	19908	25239
4	42427.00	52245.00	60101.00	70099.00	76048.00	16813	20207	25617
5	43064.00	53030.00	61002.00	71148.00	77188.00	17065	20511	26002
6	43710.00	53825.00	61916.00	72217.00	78346.00	17321	20817	26394
7	44366.00	54632.00	62846.00	73300.00	79522.00	17580	21130	26788
8	45032.00	55454.00	63789.00	74397.00	80713.00	17844	21447	27191
9	45706.00	56283.00	64744.00	75514.00	81925.00	18111	21767	27598
10	46392.00	57127.00	65717.00	76648.00	83153.00	18384	22094	28012
11	47088.00	57984.00	66702.00	77797.00	84401.00	18728	22428	28433
12	47795.00	58855.00	67703.00	78965.00	85667.00	19009	22762	28858
13	48513.00	59738.00	68719.00	80149.00	86952.00	19296	23106	29291
14	49239.00	60632.00	69749.00	81352.00	88256.00	19584	23451	29732
15	49977.00	61542.00	70795.00	82571.00	89580.00	19878	23804	30176
16	50726.00	62467.00	71857.00	83810.00	90925.00	20176	24160	30631
17	51487.00	63403.00	72934.00	85067.00	92289.00	20480	24522	31088
18	52259.00	64354.00	74029.00	86344.00	93673.00	20788	24889	31555
19	53043.00	65320.00	75140.00	87639.00	95078.00	21098	25263	32028
20	53840.00	66299.00	76266.00	88952.00	96504.00	21414	25642	32510
21	54647.00	67294.00	77410.00	90287.00	97952.00	21736	26027	32995
22	55467.00	68303.00	78571.00	91642.00	99421.00	22063	26416	33490
23	56299.00	69328.00	79749.00	93016.00	100912.00	22393	26814	33994
24	57144.00	70367.00	80947.00	94410.00	102425.00	22730	27217	34505
25	58001.00	71424.00	82160.00	95828.00	103960.00	23070	27626	35021
26	58872.00	72495.00	83392.00	97265.00	105520.00	23415	28039	35547
27	59753.00	73582.00	84644.00	98723.00	107104.00	23766	28459	36080

2022-2023 SALARY STEP PLAN
(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)
EFFECTIVE OCTOBER 1, 2022

	CT23	CT24	CT25	CT26	CT27	CT28	CT29	CT30
	187	202	240/260	187	187	182	240/260	222
	PARA (7 HRS)	SCHOOL CLERK (8HRS)	HS CLERK (8HRS)		4 HRS	6 HRS	8 HRS	8 HRS
STEP	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
0	20202.00	24640.00	31564	30977.00	12501	15544	31564	26951
1	20504.00	25010.00	32038	31442.00	12690	15777	32038	27355
2	20812.00	25383.00	32519	31914.00	12880	16014	32519	27765
3	21123.00	25765.00	33006	32393.00	13073	16254	33006	28183
4	21440.00	26150.00	33503	32879.00	13268	16499	33503	28604
5	21762.00	26543.00	34005	33372.00	13468	16746	34005	29035
6	22088.00	26941.00	34513	33874.00	13671	16997	34513	29469
7	22422.00	27346.00	35033	34380.00	13876	17252	35033	29910
8	22756.00	27756.00	35557	34897.00	14084	17510	35557	30360
9	23100.00	28172.00	36092	35420.00	14293	17774	36092	30815
10	23444.00	28595.00	36633	35951.00	14509	18040	36633	31277
11	23797.00	29023.00	37182	36490.00	14728	18310	37182	31747
12	24154.00	29458.00	37740	37039.00	14947	18585	37740	32222
13	24516.00	29901.00	38306	37594.00	15172	18865	38306	32706
14	24883.00	30348.00	38880	38157.00	15398	19146	38880	33197
15	25256.00	30805.00	39463	38730.00	15632	19433	39463	33695
16	25635.00	31266.00	40055	39310.00	15865	19726	40055	34200
17	26020.00	31736.00	40657	39900.00	16103	20021	40657	34713
18	26411.00	32211.00	41266	40498.00	16345	20322	41266	35232
19	26807.00	32693.00	41886	41106.00	16589	20626	41886	35762
20	27210.00	33185.00	42513	41724.00	16839	20936	42513	36299
21	27616.00	33684.00	43152	42348.00	17090	21250	43152	36844
22	28030.00	34189.00	43799	42983.00	17347	21570	43799	37397
23	28451.00	34701.00	44455	43630.00	17607	21893	44455	37957
24	28877.00	35222.00	45122	44283.00	17871	22221	45122	38526
25	29312.00	35749.00	45801	44948.00	18140	22553	45801	39105
26	29752.00	36286.00	46485	45623.00	18412	22892	46485	39692
27	30197.00	36830.00	47184	46306.00	18689	23236	47184	40288

2022-2023 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)

EFFECTIVE OCTOBER 1, 2022

	CT31	CT32	CT33	CT34	CT35
	8 Hrs	8 Hrs	8 Hrs	8 Hrs	8 Hrs
	202	222	187	187	187
STEP	DAYS	DAYS	DAYS	DAYS	DAYS
0	31058	34134	35281	24631	26083
1	31522	34643	35810	25000	26473
2	31995	35163	36348	25375	26870
3	32475	35691	36894	25757	27274
4	32962	36226	37447	26142	27684
5	33458	36770	38009	26536	28099
6	33959	37320	38578	26932	28520
7	34469	37880	39157	27336	28948
8	34985	38450	39745	27746	29381
9	35512	39027	40342	28163	29821
10	36044	39612	40946	28584	30269
11	36583	40205	41560	29014	30724
12	37132	40809	42183	29450	31184
13	37689	41422	42816	29893	31653
14	38254	42042	43458	30340	32128
15	38828	42672	44110	30795	32609
16	39410	43313	44772	31256	33099
17	40002	43963	45445	31724	33595
18	40603	44623	46125	32202	34098
19	41211	45290	46817	32685	34610
20	41831	45971	47520	33174	35130
21	42456	46662	48231	33672	35656
22	43093	47361	48955	34176	36190
23	43740	48070	49690	34690	36734
24	44397	48791	50435	35211	37285
25	45063	49525	51191	35740	37845
26	45737	50267	51959	36274	38411
27	46424	51020	52738	36818	38989

2022-2023 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

CLERICAL/TECHNICAL (continued)

EFFECTIVE OCTOBER 1, 2022

	CT36	CT37	CT38	CT39
	7 Hrs	8 Hrs	8 Hrs	8 Hrs
	202	187	187	202
STEP	DAYS	DAYS	DAYS	days
0	43740	58803	34540	63513
1	44397	59685	35059	64465
2	45062	60578	35585	65434
3	45737	61487	36119	66414
4	46422	62411	36660	67411
5	47119	63346	37211	68422
6	47826	64296	37769	69448
7	48543	65261	38335	70490
8	49272	66241	38911	71547
9	50012	67234	39494	72620
10	50761	68243	40086	73710
11	51522	69265	40687	74816
12	52295	70305	41298	75938
13	53078	71360	41917	77076
14	53875	72431	42546	78233
15	54685	73516	43185	79406
16	55504	74619	43832	80598
17	56338	75738	44490	81806
18	57182	76875	45157	83033
19	58039	78028	45835	84280
20	58911	79199	46522	85543
21	59795	80387	47219	86826
22	60690	81591	47928	88130
23	61600	82816	48647	89450
24	62526	84058	49376	90793
25	63465	85318	50118	92153
26	64416	86599	50868	93538
27	65383	87898	51632	94940

2022-2023 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

MANUAL TRADES

EFFECTIVE OCTOBER 1, 2022

	MT03	MT03-A	MT04	MT05	MT06	MT07	MT08
	240/260	240/260	240/260	240/260	240/260	240/260	240/260
STEP	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS	DAYS
0	31619.00	37618	43029	48917	66018	75827	84242
1	32095.00	38183	43675	49651	67005	76966	85506
2	32575.00	38756	44330	50394	68012	78119	86789
3	33065.00	39337	44994	51151	69032	79292	88092
4	33561.00	39928	45670	51919	70067	80480	89413
5	34064.00	40526	46356	52698	71119	81688	90752
6	34575.00	41133	47050	53487	72185	82912	92115
7	35094.00	41751	47755	54290	73269	84157	93497
8	35622.00	42377	48472	55104	74366	85418	94899
9	36155.00	43013	49199	55932	75483	86703	96323
10	36695.00	43658	49938	56769	76615	88002	97766
11	37246.00	44312	50688	57621	77765	89321	99235
12	37806.00	44978	51447	58486	78931	90661	100723
13	38372.00	45652	52218	59362	80114	92020	102233
14	38948.00	46337	53003	60253	81317	93401	103765
15	39532.00	47032	53797	61157	82536	94801	105323
16	40126.00	47737	54602	62073	83773	96224	106903
17	40727.00	48454	55422	63005	85030	97666	108507
18	41338.00	49180	56255	63951	86305	99133	110134
19	41959.00	49918	57098	64910	87602	100620	111786
20	42589.00	50666	57954	65884	88914	102130	113463
21	43227.00	51427	58823	66872	90249	103660	115164
22	43876.00	52198	59706	67877	91602	105217	116892
23	44534.00	52981	60601	68894	92976	106793	118645
24	45200.00	53776	61511	69925	94371	108397	120425
25	45878.00	54582	62432	70974	95787	110021	122232
26	46567.00	55402	63370	72040	97222	111672	124066
27	47266.00	56233	64320	73121	98681	113348	125926

2022-2023 SALARY STEP PLAN

(Steps are compensation steps, not experience steps.)

MANUAL TRADES

EFFECTIVE OCTOBER 1, 2022

	MT20	MT21	MT21A	MT22	MT23	MT24
	197	240/260	260	197	240/260	187
STEP	DAYS	DAYS	8 HRS	DAYS	DAYS	DAYS
0	21185	23577	26577	22524	29434	20355
1	21503	23930	26976	22861	29874	20661
2	21825	24289	27380	23203	30323	20970
3	22153	24654	27791	23553	30778	21285
4	22485	25022	28208	23908	31242	21603
5	22822	25399	28631	24263	31711	21927
6	23165	25780	29060	24629	32186	22257
7	23512	26165	29496	24997	32667	22591
8	23865	26558	29939	25372	33157	22929
9	24223	26956	30388	25754	33655	23274
10	24586	27361	30844	26140	34160	23622
11	24955	27772	31306	26531	34673	23976
12	25329	28187	31776	26929	35193	24336
13	25709	28610	32253	27333	35720	24702
14	26095	29041	32736	27744	36256	25072
15	26486	29477	33227	28161	36800	25449
16	26883	29918	33726	28582	37351	25830
17	27287	30366	34232	29011	37911	26217
18	27696	30820	34745	29447	38482	26610
19	28111	31285	35266	29889	39056	27009
20	28533	31753	35795	30337	39642	27414
21	28961	32231	36332	30790	40240	27826
22	29396	32713	36877	31252	40842	28244
23	29836	33204	37430	31721	41454	28667
24	30284	33701	37992	32197	42076	29097
25	30738	34207	38562	32681	42707	29534
26	31199	34721	39140	33170	43347	29976
27	31667	35241	39727	33668	43998	30426

**2022-2023 SALARY SCHEDULES
FOR OCCUPATIONAL THERAPY/PHYSICAL THERAPY**

Steps are compensation steps, not experience steps

EFFECTIVE OCTOBER 1, 2022

	OTPT	OTP1	OTP2	OTP3
	7 Hrs	7 Hrs	8 Hrs	8 Hrs
	187	187	202	222
STEP	DAYS	DAYS	DAYS	DAYS
0	33519.00	51161.00	63158.00	71805.00
1	34022.00	51928.00	64106.00	72883.00
2	34532.00	52707.00	65069.00	73975.00
3	35051.00	53499.00	66044.00	75087.00
4	35577.00	54299.00	67036.00	76212.00
5	36110.00	55114.00	68040.00	77355.00
6	36652.00	55942.00	69061.00	78517.00
7	37201.00	56781.00	70098.00	79694.00
8	37759.00	57633.00	71148.00	80889.00
9	38327.00	58497.00	72216.00	82102.00
10	38900.00	59374.00	73298.00	83332.00
11	39485.00	60265.00	74397.00	84584.00
12	40076.00	61168.00	75513.00	85853.00
13	40679.00	62087.00	76648.00	87141.00
14	41287.00	63018.00	77797.00	88448.00
15	41906.00	63961.00	78965.00	89775.00
16	42535.00	64921.00	80148.00	91122.00
17	43172.00	65895.00	81349.00	92488.00
18	43821.00	66884.00	82571.00	93876.00
19	44480.00	67887.00	83809.00	95284.00
20	45734.00	68905.00	85066.00	96711.00
21	45823.00	69940.00	86344.00	98164.00
22	46510.00	70987.00	87639.00	99637.00
23	47209.00	72052.00	88951.00	101132.00
24	47915.00	73134.00	90287.00	102646.00
25	48635.00	74232.00	91642.00	104187.00
26	49365.00	75346.00	93016.00	105750.00
27	50106.00	76475.00	94410.00	107337.00

2022-2023 SALARY SCHEDULES FOR SERVICE PERSONNEL – CHILD NUTRITION

Steps are compensation steps, not experience steps

EFFECTIVE OCTOBER 1, 2022

	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			3 Hrs	4 Hrs
STEP	187 Day	187 Day	187 Day	191 Day	191 Day	187 Day	187 Day
0	16638	17574	18511	32074	28475	11018	12092
1	16888	17838	18789	32555	28902	11183	12273
2	17141	18105	19070	33043	29336	11351	12457
3	17398	18377	19357	33539	29776	11521	12644
4	17659	18652	19647	34042	30222	11694	12834
5	17924	18932	19942	34553	30676	11870	13027
6	18193	19216	20241	35071	31136	12048	13222
7	18466	19504	20544	35597	31603	12228	13420
8	18743	19797	20853	36131	32077	12412	13622
9	19024	20094	21165	36673	32558	12598	13826
10	19309	20395	21483	37223	33046	12787	14033
11	19599	20701	21805	37782	33542	12979	14244
12	19893	21012	22132	38348	34045	13173	14457
13	20191	21327	22464	38923	34556	13371	14674
14	20494	21647	22801	39507	35074	13571	14894
15	20801	21972	23143	40100	35600	13775	15118
16	21113	22301	23490	40701	36134	13982	15345
17	21430	22636	23843	41312	36676	14191	15575
18	21752	22975	24200	41932	37227	14404	15808
19	22078	23320	24563	42561	37785	14620	16045
20	22409	23670	24932	43199	38352	14840	16286
21	22745	24025	25306	43847	38927	15062	16530
22	23086	24385	25685	44505	39511	15288	16778
23	23433	24751	26070	45172	40104	15517	17030
24	23784	25122	26462	45850	40705	15750	17286
25	24141	25499	26858	46538	41316	15987	17545
26	24503	25881	27261	47236	41935	16226	17808
27	24870	26270	27670	47944	42564	16470	18075

2022-2023 SALARY SCHEDULES FOR SERVICE PERSONNEL
BUS DRIVERS/BUS AIDES
Steps are compensation steps, not experience steps
EFFECTIVE OCTOBER 1, 2022

	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	13822.00	17322.00	21841.00	13614.00
1	14030.00	17581.00	22169.00	13815.00
2	14238.00	17845.00	22499.00	14022.00
3	14454.00	18114.00	22839.00	14233.00
4	14670.00	18385.00	23178.00	14447.00
5	14889.00	18859.00	23528.00	14666.00
6	15113.00	19142.00	23880.00	14884.00
7	15340.00	19431.00	24239.00	15108.00
8	15571.00	19723.00	24603.00	15335.00
9	15802.00	20018.00	24971.00	15564.00
10	16041.00	20318.00	25347.00	15797.00
11	16280.00	20623.00	25728.00	16033.00
12	16526.00	20932.00	26112.00	16275.00
13	16774.00	21246.00	26504.00	16518.00
14	17024.00	21565.00	26903.00	16767.00
15	17281.00	21889.00	27306.00	17019.00
16	17540.00	22215.00	27717.00	17274.00
17	17805.00	22550.00	28131.00	17533.00
18	18069.00	22888.00	28552.00	17795.00
19	18340.00	23230.00	28982.00	18063.00
20	18615.00	23580.00	29414.00	18334.00
21	18740.00	23934.00	29858.00	18609.00
22	19024.00	24292.00	30306.00	18709.00
23	19309.00	24657.00	30759.00	18990.00
24	19599.00	25026.00	31222.00	19273.00
25	19892.00	25403.00	31690.00	19561.00
26	20191.00	25783.00	32164.00	19856.00
27	20493.00	26170.00	32648.00	20154.00

2022-2023 SALARY SCHEDULES FOR NURSES

State Minimum Salary Schedules

EFFECTIVE OCTOBER 1, 2022

SCHEDULE		54	56	68
		RN BS	RN MS	RN MS
STEP	EXP	187 Day	187 Day	240/260 Day
1	0	46248	53184	73944
2	1	46248	53184	73944
3	2	46248	53184	73944
4	3	50868	58500	81337
5	4	50868	58500	81337
6	5	50868	58500	81337
7	6	53096	61060	84897
8	7	53096	61060	84897
9	8	53096	61060	84897
10	9	53808	61882	86036
11	10	53808	61882	86036
12	11	53808	61882	86036
13	12	54785	63001	87596
14	13	54785	63001	87596
15	14	54785	63001	87596
16	15	56037	64444	89599
17	16	56037	64444	89599
18	17	56037	64444	89599
19	18	56760	65272	90751
20	19	56760	65272	90751
21	20	56760	65272	90751
22	21	57484	66108	91915
23	22	57484	66108	91915
24	23	57484	66108	91915
25	24	58169	66794	92867
26	25	58169	66794	92867
27	26	58169	66794	92867
27+		58855	67479	93820

2022-2023 SALARY SCHEDULES FOR NURSES (cont)

State Minimum Salary Schedules

EFFECTIVE OCTOBER 1, 2022

SCHEDULE		70 RANK 71	72 RANK 73	74 RANK 75	76 RANK 77
		LPN 7.5 HRS	LPN BUS AIDE	RN ASSOCIATES	CNA
STEP	EXP	182 Day	182 Day	187 Day	182 Day
1	0	24095	17746	43984	15436.00
2	1	24095	17746	43984	15436.00
3	2	24095	17746	43984	15436.00
4	3	26479	19502	48604	16474.00
5	4	26479	19502	48604	16474.00
6	5	26479	19502	48604	16474.00
7	6	27618	20342	50832	17957.00
8	7	27618	20342	50832	17957.00
9	8	27618	20342	50832	17957.00
10	9	27977	20608	51544	19573.00
11	10	27977	20608	51544	19573.00
12	11	27977	20608	51544	19573.00
13	12	28481	20978	52521	20549.00
14	13	28481	20978	52521	20549.00
15	14	28481	20978	52521	20549.00
16	15	29105	21436	53773	21167.00
17	16	29105	21436	53773	21167.00
18	17	29105	21436	53773	21167.00
19	18	29457	21696	54496	21484.00
20	19	29457	21696	54496	21484.00
21	20	29457	21696	54496	21484.00
22	21	29811	21955	55220	21914.00
23	22	29811	21955	55220	21914.00
24	23	29811	21955	55220	21914.00
25	24	30446	22423	55905	22352.00
26	25	30446	22423	55905	22352.00
27	26	30446	22423	55905	22352.00
28		31081	22890	56591	22799.00