

8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE

Viola Public School Classified Salary Schedule (Effective July 1, 2018)

- 1) Maintenance and Operations
- 2) Transportation
- 3) Food Service
- 4) Secretarial and Clerical
- 5) Aids and Paraprofessionals

Step	Hourly Rate	2018-2019
1	\$ 8.35	
2	\$ 8.50	
3	\$ 8.65	
4	\$ 8.80	
5	\$ 8.95	
6	\$ 9.10	
7	\$ 9.25	
8	\$ 9.40	
9	\$ 9.55	
10	\$ 9.70	
11	\$ 9.85	
12	\$ 10.00	
13	\$ 10.15	
14	\$ 10.30	
15	\$ 10.45	
16	\$ 10.60	
17	\$ 10.75	
18	\$ 10.90	
19	\$ 11.05	
20	\$ 11.20	
21	\$ 11.35	
22	\$ 11.50	
23	\$ 11.65	
24	\$ 11.80	
25	\$ 11.95	
26	\$ 12.10	
27	\$ 12.25	
28	\$ 12.40	
29	\$ 12.55	
30	\$ 12.70	
31	\$ 12.85	
32	\$ 13.00	

For the purposes of this policy, an employee must work two thirds (2/3) of the number of their regularly assigned annual work days to qualify for a step increase. A work day is considered to be eight hours in length, unless otherwise stated in the Employees' contract.

Any school year when no increase has been approved to the Classified Personnel Salary Schedule, and no bonus has been approved for classified personnel, and there are classified employees beyond the top step of the Classified Personnel Salary Schedule, one additional step will be added to the Classified Personnel Salary Schedule. Classified employees beyond the top step of the Classified Personnel Salary Schedule will be paid that additional step increase in May.

Unless the board approves otherwise, new employees will automatically start at the lowest step allowed by the Arkansas Code Annotated 6-17-2203 (Classified Employee Minimum Hourly Rate - \$8.64 per hour for 2018-2019) and the state minimum wage (\$8.50 per hour beginning 1/1/2017) The superintendent has the authority, when recommending an applicant and his/her placement on the District's salary schedule to the Board for its approval, to consider the applicant's previous work experience with similar duties, responsibilities, and skill sets to those job duties and responsibilities the applicant would assume for the District.

Viola Public School Classified Supplemental Schedule		(Effective <u>July 1, 2014</u>)
Bookkeeper/District Treasurer - - - - -	240 days - - - - -	1.64
Cafeteria Manager - - - - -	210 days - - - - -	1.25
Technology Director/Coordinator - - - - -	- - - - -	1.10
Secretary (Elem. Principal's) - - - - -	220 days - - - - -	1.255
Secretary (H.S. Principal's) - - - - -	220 days - - - - -	1.255
Maintenance - - - (Head Custodian)- - - - -	240 days - - - - -	1.54
Mechanic/Bus Driver - - - - -	240 days - - - - -	1.54
School Nurse (LPN)- - - - -	200 days - - - - -	1.065
School Nurse (RN)- - - - -	200 days - - - - -	2.155
Special Handicapped Aide- - - - -	185 days - - - - -	1.10

Bus Driver Route Pay (Effective July 1, 2018)

Experience	Short Route	Medium Route	Long Route
	under 40 miles		over 50 miles
0	\$ 7,900.00	\$ 8,650.00	\$ 9,400.00
1	\$ 8,000.00	\$ 8,750.00	\$ 9,500.00
2	\$ 8,100.00	\$ 8,850.00	\$ 9,600.00
3	\$ 8,200.00	\$ 8,950.00	\$ 9,700.00
4	\$ 8,300.00	\$ 9,050.00	\$ 9,800.00
5	\$ 8,400.00	\$ 9,150.00	\$ 9,900.00
6	\$ 8,500.00	\$ 9,250.00	\$ 10,000.00
7	\$ 8,600.00	\$ 9,350.00	\$ 10,100.00
8	\$ 8,700.00	\$ 9,450.00	\$ 10,200.00
9	\$ 8,800.00	\$ 9,550.00	\$ 10,300.00
10	\$ 8,900.00	\$ 9,650.00	\$ 10,400.00
11	\$ 9,000.00	\$ 9,750.00	\$ 10,500.00
12	\$ 9,100.00	\$ 9,850.00	\$ 10,600.00
13	\$ 9,200.00	\$ 9,950.00	\$ 10,700.00
14	\$ 9,300.00	\$10,050.00	\$ 10,800.00
15	\$ 9,400.00	\$10,150.00	\$ 10,900.00

All distances are daily totals driven from the end of the routes to school.

Any school year when no increase has been approved to the bus driver route pay and no bonus has been approved for classified personnel and there are bus drivers that exceed the maximum number of years route experience for which the district pays an additional amount, one additional step will be added to the Bus Driver Route Pay Schedule. Bus Drivers beyond the top step of the Bus Driver Route Pay Schedule will be paid that additional step increase in May.

Bus Driver Field Trip Pay (Effective July 1, 2017):

\$25 per trip plus additional pay for their additional time

- Additional time would be at the employees regular hourly rate (overtime rate if it applies) or minimum wage if not a contracted employee.
- Additional time starts after the regular workday is completed.
- Pay for additional time would be limited to \$100 per day.
- Additional time would not apply to employees who were required to be present for the trip even if they did not drive bus. (examples: coaches and administrators on trips to ball games / club sponsors on trips with their club)

Bus Driver Preemployment Training Reimbursement (Effective July 1, 2018):

(Note: Board approved 2-22-18)

Due to a shortage of bus drivers, and the time and expense required to obtain the necessary Class B Commercial Driver’s License with Passenger and School Bus endorsements, the Viola School District will pay in May of each year:

- make a **ONE-TIME** reimbursement to **NEW** bus drivers in the amount of **\$100 plus minimum wage for any necessary preemployment training hours** if they drive a route bus 10 times (equivalent to 5 full days) beginning August 14, 2017.
- make an **ANNUAL** reimbursement to **ALL** bus drivers in the amount of **\$50** if they drive a route bus 10 times (equivalent to 5 full days), drive a trip bus 5 times, or a combination 5 trips/full days of driving during that one school year.
- make an **ANNUAL** reimbursement to **SUBSTITUTE** bus drivers in the amount of **\$100** if they drive a route bus 10 times (equivalent to 5 full days) during that one school year.

Additional Pay Categories (Effective July 1, 2017)

1.	Annual Staff.....	(1)	\$600
2.	Sr. Prom/Banquet.....	(1)	\$300
3.	Elem Athletics.....	\$300 per team.....	\$1800 max
4.	Cheerleader	\$700
5.	Shooting Sports	\$700
6.	7 th /8 th Grade Baseball/Softball.....		\$700
7.	Assistant Coach	\$800
8.	Resource Officer.....		\$100 per day

9. Tech Center Daily Route\$55 per day
10. Substitute Bus Driver.....\$60per day (\$30 for morning or afternoon)
11. CLASSIFIED Substitute (7 hr day not including lunch).....\$60 per day
12. Maintenance / Custodial / Cafeteria Substitute (7 hr day not including lunch).....\$70 per day
13. CLASSIFIED staff will be reimbursed for actual expenses while attending school related meetings. (See Policy 7.12)
14. Classified employee contracts will be divided into 12 payments. Contracts will be rounded off to the nearest \$1.00.
15. All accumulated CLASSIFIED sick leave days over 100 will be paid annually at a rate of 90% of CLASSIFIED substitute pay per day.

Cross References: Policy 1.9—POLICY FORMULATION

Legal References: A.C.A. § 6-17-2203
 A.C.A. § 6-17-2301
 ADE Rules Governing School District Requirements for Personnel Policies, Salary Schedules, Minimum Salaries, and Documents Posted to District Websites

Date Adopted: 1-12-04

Last Revised: 4-30-18 (minimum wage info updated 6-12-18)