

## 8.1—CLASSIFIED PERSONNEL SALARY SCHEDULE

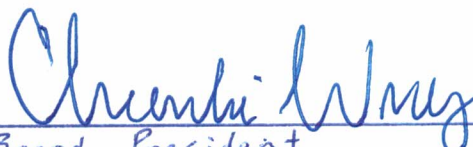
**Viola Public School Classified Salary Schedule** (Effective July 1, 2023)

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

### 2023-2024 Hourly Rate

Step	Rate
1	\$11.90
2	\$12.05
3	\$12.20
4	\$12.35
5	\$12.50
6	\$12.65
7	\$12.80
8	\$12.95
9	\$13.10
10	\$13.25
11	\$13.40
12	\$13.55
13	\$13.70
14	\$13.85
15	\$14.00
16	\$14.15
17	\$14.30
18	\$14.45
19	\$14.60
20	\$14.75
21	\$14.90
22	\$15.05
23	\$15.20
24	\$15.35
25	\$15.50
26	\$15.65
27	\$15.80
28	\$15.95
29	\$16.10
30	\$16.25
31	\$16.40
32	\$16.55
33	\$16.70

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 nine hours in length, unless otherwise stated in the Employees' contract.

  
Board President

1

7-19-23  
Date

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 (\$10.51 per hour for 2023-24) and the state minimum wage (\$11.00 per hour beginning 1/1/2021) 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 – based on a 4-day-school-week**  
(Effective July 1, 2021)

Bookkeeper/District Treasurer - - - - -	192 days - - - - -	1.64
Cafeteria Manager - - - - -	171 days - - - - -	1.25
Technology Director/Coordinator - - - - -	- - - - -	1.10
Secretary (Elem. Principal's) - - - - -	176 days - - - - -	1.255
Secretary (H.S. Principal's) - - - - -	176 days - - - - -	1.255
Secretary (Counselor's) - - - - -	160 days - - - - -	1.255
Maintenance - - - (Head Custodian)- - - - -	192 days - - - - -	1.54
Mechanic/Bus Driver - - - - -	192 days - - - - -	1.54
School Nurse (LPN)- - - - -	160 days - - - - -	1.065
School Nurse (RN)- - - - -	160 days - - - - -	2.155
Special Handicapped Aide- - - - -	148 days - - - - -	1.10
Resource Officer - - - - -	170 days - - - - -	1.52
Tech Center Route (tied to Bus Driver Route Pay)- -	178 days - - -	1.15
Non-CDL Route Pay (tied to Bus Driver Route Pay)- -	145 days - - -	0.75

**Bus Driver Route Pay (Effective July 1, 2023)**

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

\$100  
for every  
daily mile  
over 50 miles  
per day  
with students  
riding.

Mileage

14	\$ 12,250.00	\$ 13,000.00
15	\$ 12,350.00	\$ 13,100.00
16	\$ 12,450.00	\$ 13,200.00
17	\$ 12,550.00	\$ 13,300.00
18	\$ 12,650.00	\$ 13,400.00

must be  
verified  
by the end  
of the  
3rd quarter.

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, 2023):**

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

- Additional time for CDL drivers would be at the greater of the contracted employee’s regular hourly rate (overtime rate if it applies) or \$20 per hour (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, 2023):**

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).
- 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, 2023)**

1. Annual Staff..... (1) .....\$1000
2. Sr. Prom Banquet ..... (1) .....\$500
3. Banquet Server .....greater of \$100 or employee’s hourly rate
4. Elem Athletics.....\$400 per team.....\$2400 max
5. Cheerleader .....\$700
6. Shooting Sports .....\$1000
7. Sunshine Fund .....\$200

8. Jr Baseball or Softball.....\$1000 per team
9. Assistant Coach (if licensed teacher).....\$800
10. Substitute Resource Officer.....\$115 per day
11. Substitute Nurse (RN) .....\$115 per day
12. Hourly Special Handicapped Aide.....\$12.50 per hour
13. Tech Center Daily Route .....\$70 per day
14. Alt Ed Afternoon Route Pickup .....\$35 per day
15. Subsitute Bus Driver.....\$80 per day (\$40 for morning or afternoon)
16. Subsitute Bus Driver without CDL.....\$60 per day (\$30 for morning or afternoon)
17. CLASSIFIED Substitute (8 hr day not including lunch).....\$ 95 per day
18. Maintenance / Custodial / Cafeteria Substitute (8 hr day not including lunch)..\$ 105 per day
19. CLASSIFIED staff will be reimbursed for actual expenses while attending school related meetings. (See Policy 7.12)
20. Classified employee contracts will be divided into 12 payments. Contracts will be rounded off to the nearest \$1.00.
21. All accumulated CLASSIFIED sick leave hours over 900 will be paid annually at a rate of 10% of CLASSIFIED substitute daily pay rate per hour paid.
22. All accumulated BUS DRIVER sick leave days over 100 will be paid annually at a rate of 90% of BUS DRIVER substitute pay per day.
23. Food Pantry Assistance .....\$13 per hour

Cross References: Policy 1.9—POLICY FORMULATION

Legal References: A.C.A. § 6-17-2203  
A.C.A. § 6-17-2301  
DESE Rules Governing Documents Posted to School District and Education Service Cooperative Websites

Date Adopted: 1-12-04

Last Revised: 6-21-23