



2023-2024 SALARY AND BENEFITS INFORMATION

Hillsboro R-III School District

STEP ADVANCEMENT- Employees must work at least fifty (50) percent of the total work days required in their job classification prior to July 1 to be eligible for advancement on the salary schedule.

STEP PLACEMENT - Placement of employees on any of the schedules contained within this document does not necessarily correspond to the employee's number of years of experience.

MODIFICATIONS - Modifications to this document must be approved by the Board of Education and may be made at any time.

A Message from the Human Resources Department

Welcome to the Salary Handbook of Hillsboro R-III School District! Our Human Resources Department is dedicated to supporting the goals of Hillsboro R-III's Comprehensive School Improvement Plan. We achieve this by fostering accessibility, offering reliable solutions, and cultivating valued relationships with our esteemed employees, parents, and community members.

Our ultimate vision is to establish ourselves as an employer of choice, earning the trust and respect of our stakeholders through exceptional customer service. As a trusted resource, we are committed to providing outstanding support to all members of our community.

Recognizing the importance of attracting and retaining highly qualified staff who prioritize student success, the District remains committed to maintaining a competitive salary and benefit package. This ensures that we can continue to attract and retain exceptional individuals who are dedicated to the well-being and academic growth of our students.

For any questions or clarifications regarding the information contained within this Salary Handbook, we encourage all employees, parents, and community members to reach out to the Hillsboro R-III Administrative Office. We are here to assist you and provide the necessary guidance.

Contact Information:

*Hillsboro R-III Administrative Office
#100 Leon Hall Parkway
Hillsboro, Missouri 63050*

Phone: 636-789-0000 Ext. 6040

Hours for the Administrative Office:

Monday-Friday, 8:00 a.m. to 4:00 p.m.

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2023-2024 PAY DATE SCHEDULE

HILLSBORO R-III SCHOOL DISTRICT SEMI-MONTHLY PAY DATES FOR 2023-2024						
PAY DATE	TEACHER CHECKS	12-MONTH CLASSIFIED CHECKS	10-MONTH CLASSIFIED CHECKS	11-MONTH CLASSIFIED CHECKS	PAY PERIOD START	PAY PERIOD END
7/14/23		1			6/16/2023	6/30/2023
7/31/23		2			7/1/2023	7/15/2023
8/15/23		3			7/16/2023	7/31/2023
8/31/23	1	4		1	8/1/2023	8/15/2023
9/15/23	2	5	1	2	8/16/2023	8/31/2023
9/29/23	3	6	2	3	9/1/2023	9/15/2023
10/13/23	4	7	3	4	9/16/2023	9/30/2023
10/31/23	5	8	4	5	10/1/2023	10/15/2023
11/15/23	6	9	5	6	10/16/2023	10/31/2023
11/30/23	7	10	6	7	11/1/2023	11/15/2023
12/15/23	8	11	7	8	11/16/2023	11/30/2023
12/29/23	9	12	8	9	12/1/2023	12/15/2023
1/12/24	10	13	9	10	12/16/2023	12/31/2023
1/31/24	11	14	10	11	1/1/2024	1/15/2024
2/15/24	12	15	11	12	1/16/2024	1/31/2024
2/29/24	13	16	12	13	2/1/2024	2/15/2024
3/15/24	14	17	13	14	2/16/2024	2/28/2024
3/28/24	15	18	14	15	3/1/2024	3/15/2024
4/15/24	16	21	15	16	3/16/2024	3/31/2024
4/30/24	17	21	16	17	4/1/2024	4/15/2024
5/15/24	18	21	17	18	4/16/2024	4/30/2024
5/31/2024 - *All 2023-24 Ins Prems Due*	19	22	18	19	5/1/2024	5/15/2024
6/14/23	20	23			5/16/2024	5/31/2024
6/28/24	21	24			6/1/2024	6/15/2024
Summer Payments (Non 12-mth Certified)						
Last week of June 2024 - 7/15/23 Paycheck	22					
Last week of June 2024 - 7/31/23 Paycheck	23					
Last week of June 2024 - 8/15/23 Paycheck	24					
Additional Items:						
Pay dates will be the 15th and the last day of month (unless on holiday/weekend, then preceding business day)						
Teacher Hourly Assignments (current time sheet items - except Homebound, athletic workers, etc.) paid once						
per month on 15th (for prior CALENDAR month duties; must clock in/out).						

CERTIFIED AND PROFESSIONAL SALARY INFORMATION

Certified and Professional Staff Position Schedules

12 Month Positions:

260 DAYS (includes days of work and holidays). Leave allotments for a full year are 7 sick days, 5 personal days, and 20 vacation days.

Certified Staff in this category:

Superintendent
Associate Superintendent
Executive Director of Special Services
Senior Director of Operations
Principal – High School
Principal – Jr. High
Principal – Intermediate
Principal - Elementary
Principal – Primary
Assistant Principal/Activities Director – High School

Professional Staff in this category:

Chief Operating Officer
Director of Technology
District Data Coordinator

11 Month Positions:

213 DAYS - Leave allotment for a full year is 6 sick and 5 personal days. The 213 also includes 3 paid holidays (1 @ Thanksgiving and 2 @ Christmas).

Certified Staff in this category:

Assistant Principal – High School
Assistant Principal/Alternative – High School
Assistant Principal – Jr. High School
Assistant Principal – Intermediate
Assistant Principal – Elementary
Assistant Principal – Primary

9 month Positions:

182 DAYS (Based Annually on the School Calendar) . Leave allotment for a full year is 5 sick and 5 personal days.

Certified Staff in this category:

Teacher
SLP
School Nurse*

**Nurse's start day and use of extra days will be determined by the number of screening days required prior to the start of school in their assigned building. Days will be determined by the District Head Nurse*

Certified Extended Assignments and Stipends

Job Role	Stipend Amount	Number of Extended Days
School Social Worker		15 days
School Counselor (7-12)		15 days
School Counselor (K-6)		10 days
A+ and Assessment Coordinator		10 days
Process Coordinator		10 days
Psychological Examiner		10 days
Library Media Specialist*		None* or 5 days
Deaf Educator - Certified	\$4000	
Speech Language Pathologist - Certified of Clinical Competence	\$4000	
Behavior Specialist - BCBA Certified	\$4000	

*Those hired into position 7/1/2020 and after. 5 days if hired into position prior to 7/1/2020.

Work Schedule Based on the Approved School Calendar and updated annually: 2023-2024 Total Staff Contract Days 182

A+ and Assessment Coordinator (9-12): 192 DAYS (182 teacher contract days + 10) - work schedule is flexible to accommodate assessment schedule. Final schedule approved by the High School Principal and/or Assistant Superintendent.

Home Support Specialist- K-6: 212 DAYS (182 teacher contract days + 30) – Usually begins 15 days before teachers report and works 15 days after teachers’ end date.

Library Media Specialist: 187 DAYS (182 teacher contract days) (+5 days if hired prior to 7/1/2020.)

Process Coordinator: 192 Days (182 teacher contract days + 10) - Usually begins 5 days before teachers report and 5 days after teachers’ end date. Final schedule approved by Executive Director of Special Services.

Psych Examiner: 192 Days (182 teacher contract days + 10) - Usually begins 5 days before teachers report and 5 days after teachers’ end date.

School Counselor:

Grades 7-12 counselors work 197 days (182 teacher contract days + 15)

Grades K-6 counselors work 192 days (182 teacher contract days +10)

Extra days are scheduled as needed in each situation.

School Social Worker: 197 days (182 teacher contract days + 15) Usually begins 10 days before teachers report and 5 days after teachers’ end date. Final schedule approved by 7-12 administration and/or Assistant Superintendent.

Resignation of Employees with Contracts

In general, professional staff members including, but not limited to, Teachers and Principals, have a binding contract with the District once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the District for the next school year if the Teacher does not notify the District of his or her resignation in writing by June 1.

Employees may notify the District that they will not accept a future employment contract or an extension of an existing contract by submitting a written resignation notice to the Superintendent or designee at any time. The resignation is considered accepted once it is approved by the Board.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the Superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. The Board considers serious illness, transfer of a spouse, and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

If an employee under contract with the District is not released from the contract and chooses to break the contract, the District is entitled to compensation for the costs of finding a suitable replacement, training expenses, and other disruptions. Because the actual damages will be difficult, if not impossible, to ascertain, the Board agrees that the following amounts are a reasonable estimation of the damages:

Professional staff members who seek to have their resignations considered by the Board after June 1 will first be required to tender a written, signed accord, and satisfaction to the District as follows:

The employee will pay of the contract:

June 1 – June 30 3%

July 1 – July 31 7%

August 1 or later 10%

The District may deduct the damage amounts from the employee's paycheck or other compensation the District owes the employee if the employee has agreed to these deductions by contract or in writing or if the District otherwise determines it has the legal authority to do so. If a payroll deduction is not possible and/or any final leave day payouts are insufficient to cover the damage amount owed by the employee, the employee must submit a cashier's check or money order for the full damage amount to the Superintendent or designee prior to the Board of Education taking action.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the District including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the District may share with potential employers seeking information about the employee the fact that the employee broke a contract with the District.

Resignations requested by the Board or administration shall not be subject to this policy.

Certified Teacher Salary Schedule

HILLSBORO R-III SCHOOL DISTRICT CERTIFIED TEACHER SALARY SCHEDULE						
STEP	BA	BA +15	MA	MA +15	MA +30	DR
1	41300	42150	43000	45000	46500	47350
2	41450	42300	43150	45150	46650	47500
3	41600	42450	43300	45300	46800	47650
4	41750	42600	43450	45450	46950	47800
5	41900	42750	43600	45600	47100	47950
6	42750	43600	45250	47250	49250	51250
7	43600	44450	46100	48100	50100	52100
8	44450	45300	46950	48950	50950	52950
9	45300	46150	47800	49800	51800	53800
10	46150	47000	48650	50650	52650	54650
11	47000	47850	49500	51500	53500	55500
12	47850	48700	50350	52350	54350	56350
13	48700	49550	51200	53200	55200	57200
14	49550	50400	52050	54050	56050	58050
15	50400	51250	52900	54900	56900	58900
16	51250	52100	54250	56250	58250	60250
17	52100	52950	55100	57100	59100	61100
18	52300	53800	55950	57950	59950	61950
19	52300	54000	56800	58800	60800	62800
20	52300	54000	57650	59650	61650	63650
21	52300	54000	58500	60500	62500	65000
22	52300	54000	59350	61350	63350	65850
23	52300	54000	60200	62200	64200	66700
24	52300	54000	61050	63050	65050	67550
25	52300	54000	61900	63900	65900	68400
26	52300	54000	62750	64750	67250	69750
27	52300	54000	63600	65600	68100	70600
28	53800	55500	65100	67100	69600	72100
29	55300	57000	66600	68600	71100	73600
30	56800	58500	68100	70100	72600	75100

Teachers may participate in the Career Ladder Program.

Career Ladder:

Stage I:- \$1,500

Stage II: \$3,000

Nurses Salary Schedule

Nurses Salary Schedule						
	RN	BSN			RN	BSN
1	39,700	41,300		16	49,650	51,250
2	39,850	41,450		17	49,650	52,100
3	40,000	41,600		18	49,650	52,950
4	40,150	41,750		19	49,650	53,800
5	40,300	41,900		20	49,650	54,650
6	41,150	42,750		21	49,650	55,500
7	42,000	43,600		22	49,650	56,350
8	42,850	44,450		23	49,650	57,200
9	43,700	45,300		24	49,650	58,050
10	44,550	46,150		25	49,650	58,900
11	45,400	47,000		26	49,650	59,750
12	46,250	47,850		27	49,650	60,600
13	47,100	48,700		28	49,650	61,450
14	47,950	49,550		29	49,650	62,300
15	48,800	50,400		30	49,650	63,150

For initial placement beyond 10 years, approval from the Superintendent or their designee is required. The Registered Nurse (RN) salary schedule follows a 16-year structure, while the Bachelor of Science in Nursing (BSN) salary schedule spans 30 years. Nurses within the district are enrolled in the Classified Retirement program (PEERS) and contribute 6.86% of their salary towards PEERS.

Certified and Professional Administrator, and Exempt Professional Salary Schedules

Certified and Professional Administration Salary Schedule			
<u>Position</u>	<u>Position Factor</u>	<u>Minimum Salary</u>	<u>Length of Contract</u>
District Superintendent	2.25	\$163,350.00	260 Days
District Associate Superintendent	1.80	\$130,680.00	260 Days
District Chief Operating Officer	1.65	\$119,790.00	260 Days
High School Building Principal	1.55	\$112,530.00	260 Days
District Executive Director of Special Services	1.48	\$107,448.00	260 Days
Junior High Building Principal	1.35	\$98,010.00	260 Days
District Senior Director of Operations	1.30	\$94,380.00	260 Days
Elementary (K-6) Building Principal	1.30	\$94,380.00	260 Days
High School Activities Director/Asst. Principal	1.30	\$94,380.00	260 Days
High School Assistant Principal	1.20	\$87,120.00	213 Days
High School Assistant Principal - Learning Center	1.20	\$87,120.00	213 Days
Junior High Assistant Principal	1.15	\$83,490.00	213 Days
Elementary (K-6) Assistant Principal	1.10	\$79,860.00	213 Days
Farm Director/Agriculture Teacher	1.00	\$72,600.00	260 Days

Exempt Professional Salary Schedule			
<u>Position</u>	<u>Position Factor</u>	<u>Minimum Salary</u>	<u>Length of Contract</u>
Director of Technology	1.100	\$79,860.00	260 Days
District Data Coordinator	0.880	\$63,888.00	260 Days

Certified and Professional Administration Year Factor - 213 Day Contract							
1	0.000		12	0.140		23	0.195
2	0.020		13	0.145		24	0.200
3	0.040		14	0.150		25	0.205
4	0.060		15	0.155		26	0.210
5	0.080		16	0.160		27	0.215
6	0.090		17	0.165		28	0.220
7	0.100		18	0.170		29	0.225
8	0.110		19	0.175			
9	0.120		20	0.180			
10	0.130		21	0.185			
11	0.135		22	0.190			

Certified and Professional Administration Year Factor - 260 Day Contract							
1	0.000		12	0.182		23	0.363
2	0.0165		13	0.198		24	0.380
3	0.033		14	0.215		25	0.396
4	0.050		15	0.231		26	0.413
5	0.066		16	0.248		27	0.429
6	0.083		17	0.264		28	0.446
7	0.099		18	0.281		29	0.462
8	0.116		19	0.297			
9	0.132		20	0.314			
10	0.149		21	0.330			
11	0.165		22	0.347			

Degree Factor	
Masters Degree	0.00
Masters Degree + 15 graduate hrs	0.02
Specialist/Advanced Admin Cert	0.04
Specialist/Advanced Admin Cert + 15	0.06
PhD/EdD	0.08

Salaries are calculated using the formula (base salary x (position factor + incumbent factor)) where base salary is the maximum step in the MA+30 lane on the teachers' salary schedule, the position factor is taken from the chart, and the incumbent factor is the sum of the education and experience factors. For the purpose of experience factor, the number of years serving in the role or equivalent or greater role. Example: Building Principal - only years serving as a building principal or greater will be used for experience. Yearly increase cannot exceed 10% of previous years salary without change in job duties per PSRS guidelines.

Example: An elementary assistant principal with a Specialist Degree and 9 years of administrative experience would receive the following \$71,350 (top of teachers' MA+30 salary schedule) x the sum of 1.10 (Elementary Assistant Principal position factor) plus .04 (Specialist Degree) plus .12 (9 years of experience). $\$71,350 \times [1.10 + .04 + .12] = \$89,901$

CLASSIFIED AND SUPPORT STAFF SALARY INFORMATION

Classified Position Schedules

12 Month Positions:

260 days/2080 Hours (includes days of work, vacation, paid leave, and paid holidays). Leave allotments for a full year are 12 leave days. Vacation is as follows: If employed the full previous year, 10 days. After five full years of service, 15 days.

Non-Exempt Positions in this category:

Central Office Secretary – 8 hours per day, paid lunch
District Specialist - 8 hours per day, paid lunch
Custodian – 8.5 hours per day, paid for 8 hours
Maintenance/HVAC Tech/Electrician – 8.5 hours per day, paid for 8 hours
Mechanic – 8.5 hours per day, paid for 8 hours
Security – 8.5 hours per day, paid for 8 hours
Technology Support Specialist – 8 hours per day, paid lunch

Exempt Positions in this category:

Director of Buildings and Grounds
Personnel Services Supervisor

Less than 12 Month Positions (Not to Exceed)

Secretary I: 212 DAYS (182 teacher contract days +30 days) – Non-student attendance day schedule will be determined by the direct supervisor. The 212 also includes 3 paid holidays (1 at Thanksgiving and 2 @ Christmas). Leave accrual for a full year will be 11 days. Works 8 hours per day with a paid lunch.

Secretary II: 185 DAYS (171 student attendance days + 14 non-student attendance days) Non-student attendance day schedule will be determined by the direct supervisor. Leave accrual for a full year will be 10 days. Works 8 hours per day with a paid lunch.

District Activities & Athletic Secretary: 212 DAYS (182 teacher contract days +30 days) – Non-student attendance day schedule will be determined by the direct supervisor. The 212 also includes 3 paid holidays (1 at Thanksgiving and 2 @ Christmas). Leave accrual for a full year will be 11 days. Works 8 hours per day with a paid lunch.

Library and Technology Support: 185 DAYS (171 student attendance days + 14 non-student attendance days) Non-student attendance day schedule will be determined by the direct supervisor. Leave accrual for a full year will be 10 days. Works 8 hours per day with a paid lunch.

Health Services Aide/Full Time Substitute: 175-177 DAYS (171 student attendance days + 4-6 non-student attendance days) Non-student attendance day schedule will be determined by the District Head Nurse. Leave accrual for a full year will be 10 days. Works 8 hours per day with a paid lunch.

Paraprofessionals: 173 Days (171 student attendance days +2 non-student attendance days) Non-student attendance day schedule will be determined by the building principal. Leave accrual for a full year will be 10 days. Works 8 hours per day with a paid lunch.

Food Service Managers: Work schedule to be determined by the Food Service Provider. Non-student attendance day schedule will be determined by the Food Service Provider. Leave accrual for a full year will be 10 days. Works 8 hours per day with a paid lunch.

Food Service (full-time): Work schedule to be determined by the Food Service Provider. Non-student attendance day schedule will be determined by the Food Service Provider. Leave accrual for a full year will be 10 days. Works 8 hours per day with a paid lunch.

Bus Driver: 174 Days (171 student attendance days + 3 required) Additional days may be required for training with prior notice. Non-student attendance day schedule will be determined by the. Leave accrual for a full year will be 10 days.

Sign Language Interpreter: School Calendar. Leave accrual for a full year will be 10 days. Works 8 hours per day, paid lunch.

2023-2024 school year – August 15, 16, 17 are required work days for ALL full-time support staff. Use of Leave will be required if absent.

Exempt Classified Salary Schedule

Exempt Classified Salary Schedule			
Position	Position Lane	Minimum Salary	Length of Contract
Director of Buildings & Grounds	1	\$70,000.00	260 Days
Personnel Services Supervisor	2	\$63,000.00	260 Days
Assistant Director of Transportation - Driver Supervisor	3	\$54,226.00	260 Days

Exempt Classified Salary Schedule							
	Lane 1	Lane 2	Lane 3		Lane 1	Lane 2	Lane 3
1	70,000	63,000	54,226	16	88,225	81,225	72,451
2	71,215	64,215	55,441	17	89,440	82,440	73,666
3	72,430	65,430	56,656	18	90,655	83,655	74,881
4	73,645	66,645	57,871	19	91,870	84,870	76,096
5	74,860	67,860	59,086	20	93,085	86,085	77,311
6	76,075	69,075	60,301	21	94,300	87,300	78,526
7	77,290	70,290	61,516	22	95,515	88,515	79,741
8	78,505	71,505	62,731	23	96,730	89,730	80,956
9	79,720	72,720	63,946	24	97,945	90,945	82,171
10	80,935	73,935	65,161	25	99,160	92,160	83,386
11	82,150	75,150	66,376	26	100,375	93,375	84,601
12	83,365	76,365	67,591	27	101,590	94,590	85,816
13	84,580	77,580	68,806	28	102,805	95,805	87,031
14	85,795	78,795	70,021	29	104,020	97,020	88,246
15	87,010	80,010	71,236	30	105,235	98,235	89,461

550 Hour Certified Position Salary Schedule

Position	Salary
Junior High JAG Instructor (550 hour)	\$24,750
District Data Analyst (550 hour)	\$20,750
District Curriculum and Instruction (550 hour)	\$20,750
District-School Community Relations and Grants Coordinator	\$20,750

Bus Driver Salary Schedule

Bus Driver Salary Schedule						
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	18.25	18.50	18.75	19.00	19.25	19.50
2	18.50	18.75	19.00	19.25	19.50	19.75
3	18.75	19.00	19.25	19.50	19.75	20.00
4	19.00	19.25	19.50	19.75	20.00	20.25
5	19.25	19.50	19.75	20.00	20.25	20.50
6	19.50	19.75	20.00	20.25	20.50	20.75
7	19.75	20.00	20.25	20.50	20.75	21.00
8	20.00	20.25	20.50	20.75	21.00	21.25
9	20.25	20.50	20.75	21.00	21.25	21.50
10	20.50	20.75	21.00	21.25	21.50	21.75
11	20.75	21.00	21.25	21.50	21.75	22.00
12	21.00	21.25	21.50	21.75	22.00	22.25
13	21.25	21.50	21.75	22.00	22.25	22.50
14	21.50	21.75	22.00	22.25	22.50	22.75
15	21.75	22.00	22.25	22.50	22.75	23.00
16	22.00	22.25	22.50	22.75	23.00	23.25
17	22.25	22.50	22.75	23.00	23.25	23.50
18	22.50	22.75	23.00	23.25	23.50	23.75
19	22.75	23.00	23.25	23.50	23.75	24.00
20	23.25	23.50	23.75	24.00	24.25	24.50
21	23.50	23.75	24.00	24.25	24.50	24.75
22	23.75	24.00	24.25	24.50	24.75	25.00
23	24.00	24.25	24.50	24.75	25.00	25.25
24	24.25	24.50	24.75	25.00	25.25	25.50
25	24.50	24.75	25.00	25.25	25.50	25.75
26	24.75	25.00	25.25	25.50	25.75	26.00
27	25.00	25.25	25.50	25.75	26.00	26.25
28	25.25	25.50	25.75	26.00	26.25	26.50
29	25.50	25.75	26.00	26.25	26.50	26.75
30	25.75	26.00	26.25	26.50	26.75	27.00

Years of commercial and bus driving experience will be evaluated and all applicable years may be applied to initial placement on the salary schedule.

Bus Drivers can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

- *Bus drivers who hold training credentials will receive an additional \$1.00 per hour, on top of their regular pay rate, for the time they spend conducting in-person training with trainees. This training will be directed by the Assistant Director of Transportation - Driver Supervisor.*

BUS DRIVER

Central Office Secretary Salary Schedule

Central Office Secretary Salary Schedule						
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	17.00	17.15	17.30	17.45	17.60	17.75
2	17.30	17.45	17.60	17.75	17.90	18.05
3	17.60	17.75	17.90	18.05	18.20	18.35
4	17.90	18.05	18.20	18.35	18.50	18.65
5	18.20	18.35	18.50	18.65	18.80	18.95
6	18.50	18.65	18.80	18.95	19.10	19.25
7	18.80	18.95	19.10	19.25	19.40	19.55
8	19.10	19.25	19.40	19.55	19.70	19.85
9	19.40	19.55	19.70	19.85	20.00	20.15
10	19.75	19.90	20.05	20.20	20.35	20.50
11	20.10	20.25	20.40	20.55	20.70	20.85
12	20.45	20.60	20.75	20.90	21.05	21.20
13	20.80	20.95	21.10	21.25	21.40	21.55
14	21.15	21.30	21.45	21.60	21.75	21.90
15	21.50	21.65	21.80	21.95	22.10	22.25
16	21.85	22.00	22.15	22.30	22.45	22.60
17	22.20	22.35	22.50	22.65	22.80	22.95
18	22.55	22.70	22.85	23.00	23.15	23.30
19	22.90	23.05	23.20	23.35	23.50	23.65
20	23.25	23.40	23.55	23.70	23.85	24.00
21	23.60	23.75	23.90	24.05	24.20	24.35
22	23.95	24.10	24.25	24.40	24.55	24.70
23	24.30	24.45	24.60	24.75	24.90	25.05
24	24.65	24.80	24.95	25.10	25.25	25.40
25	25.00	25.15	25.30	25.45	25.60	25.75
26	25.35	25.50	25.65	25.80	25.95	26.10
27	25.70	25.85	26.00	26.15	26.30	26.45
28	26.05	26.20	26.35	26.50	26.65	26.80
29	26.40	26.55	26.70	26.85	27.00	27.15
30	26.75	26.90	27.05	27.20	27.35	27.50

C.O. SEC. - DISTRICT REGISTRAR C.O. SEC. – HS REGISTRAR & HB SERVICES C.O. SEC. – PAYROLL/BENEFITS

C.O. SEC. – CURRIC/RECEPTIONIST C.O. SEC. – SPECIAL EDUCATION/PROCESS COORDINATOR

C.O. SEC - WORK COMP/ACCOUNTING

*Years of experience directly relevant to the position responsibilities will be evaluated by the Superintendent or designee and all applicable years may be applied to initial placement on the salary schedule.

*Current classified staff members can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

District Specialist Salary Schedule

District Specialist Salary Schedule							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
18.00	18.30	18.60	18.90	19.20	19.50	19.80	20.10
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
20.40	20.75	21.10	21.45	21.80	22.15	22.50	22.85
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
23.20	23.55	23.90	24.25	24.60	24.95	25.30	25.65
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
26.00	26.35	26.70	27.05	27.40	27.75		

ACCOUNTS PAYABLE SPECIALIST

HUMAN RESOURCES SPECIALIST

MOSIS/DATA SPECIALIST

*Years of experience directly relevant to the position responsibilities will be evaluated by the Superintendent or designee and all applicable years may be applied to initial placement on the salary schedule.

Educational movement is not applicable

Custodian Supervisor Salary Schedule

Custodian Supervisor Salary Schedule						
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	15.75	15.90	16.05	16.20	16.35	16.50
2	16.00	16.15	16.30	16.45	16.60	16.75
3	16.25	16.40	16.55	16.70	16.85	17.00
4	16.50	16.65	16.80	16.95	17.10	17.25
5	16.75	16.90	17.05	17.20	17.35	17.50
6	17.05	17.20	17.35	17.50	17.65	17.80
7	17.35	17.50	17.65	17.80	17.95	18.10
8	17.65	17.80	17.95	18.10	18.25	18.40
9	17.95	18.10	18.25	18.40	18.55	18.70
10	18.25	18.40	18.55	18.70	18.85	19.00
11	18.55	18.70	18.85	19.00	19.15	19.30
12	18.85	19.00	19.15	19.30	19.45	19.60
13	19.15	19.30	19.45	19.60	19.75	19.90
14	19.45	19.60	19.75	19.90	20.05	20.20
15	19.75	19.90	20.05	20.20	20.35	20.50
16	20.05	20.20	20.35	20.50	20.65	20.80
17	20.35	20.50	20.65	20.80	20.95	21.10
18	20.65	20.80	20.95	21.10	21.25	21.40
19	20.95	21.10	21.25	21.40	21.55	21.70
20	21.25	21.40	21.55	21.70	21.85	22.00
21	21.55	21.70	21.85	22.00	22.15	22.30
22	21.85	22.00	22.15	22.30	22.45	22.60
23	22.15	22.30	22.45	22.60	22.75	22.90
24	22.45	22.60	22.75	22.90	23.05	23.20
25	22.75	22.90	23.05	23.20	23.35	23.50
26	23.05	23.20	23.35	23.50	23.65	23.80
27	23.35	23.50	23.65	23.80	23.95	24.10
28	23.65	23.80	23.95	24.10	24.25	24.40
29	23.95	24.10	24.25	24.40	24.55	24.70
30	24.25	24.40	24.55	24.70	24.85	25.00

CUSTODIAN SUPERVISOR (EVENING)

*For initial placement at the time of hire, a custodial supervisors work experience will be evaluated. Superintendent or Designee approval for more than 10 years of experience, prior to the job being offered.

*Current classified staff members can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

Custodian Salary Schedule

Custodian Salary Schedule						
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	13.25	13.40	13.55	13.70	13.85	14.00
2	13.50	13.65	13.80	13.95	14.10	14.25
3	13.75	13.90	14.05	14.20	14.35	14.50
4	14.00	14.15	14.30	14.45	14.60	14.75
5	14.25	14.40	14.55	14.70	14.85	15.00
6	14.55	14.70	14.85	15.00	15.15	15.30
7	14.85	15.00	15.15	15.30	15.45	15.60
8	15.15	15.30	15.45	15.60	15.75	15.90
9	15.45	15.60	15.75	15.90	16.05	16.20
10	15.75	15.90	16.05	16.20	16.35	16.50
11	16.05	16.20	16.35	16.50	16.65	16.80
12	16.35	16.50	16.65	16.80	16.95	17.10
13	16.65	16.80	16.95	17.10	17.25	17.40
14	16.95	17.10	17.25	17.40	17.55	17.70
15	17.25	17.40	17.55	17.70	17.85	18.00
16	17.55	17.70	17.85	18.00	18.15	18.30
17	17.85	18.00	18.15	18.30	18.45	18.60
18	18.15	18.30	18.45	18.60	18.75	18.90
19	18.45	18.60	18.75	18.90	19.05	19.20
20	18.75	18.90	19.05	19.20	19.35	19.50
21	19.05	19.20	19.35	19.50	19.65	19.80
22	19.35	19.50	19.65	19.80	19.95	20.10
23	19.65	19.80	19.95	20.10	20.25	20.40
24	19.95	20.10	20.25	20.40	20.55	20.70
25	20.25	20.40	20.55	20.70	20.85	21.00
26	20.55	20.70	20.85	21.00	21.15	21.30
27	20.85	21.00	21.15	21.30	21.45	21.60
28	21.15	21.30	21.45	21.60	21.75	21.90
29	21.45	21.60	21.75	21.90	22.05	22.20
30	21.75	21.90	22.05	22.20	22.35	22.50

CUSTODIAN

*For initial placement at the time of hire, a custodians work experience will be evaluated. Superintendent or Designee approval for more than 10 years of experience, prior to the job being offered.

*Current classified staff members can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

District Activity & Athletic Secretary

District Activities & Athletics Secretary Salary Schedule							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
17.00	17.25	17.50	17.75	18.00	18.25	18.50	18.75
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
19.00	19.25	19.60	19.95	20.30	20.65	21.00	21.35
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
21.70	22.05	22.40	22.75	23.10	23.45	23.80	24.15
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
24.50	24.85	25.20	25.55	25.90	26.25		

ACTIVITIES/ATHLETICS SECRETARY (11 MONTH)

*Years of experience directly relevant to the position responsibilities will be evaluated by the Superintendent or designee and all applicable years may be applied to initial placement on the salary schedule.

Educational movement is not applicable

Health Services Aide Salary Schedule

Health Aide Salary Schedule											
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	LPN Starting Lane 7	Lane 8	Lane 9	Lane 10	Lane 11
1	16.00	16.05	16.10	16.15	16.20	16.25	16.30	16.35	16.40	16.45	16.50
2	16.15	16.20	16.25	16.30	16.35	16.40	16.45	16.50	16.55	16.60	16.65
3	16.30	16.35	16.40	16.45	16.50	16.55	16.60	16.65	16.70	16.75	16.80
4	16.45	16.50	16.55	16.60	16.65	16.70	16.75	16.80	16.85	16.90	16.95
5	16.70	16.75	16.80	16.85	16.90	16.95	17.00	17.05	17.10	17.15	17.20
6	16.95	17.00	17.05	17.10	17.15	17.20	17.25	17.30	17.35	17.40	17.45
7	17.20	17.25	17.30	17.35	17.40	17.45	17.50	17.55	17.60	17.65	17.70
8	17.45	17.50	17.55	17.60	17.65	17.70	17.75	17.80	17.85	17.90	17.95
9	17.70	17.75	17.80	17.85	17.90	17.95	18.00	18.05	18.10	18.15	18.20
10	17.95	18.00	18.05	18.10	18.15	18.20	18.25	18.30	18.35	18.40	18.45
11	18.20	18.25	18.30	18.35	18.40	18.45	18.50	18.55	18.60	18.65	18.70
12	18.45	18.50	18.55	18.60	18.65	18.70	18.75	18.80	18.85	18.90	18.95
13	18.70	18.75	18.80	18.85	18.90	18.95	19.00	19.05	19.10	19.15	19.20
14	18.95	19.00	19.05	19.10	19.15	19.20	19.25	19.30	19.35	19.40	19.45
15	19.20	19.25	19.30	19.35	19.40	19.45	19.50	19.55	19.60	19.65	19.70
16	19.45	19.50	19.55	19.60	19.65	19.70	19.75	19.80	19.85	19.90	19.95
17	19.70	19.75	19.80	19.85	19.90	19.95	20.00	20.05	20.10	20.15	20.20
18	19.95	20.00	20.05	20.10	20.15	20.20	20.25	20.30	20.35	20.40	20.45
19	20.20	20.25	20.30	20.35	20.40	20.45	20.50	20.55	20.60	20.65	20.70
20	20.45	20.50	20.55	20.60	20.65	20.70	20.75	20.80	20.85	20.90	20.95
21	20.70	20.75	20.80	20.85	20.90	20.95	21.00	21.05	21.10	21.15	21.20
22	20.95	21.00	21.05	21.10	21.15	21.20	21.25	21.30	21.35	21.40	21.45
23	21.20	21.25	21.30	21.35	21.40	21.45	21.50	21.55	21.60	21.65	21.70
24	21.45	21.50	21.55	21.60	21.65	21.70	21.75	21.80	21.85	21.90	21.95
25	21.70	21.75	21.80	21.85	21.90	21.95	22.00	22.05	22.10	22.15	22.20
26	21.95	22.00	22.05	22.10	22.15	22.20	22.25	22.30	22.35	22.40	22.45
27	22.20	22.25	22.30	22.35	22.40	22.45	22.50	22.55	22.60	22.65	22.70
28	22.45	22.50	22.55	22.60	22.65	22.70	22.75	22.80	22.85	22.90	22.95
29	22.70	22.75	22.80	22.85	22.90	22.95	23.00	23.05	23.10	23.15	23.20
30	22.95	23.00	23.05	23.10	23.15	23.20	23.25	23.30	23.35	23.40	23.45

HEALTH SERVICES AIDE

*For initial placement at the time of hire, a classified staff member can bring in a max of 5 columns. All applicable years of direct health services years may be applied for initial placement after review of Superintendent or designee.

*Current classified staff members can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

HVAC Salary Schedule

HVAC Technician - Level I							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
20.42	20.74	21.07	21.39	21.72	22.04	22.37	22.69
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
23.02	23.34	23.67	23.99	24.32	24.64	24.97	25.29
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
25.62	25.94	26.26	26.59	26.91	27.24	27.56	27.89
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
28.21	28.54	28.86	29.19	29.51	29.84		

* Educational movement is not applicable*

HVAC Technician Level I: Limited relevant Commercial HVAC experience; qualified to perform work on a minimal number of products in-scope for an HVAC Technician; primarily engaged in maintenance or basic repairs/diagnostics on filters, coils, water fountains, kitchen equipment; requires direct supervision and review of workmanship quality. **Requires EPA 608 Certification.** Years of experience will be evaluated and all applicable years may be applied to initial placement on the salary schedule.

HVAC Technician -Level II							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
23.42	23.74	24.07	24.39	24.72	25.04	25.37	25.69
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
26.02	26.34	26.67	26.99	27.32	27.64	27.97	28.29
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
28.62	28.94	29.26	29.59	29.91	30.24	30.56	30.89
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
31.21	31.54	31.86	32.19	32.51	32.84		

Educational movement is not applicable

*Years of experience will be evaluated and all applicable years may be applied to initial placement on the salary schedule.

HVAC Technician Level II: Relevant Commercial HVAC experience; qualified to perform work on an intermediate number of products in-scope for an HVAC Technician for the district; primarily engaged in moderately complex maintenance and repair; such as heat pumps, cooling towers, boilers, fans, kitchen equipment. Some exposure to moderate or complex diagnostics, requires limited direct supervision, may provide basic training or guidance to new technicians. **Requires EPA 608 Universal Certification.** Work experience with Alerton controls preferred. Must be willing to work night shifts and weekends. On call every other weekend.

HVAC Lead Tech							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
30.27	30.59	30.92	31.24	31.57	31.89	32.22	32.54
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
32.87	33.19	33.52	33.84	34.17	34.49	34.81	35.13
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
35.47	35.79	36.11	36.44	36.76	37.09	37.41	37.74
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
38.06	38.39	38.71	39.04	39.36	39.69		

Educational movement is not applicable

*Years of experience will be evaluated and all applicable years may be applied to initial placement on the salary schedule.

HVAC Lead Technician: Significant Commercial HVAC Technician experience; qualified to perform work on all products in-scope for a Lead HVAC Technician for all district equipment; frequently engaged in complex diagnosis and repair; requires minimal to no supervision; ability to effectively train and guide less experienced technicians of varying skill sets. Has manufacturer certifications, including advanced certifications. Significant experience with software. Must be able to work with software for diagnostics. Experience preparing written materials. **Requires EPA 608 Universal Certification. Requires a technical/trade school degree from an accredited program or equivalent work experience.** Apprentice HVAC (preferred). Must be willing to work night shifts and weekends. On call every other weekend.

Lunch Room Aide Salary Schedule

Lunch Room Aide - Primary							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
12.15	12.30	12.45	12.60	12.75	12.90	13.05	13.20
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
13.35	13.50	13.70	13.90	14.10	14.30	14.50	14.70
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
14.90	15.10	15.30	15.50	15.75	16.00	16.25	16.50
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
16.75	17.00	17.25	17.50	17.75	18.00		

Educational movement is not applicable

In order to be eligible for step movement Lunchroom Supervisors must work a minimum of 500 hours in food service during the previous fiscal year (July 1, 20xx - June 30, 20xx).

Maintenance Tech Salary Schedule

Maintenance Tech - Level 1 (Grounds and Labor)							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
14.50	14.75	15.00	15.25	15.50	15.75	16.00	16.25
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
16.50	16.75	17.00	17.25	17.50	17.75	18.00	18.25
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
18.50	18.75	19.00	19.25	19.50	19.75	20.00	20.25
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
20.50	20.75	21.00	21.25	21.50	21.75		

Educational movement is not applicable

MAINTENANCE TECH - ATHLETIC AREA AND GROUNDS

Maintenance Tech - Level II (Building Lead)							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
17.00	17.25	17.50	17.75	18.00	18.25	18.50	18.75
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
19.00	19.25	19.50	19.75	20.00	20.25	20.50	20.75
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
21.00	21.25	21.50	21.75	22.00	22.25	22.50	22.75
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
23.00	23.25	23.50	23.75	24.00	24.25		

Educational movement is not applicable

MAINTENANCE TECHNICIAN- BUILDING LEAD

Maintenance Tech - Level III - (Electrician)							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
21.06	21.39	21.71	22.04	22.36	22.69	23.01	23.34
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
23.66	23.99	24.31	24.63	24.96	25.28	25.61	25.93
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
26.26	26.58	26.91	27.23	27.56	27.88	28.21	28.53
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
28.86	29.18	29.51	29.83	30.16	30.48		

Years of commercial electrical experience will be evaluated and all applicable years may be applied to initial placement on the salary schedule.

Educational movement is not applicable

MAINTENANCE TECH- ELECTRICIAN

Paraprofessional Salary Schedule

Paraprofessional Salary Schedule						
	60 Hrs			B.A		
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	16.00	16.05	16.10	16.15	16.20	16.25
2	16.15	16.20	16.25	16.30	16.35	16.40
3	16.30	16.35	16.40	16.45	16.50	16.55
4	16.45	16.50	16.55	16.60	16.65	16.70
5	16.60	16.65	16.70	16.75	16.80	16.85
6	16.75	16.80	16.85	16.90	16.95	17.00
7	16.90	16.95	17.00	17.05	17.10	17.15
8	17.05	17.10	17.15	17.20	17.25	17.30
9	17.20	17.25	17.30	17.35	17.40	17.45
10	17.45	17.50	17.55	17.60	17.65	17.70
11	17.70	17.75	17.80	17.85	17.90	17.95
12	17.95	18.00	18.05	18.10	18.15	18.20
13	18.20	18.25	18.30	18.35	18.40	18.45
14	18.45	18.50	18.55	18.60	18.65	18.70
15	18.70	18.75	18.80	18.85	18.90	18.95
16	18.95	19.00	19.05	19.10	19.15	19.20
17	19.20	19.25	19.30	19.35	19.40	19.45
18	19.45	19.50	19.55	19.60	19.65	19.70
19	19.70	19.75	19.80	19.85	19.90	19.95
20	19.95	20.00	20.05	20.10	20.15	20.20

PARAPROFESSIONAL

P/T BUS AIDE

Initial placement for paraprofessionals will be either in column #1 (60 Credit Hours) or column #4 (Bachelor's degree).

Secretary I Salary Schedule

Secretary I Salary Schedule						
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	16.00	16.23	16.53	16.84	17.14	17.45
2	16.22	16.53	16.84	17.14	17.44	17.77
3	16.51	16.84	17.14	17.44	17.75	18.08
4	16.81	17.14	17.44	17.75	18.05	18.40
5	17.10	17.44	17.75	18.05	18.36	18.71
6	17.39	17.75	18.05	18.36	18.66	19.03
7	17.69	18.05	18.36	18.66	18.97	19.34
8	17.98	18.36	18.66	18.97	19.27	19.66
9	18.28	18.66	18.97	19.27	19.58	19.97
10	18.57	18.97	19.27	19.58	19.88	20.29
11	18.87	19.27	19.58	19.88	20.19	20.60
12	19.16	19.58	19.88	20.19	20.49	20.92
13	19.45	19.88	20.19	20.49	20.79	21.23
14	19.75	20.19	20.49	20.79	21.10	21.55
15	20.04	20.49	20.79	21.10	21.40	21.86
16	20.34	20.79	21.10	21.40	21.71	22.17
17	20.63	21.10	21.40	21.71	22.01	22.49
18	20.93	21.40	21.71	22.01	22.32	22.80
19	21.22	21.71	22.01	22.32	22.62	23.12
20	21.51	22.01	22.32	22.62	22.93	23.43
21	21.81	22.32	22.62	22.93	23.23	23.75
22	22.10	22.62	22.93	23.23	23.53	24.06
23	22.40	22.93	23.23	23.53	23.84	24.38
24	22.69	23.23	23.53	23.84	24.14	24.69
25	22.99	23.53	23.84	24.14	24.45	25.01
26	23.28	23.84	24.14	24.45	24.75	25.32
27	23.58	24.14	24.45	24.75	25.06	25.64
28	23.87	24.45	24.75	25.06	25.36	25.95
29	24.16	24.75	25.06	25.36	25.67	26.26
30	24.46	25.06	25.36	25.67	25.97	26.58

SECRETARY I – BUILDING

SECRETARY I – HS COUNSELOR

*For initial placement at the time of hire, a classified staff member can bring in a max of 5 columns & down 5 steps (Over for education and down for experience.)

*Current classified staff members can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

Secretary II Salary Schedule

Secretary II Salary Schedule						
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
1	13.50	13.80	14.10	14.40	14.70	15.00
2	13.65	13.95	14.25	14.55	14.85	15.15
3	13.80	14.10	14.40	14.70	15.00	15.30
4	13.95	14.25	14.55	14.85	15.15	15.45
5	14.10	14.40	14.70	15.00	15.30	15.60
6	14.37	14.65	14.92	15.20	15.47	15.74
7	14.65	14.92	15.20	15.47	15.74	16.02
8	14.92	15.20	15.47	15.74	16.02	16.29
9	15.20	15.47	15.74	16.02	16.29	16.57
10	15.47	15.74	16.02	16.29	16.57	16.84
11	15.74	16.02	16.29	16.57	16.84	17.11
12	16.02	16.29	16.57	16.84	17.11	17.39
13	16.29	16.57	16.84	17.11	17.39	17.66
14	16.57	16.84	17.11	17.39	17.66	17.94
15	16.84	17.11	17.39	17.66	17.94	18.21
16	17.11	17.39	17.66	17.94	18.21	18.48
17	17.39	17.66	17.94	18.21	18.48	18.76
18	17.66	17.94	18.21	18.48	18.76	19.03
19	17.94	18.21	18.48	18.76	19.03	19.31
20	18.21	18.48	18.76	19.03	19.31	19.58
21	18.48	18.76	19.03	19.31	19.58	19.85
22	18.76	19.03	19.31	19.58	19.85	20.13
23	19.03	19.31	19.58	19.85	20.13	20.40
24	19.31	19.58	19.85	20.13	20.40	20.68
25	19.58	19.85	20.13	20.40	20.68	20.95
26	19.85	20.13	20.40	20.68	20.95	21.22
27	20.13	20.40	20.68	20.95	21.22	21.50
28	20.40	20.68	20.95	21.22	21.50	21.77
29	20.68	20.95	21.22	21.50	21.77	22.05
30	20.95	21.22	21.50	21.77	22.05	22.32

SECRETARY II – ATTENDANCE

SECRETARY II – HS COUNSELOR

SECRETARY II – LIBRARY

*For initial placement at the time of hire, a classified staff member can bring in a max of 5 columns & down 5 steps (Over for education and down for experience.)

*Current classified staff members can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

Security Officer Salary Schedule

Campus Security Officer							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
16.00	16.25	16.50	16.75	17.00	17.25	17.50	17.75
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
18.00	18.25	18.50	18.75	19.00	19.25	19.50	19.75
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
20.00	20.25	20.50	20.75	21.00	21.25	21.50	21.75
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
22.00	22.25	22.50	22.75	23.00	23.25		

SECURITY OFFICER

Years of experience will be evaluated and applicable years of Security or related experience may be applied to initial placement on the salary schedule.

*Current classified staff members can move over one column for the following units of education: 6 College Credit Hours, 9.6 Continuing Education Units (CEU's) or 96 clock hours. Documentation required.

Sign Language Interpreter Salary Schedule

Sign Language Interpreter Salary Schedule							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
29.54	30.17	30.80	31.44	32.07	33.01	33.65	34.28
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
34.91	35.54	36.17	36.80	37.44	38.07	38.70	39.33

SIGN LANGUAGE INTERPRETER

Technology Specialist Salary Schedule

Technology Support Specialist Salary Schedule								
	Lane 1	Lane 2	Lane 3			Lane 1	Lane 2	Lane 3
1	\$15.75	\$19.50	\$20.30		16	\$20.85	\$24.60	\$25.40
2	\$16.09	\$19.84	\$20.64		17	\$21.19	\$24.94	\$25.74
3	\$16.43	\$20.18	\$20.98		18	\$21.53	\$25.28	\$26.08
4	\$16.77	\$20.52	\$21.32		19	\$21.87	\$25.62	\$26.42
5	\$17.11	\$20.86	\$21.66		20	\$22.21	\$25.96	\$26.76
6	\$17.45	\$21.20	\$22.00		21	\$22.55	\$26.30	\$27.10
7	\$17.79	\$21.54	\$22.34		22	\$22.89	\$26.64	\$27.44
8	\$18.13	\$21.88	\$22.68		23	\$23.23	\$26.98	\$27.78
9	\$18.47	\$22.22	\$23.02		24	\$23.57	\$27.32	\$28.12
10	\$18.81	\$22.56	\$23.36		25	\$23.91	\$27.66	\$28.46
11	\$19.15	\$22.90	\$23.70		26	\$24.25	\$28.00	\$28.80
12	\$19.49	\$23.24	\$24.04		27	\$24.59	\$28.34	\$29.14
13	\$19.83	\$23.58	\$24.38		28	\$24.93	\$28.68	\$29.48
14	\$20.17	\$23.92	\$24.72		29	\$25.27	\$29.02	\$29.82
15	\$20.51	\$24.26	\$25.06		30	\$25.61	\$29.36	\$30.16

TECHNOLOGY SPECIALIST

Technology Support Specialist Lane and Placement Requirements:

Years of experience will be evaluated and applicable years of Information Technology related experience may be applied to initial placement on the salary schedule.

Lane 1 - Less than a Bachelor's Degree.

Lane 2 - Bachelors Degree in Information Technology related field.

Lane 3 - Masters Degree in Information Technology related field.

Transportation Tech Salary Schedule

Transportation Technician -Level I							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
20.42	20.74	21.07	21.39	21.72	22.04	22.37	22.69
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
23.02	23.34	23.67	23.99	24.32	24.64	24.97	25.29
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
25.62	25.94	26.26	26.59	26.91	27.24	27.56	27.89
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
28.21	28.54	28.86	29.19	29.51	29.84		

Educational movement is not applicable

Technician Level I: Limited relevant diesel technician experience; qualified to perform work on a minimal number of products in-scope for an In Shop Technician at this location; primarily engaged in maintenance or basic repairs/diagnostics; requires direct supervision and review of workmanship quality.

State Inspector Certification preferred for hiring and required, if the employee does not have.

Years of experience will be evaluated and all applicable years may be applied to initial placement on the salary schedule.

Transportation Technician -Level II							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
23.42	23.74	24.07	24.39	24.72	25.04	25.37	25.69
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
26.02	26.34	26.67	26.99	27.32	27.64	27.97	28.29
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
28.62	28.94	29.26	29.59	29.91	30.24	30.56	30.89
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
31.21	31.54	31.86	32.19	32.51	32.84		

Educational movement is not applicable

Technician Level II: Relevant diesel technician experience; qualified to perform work on an intermediate number of products in-scope for an In Shop Technician for the district; primarily engaged in moderately complex maintenance and repair; some exposure to moderate or complex diagnostics, requires limited direct supervision, may provide basic training or guidance to new technicians.

State Inspector Certification is preferred for hiring and will be required, if the employee does not have.

Years of experience will be evaluated and all applicable years may be applied to initial placement on the salary schedule.

Transportation Technician Level III - Shop Supervisor							
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
30.92	31.24	31.57	31.89	32.22	32.54	32.87	33.19
STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
33.52	33.84	34.17	34.49	34.82	35.14	35.46	35.78
STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24
36.12	36.44	36.76	37.09	37.41	37.74	38.06	38.39
STEP 25	STEP 26	STEP 27	STEP 28	STEP 29	STEP 30		
38.71	39.04	39.36	39.69	40.01	40.34		

Transportation Technician III - Shop Supervisor: Significant diesel technician experience; qualified to perform work on most or all of products in-scope for an In Shop Technician for all district vehicles; frequently engaged in complex diagnosis and repair; requires minimal to no supervision; ability to effectively train and guide less experienced technicians of varying skill sets and supervise and evaluate shop technicians.

Has manufacturer certifications, including advanced certifications.

Requires a technical/trade school degree from an accredited program or equivalent work experience.

Apprentice Certified Diesel (preferred)

State Inspector Certification preferred for hiring and required, if the employee does not have.

Experience with parts and equipment ordering and vendor purchasing.

Years of experience will be evaluated and all applicable years may be applied to initial placement on the salary schedule.

EXTRA DUTY AND MISC. COMP. SALARY INFORMATION

Extra-Duty Stipend Schedule – Athletics and Activities

2023-2024 Extra-Duty Stipend Schedule - Athletics and Activities								
STEP	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
1	\$6,402	\$5,369	\$4,543	\$3,717	\$3,098	\$1,652	\$826	\$413
2	\$6,530	\$5,476	\$4,634	\$3,791	\$3,159	\$1,685	\$843	\$421
3	\$6,660	\$5,586	\$4,727	\$3,867	\$3,223	\$1,719	\$859	\$430
4	\$6,793	\$5,698	\$4,821	\$3,945	\$3,287	\$1,753	\$877	\$438
5	\$6,929	\$5,812	\$4,917	\$4,023	\$3,353	\$1,788	\$894	\$447
6	\$7,068	\$5,928	\$5,016	\$4,104	\$3,420	\$1,824	\$912	\$456
7	\$7,209	\$6,046	\$5,116	\$4,186	\$3,488	\$1,860	\$930	\$465
8	\$7,353	\$6,167	\$5,218	\$4,270	\$3,558	\$1,898	\$949	\$474
9	\$7,500	\$6,291	\$5,323	\$4,355	\$3,629	\$1,936	\$968	\$484
10	\$7,613	\$6,385	\$5,403	\$4,420	\$3,684	\$1,965	\$982	\$491
11	\$7,727	\$6,481	\$5,484	\$4,487	\$3,739	\$1,994	\$997	\$499
12	\$7,843	\$6,578	\$5,566	\$4,554	\$3,795	\$2,024	\$1,012	\$506
13	\$7,961	\$6,677	\$5,649	\$4,622	\$3,852	\$2,054	\$1,027	\$514
14	\$8,080	\$6,777	\$5,734	\$4,692	\$3,910	\$2,085	\$1,043	\$521
15	\$8,201	\$6,878	\$5,820	\$4,762	\$3,968	\$2,116	\$1,058	\$529
16	\$8,324	\$6,982	\$5,908	\$4,833	\$4,028	\$2,148	\$1,074	\$537
17	\$8,449	\$7,086	\$5,996	\$4,906	\$4,088	\$2,180	\$1,090	\$545
18	\$8,576	\$7,193	\$6,086	\$4,980	\$4,150	\$2,213	\$1,107	\$553
19	\$8,704	\$7,301	\$6,177	\$5,054	\$4,212	\$2,246	\$1,123	\$562
20	\$8,835	\$7,410	\$6,270	\$5,130	\$4,275	\$2,280	\$1,140	\$570
21	\$8,968	\$7,521	\$6,364	\$5,207	\$4,339	\$2,314	\$1,157	\$579
22	\$9,102	\$7,634	\$6,460	\$5,285	\$4,404	\$2,349	\$1,174	\$587
23	\$9,239	\$7,749	\$6,556	\$5,364	\$4,470	\$2,384	\$1,192	\$596
24	\$9,377	\$7,865	\$6,655	\$5,445	\$4,537	\$2,420	\$1,210	\$605
25	\$9,518	\$7,983	\$6,755	\$5,527	\$4,605	\$2,456	\$1,228	\$614
26	\$9,661	\$8,102	\$6,856	\$5,609	\$4,675	\$2,493	\$1,247	\$623
27	\$9,806	\$8,224	\$6,959	\$5,694	\$4,745	\$2,530	\$1,265	\$633
28	\$9,953	\$8,347	\$7,063	\$5,779	\$4,816	\$2,568	\$1,284	\$642
29	\$10,102	\$8,473	\$7,169	\$5,866	\$4,888	\$2,607	\$1,303	\$652
30	\$10,253	\$8,600	\$7,277	\$5,954	\$4,961	\$2,646	\$1,323	\$662

Extra-Duty Stipend Schedule – Athletics and Activities - Placement Information

1. Appointment to extra- duty assignments is made on an annual basis and is not subject to the continuing contract provisions of state law.
2. Beginning with the 2021-2022 school year, initial placement will be based on previous experience as a Head Coach or Director in that sport or activity. <u>Individuals who have worked as assistant coaches in Hillsboro and are promoted to the position of Head Coach or Director in the same activity or sport will receive one year of credit for every two years served as a Hillsboro assistant.</u> Verification of years of experience will be done via the MSHSAA website or District. Applicable positions are: Head Football, Head Basketball, Head Soccer, Head Cross Country, Head Track, Head Golf, Varsity Dance, Head Cheerleading, Head Volleyball, Head Softball, Head Wrestling, Strength and Conditioning Coordinator, Instrumental Music Director, Vocal Music Director-HS, Bridle Ridge Farm Coordinator, Musical Production Band Director, Musical Production Vocal Director, Musical Technical Director, Website/Social Media/Comm. Coordinator-District
3. All other initial placements on the salary schedule will be based on verification of paid coaching/director experience in a school setting. This will include all previous school related Head and Assistant Coaching experience for all positions not outlined by #2.
4. All individuals hired prior to 2021-2022 in the roles outlined by #2 will be grandfathered in until they cease serving in those current roles.
5. Applicable for current employees serving in current role as of 2020-2021 - Movement on the salary schedule for experience steps beyond year 9 will be subject to years worked in that capacity at Hillsboro R-III after the initial placement when hired. Previous work experience in other districts that was in excess of 9 at the time of hire will not be applicable for movement or additional consideration.
6. 10 years of applicable experience in the position may be brought in from a previous school setting for anyone hired beginning 2021-2022 or whatever is applicable for
7. For the purposes of initial placement for positions not outlined in #2. All years of school compensated coaching after initial placement when hired will apply.

Extra-Duty Stipend Schedule - Athletics and Activities - Positions By Level				
LEVEL 1	Head Varsity Cheerleading	Head Wrestling	Website/Social Media/Communication Coordinator -- all district (2)	
	Head Girls Basketball	Head Volleyball	Bridle Ridge Farm Coordinator	
	Head Boys Basketball	Head Football	Strength & Conditioning Coordinator	
LEVEL 2	Head Baseball	Head Softball	Vocal Music Director - HS	
	Head Boys Soccer	Head Girls Soccer	Musical Production Director	
	Head Cross Country	Head Girls Track	Instrumental Music Director	
			Broadcast Media Program Instructor	
LEVEL 3	Asst. Varsity Football (2)	Varsity Dance	District Health Coordinator	
	Asst. Varsity Boys Basketball (2)	JV Volleyball		
	Asst. Varsity Girls Basketball (2)	Asst. Varsity Volleyball		
	Head Golf	JV Cheerleading		
LEVEL 4	Asst. Boys Soccer (2)	Asst. HS Football (3)	Debate & Speech	Vocal Music Director - JH
	Asst. Varsity Baseball (2)	Asst. Girls Soccer (2)	HS Stuco Lead Sponsor	Archery Club Sponsor
	Asst. HS Track (5) (2 boy, 2 girl, 1 JH, 1 JH Head Track		HS NHS	Publications - HS
	HS Asst./Head JH Wrestling	Asst. HS Wrestling (3)	Musical Technical Director	
			Asst. Instrumental Music (2)	
LEVEL 5	AM Weight Room - Full Yr (2)	7-9 Asst. Football (6)	Website/Social Media Coordinator - Athletics/Activities	
	9th HS Cheerleading	JH Cheerleader	Website/Social Media Coordinator - Video Production	
	Asst. Softball (2)	JH Cross Country (2)	Jr. Class Head Sponsor	
	9th Volleyball	JH Track Asst (3)	HS Student Council Asst	
	9th Baseball	Asst. Golf	Sr. Class Head Sponsor	
	9th Girls Soccer	7-9 Volleyball (2)	Competitive Band Sponsor	
	7-9 Boys Basketball (3)	7-9 Wrestling	Color Guard Director	
	JH Dance Team	7-9 Girls Basketball (3)	Color Guard Choreographer	
	Asst. HS Cross Country	JV Dance	Asst. Marching Band Percussion Instructor	
			Thespian Club	JH NHS
LEVEL 6			FBLA Sponsor	JH Publications
			Debate & Speech Asst.	JH Stuco
			HS FFA Sponsor	Jr. Class Asst. Sponsor (2)
			Vocal Music Director - Inter.	Sr. Class Asst. Sponsor (1)
			Vocal Music Director - Elem.	
LEVEL 7	PM Weight Room - Fall		Freshman Class Sponsor (2)	Soph. Class Sponsor (2)
	PM Weight Room - Winter		Renaissance	Interact Club
	PM Weight Room - Spring		World Cultures Club (2)	Special Olympics (5)
			Art Club	Esports
LEVEL 8			Musical Production Band Dir.	Vocal Music Dir-Prim (2)
			Musical Production Vocal Dir.	STEM Club - Intermediate (2)
			Full Year Choir Accompanist	STEM Club - Elem (2)
			Int. Student Council Sponsor	PLTW Sponsor
Non-staff coaches will be paid 1 payment after the conclusion of the season				
	Fall Sports on (10/31/xx)		Winter Sports on 2/28/xx	Spring Sports on 5/31/xx

Release from Extra-Duty Contracts

Only the Board has the authority to release an employee from an extra-duty contract. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis.

A professional staff employee will not be released from an extra-duty contract after August 1 unless a suitable replacement is found.

In addition to the requirement of a suitable replacement, a monetary amount of five percent of the total amount of the extra-duty contract will be assessed (minimum of \$50).

Miscellaneous Compensation Rates

Miscellaneous Compensation			
Department	Description	Rate	Frequency
Athletics	*Game Worker - Statistician - Scorebook	\$13.25	Hourly
	*Gate Worker	\$13.25	Hourly
	*Wrestling/Track/Golf Tournament Worker	\$13.25	Hourly
	*Announcer	\$13.25	Hourly
	*Scoreboard Operator	\$13.25	Hourly
	*Concessions	\$13.25	Hourly
Assessment	Summer EOC Testing Room Proctor	\$25.00	Hourly
	Testing Room Proctor - <i>Substitute</i>	Sub. Rate	Full Day
Special Services	Homebound Teacher - Certified Staff	\$25.00	Hourly
	Interpreter/Translator - IEP/Events*	\$25.00	Hourly
Curriculum and Instruction	Writing of Curriculum*	\$20.00	Hourly
	New Curriculum Training*	\$20.00	Hourly
Teaching and Learning	Department Head	\$50.00	Per Person
	PLC Team Leader	\$50.00	Per Person

	Teacher Mentor	\$250.00	Year
	JH Community Service Learning Coord.	\$25.00	Hourly
	HS Community Service Learning Coord.	\$25.00	Hourly
Professional Development	Training Attendee*	\$20.00	Hourly
	Training Facilitator**	\$30.00	Hourly
	Data Evaluation and Placement*	\$20.00	Hourly
	Assessment of Checks and Revision*	\$20.00	Hourly
Student Instruction and Supervision	Detention Supervisor	\$25.00	Hourly
	Before or After School Tutor - Certified Staff	\$25.00	Hourly
	Reading and Math Tutor - During School Day***	\$110.00	Daily
	EOC or ACT Preparation*	\$25.00	Hourly
All Schools	*Student Workers - Game Workers Activities	Rate of pay for activity or position.	Hourly
	Auditorium Soundboard Operator	\$25.00	Hourly
	Certified Staff Member-Custodian	\$55.00	½ shift duties
Mileage Reimbursement**	Homebound	0.56	Mile
	Professional Development	0.56	Mile
	Inter-District Travel	0.56	Mile
Salaried employees will use the time-clock for any compensation that is paid by the hour, with the exception of Homebound Instruction.			

**When attendance is required outside of regular work/contract day and when the event is not listed elsewhere in this schedule.*

***When preparation time is required outside of school in order to facilitate the training. Must be approved by the Assistant Superintendent of Curriculum and Instruction.*

****Prior year IRS calculation is used.*

“ The Internal Revenue Service issued the 2021 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2021, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- .585 cents per mile driven for business use

Summer School Stipends and Salaries

Summer School Salaries	
<i>Unless otherwise noted, all rates listed compensate for work performed through the duration of Summer School</i>	
Position	Rate
Elementary, Secondary, and Special Services	
Principal (PK-4)*	5750
Principal (5-12)*	5500
Administrative Intern K-12	5500
Teacher	4500
Nurse (RN)	4500
District Summer School Coordinator (Stipend)*	250
Nurse (LPN) - Not currently employed with the District	20/hr
<i>Clerical, Health Aide, Food Service, Paraprofessional, and Transportation Summer Staff that are employed by the District during the regular school year in a similar capacity will be compensated according to the District's regular year salary schedule. Those not employed in that position by the District during the regular school year will be compensated at step one of the lowest applicable grade of the District's regular year salary schedule. During summer school, the Librarian position is classified as an hourly position and will be compensated at either the Paraprofessional rate or the current rate of pay for the employee holding the position, whichever is higher.</i>	
One summer school administrator will serve as the District Summer School Coordinator	

SUBSTITUTE SALARY INFORMATION

Substitute and Temporary Staff Compensation Schedule

Substitute Teacher and Special Education Paraprofessional		
Position	Full Day Rate	Half Day Rate
Substitute Teacher Daily Rate	100.00	50.00
Substitute Teacher Daily Rate - R-III Retiree	105.00	52.50
Substitute SPED Paraprofessional Daily Rate	100.00	50.00
Substitute SPED Paraprofessional Daily Rate - R-III Retiree	105.00	52.50
District Teacher Hourly Rate to Substitute During Prep Period	30/hr	
Eligible Classified Staff Hourly Rate when Substituting	19/hr	
Substitute Teacher 10 or more <u>consecutive</u> days any position	125.00	62.50
Substitute Teacher for Scheduled Long-Term Positions	130.00	65.00
Substitute Paraprofessional for Scheduled Long-Term Positions	110.00	55.00
Substitute Administrator	200.00	100.00
<i>Full day rate is paid for all days worked that exceed four (4) hours.</i>		

Substitute Nurse Schedule

Substitute Nurse		
Position	Full Day Rate	Half Day Rate
Substitute Nurse Daily Rate- (RN)	130.00	65.00
<i>Full day rate is paid for all days worked that exceed four (4) hours.</i>		

Substitute Classified and Temporary Assignments Schedule

Classified Substitute and Temporary Assignments	
Position	Rate
Substitute Bus Driver	18.25/hr.
Substitute Secretary	Beginning Rate of Position
Substitute Custodian	13.25/hr
Substitute Security	16.00/hr
Substitute Maintenance	14.50/hr
Substitute Technology Specialist	15.75/hr
Substitute Health Aid	16/hr
Teacher - Custodian	\$60 per ½ shift of duties

LEAVES AND ABSENCES

Certified and Professional Staff Absences and Leave

Consistent contact with students and staff is important to the learning environment and District operation and, therefore, is an essential duty of a professional staff member's position. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The District may require an employee to provide verification of illness from a healthcare provider or supply other documentation verifying the absence before the District applies sick leave or other applicable paid leave to the absence. In accordance with law, the District may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted.

Unless the leave is taken due to serious illness or authorized in advance by the Superintendent or designee, an employee may not use leave days one school day before a non-student attendance day, one day following the non-student attendance day, or the last attendance day of the school year.

Sick and Personal Leave shall be counted in Full Day, ½ day AM, or ½ day PM increments.

1. Sick Leave

- Staff employees whose assignments call for 12 months of full-time employment will receive seven (7) days of sick leave.
- Staff employees whose assignments call for 11 months of full-time employment will receive six (6) days of sick leave.
- Staff employees whose assignments call for full-time employment only during the regular school term will receive five (5) days of sick leave.

2. Personal Leave

A maximum of five (5) days of personal leave will be available per school year. Unused personal leave days that are not used in the school year in which they are granted will be accumulated as sick leave days, up to 150 sick leave days.

3. Vacation

All professional staff employed on a 12-month basis will receive four (4) weeks of vacation per year. An employee must submit a written request for vacation when extended vacation is four or more consecutive days to the Superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt District operations, the Superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

All sick leave and personal leave for the current year must be used before an employee can access banked sick leave.

Teachers who are absent more than two consecutive contract days must have pre-approval of the superintendent to utilize personal days or a dr. note to utilize sick leave days. If this does not occur, the absence is for a reason not granted as paid or protected leave under Board policy or law.

Please review Board Policy GCBDA for further clarification regarding what types of absences may be charged against sick or personal leave.

Classified Staff Absence and Leave

Consistent staffing is important to the learning environment and District operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The District may require an employee to provide the District verification of illness from a healthcare provider or supply other documentation verifying the absence before the District applies sick leave or other applicable paid leave to the absence. In accordance with law, the District may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time support staff employees. This policy does not apply to temporary or substitute staff members unless otherwise noted.

Unless the leave is taken due to serious illness or authorized in advance by the superintendent or designee, an employee may not use leave days one school day before a non-student attendance day, one day following the non-student attendance day, or the last attendance day of the school year.

An absence shall be counted on a quarter-hour basis.

1. Leave

- Staff employees whose assignments call for 12 months of full-time employment will accrue twelve (12) days of leave annually.
- Staff employees whose assignments call for 11 months of full-time employment will accrue eleven (11) days of leave annually.
- Staff employees whose assignments call for full-time employment only during the regular school term will accrue ten (10) days of leave.

2. Vacation

- Twelve-month non certified personnel are granted two weeks (10 working days) of vacation annually. An employee must have been employed a minimum of one year for two weeks of vacation. Employees employed less than one year, will receive a prorated amount of vacation days depending on the month of hire.
- Twelve-month non certified personnel are granted three weeks (15 working days) of vacation annually after completing five years or more of employment.
- Employees transferring from a 10-month **full-time** position to a 12-month **full-time** position **can** count previous consecutive full-time years of service towards earning vacation, if there is no break in service.
- Part-time employees that transfer to a 12-month full-time position **cannot** count previous part-time years of service towards vacation.

All leave for the current year must be used before an employee can access banked leave.

Please review Board Policy GDBDA for further clarification regarding what types of absences may be charged against leave.

Classified employees will accumulate leave time in equal installments determined by the number of leave days and pay periods associated with their assignment.

Classified Vacation Chart

Classified Vacation -Earning as of July 1			
Month Hired	Months Employed as of July 1	Hours	Days
June - (previous year)	12	80.00	10.00
July	11	73.36	9.17
August	10	66.64	8.33
September	9	60.00	7.50
October	8	53.36	6.67
November	7	46.64	5.83
December	6	40.00	5.00
January	5	33.36	4.17
February	4	26.64	3.33
March	3	20.00	2.50
April	2	13.36	1.67
May	1	6.64	0.83

Bereavement Leave Qualification Chart and Explanation

Bereavement Leave – When a death occurs in an employee’s immediate family, a full-time staff member may take up to five days off with pay to attend the funeral or make funeral arrangements for a spouse and children/stepchildren and up to three days off with pay to attend the funeral or make funeral arrangements for the remaining family. The District may require verification of the need for the leave.

5 DAYS OF LEAVE IS GRANTED FOR:

- Biological Father
- Biological Mother
- Adoptive Father
- Adoptive Mother
- Spouse
- Biological Child
- Step-Child

3 DAYS OF LEAVE IS GRANTED FOR:

- Step-Father
- Step-Mother
- Grandparents
- Grandchildren
- Children’s Spouses
- Sibling
- Spouse’s Father/Mother
- Spouse’s Child
- Spouse’s Siblings
- Spouse’s Grandparents
- Spouse’s Grandchild
- Any other family member residing with the employee.
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Compensation for Unused Leave

Support Staff Members

Classified employees are eligible to receive, upon termination of employment, a Board-approved, prorated sick leave reimbursement. In order to qualify for sick leave reimbursement, the classified employee shall have had a minimum of five consecutive years of full-time employment in the Hillsboro R-III School District. Upon termination of employment, the employee will be compensated at a rate approved by the Board of Education. If the employee has 20 or more years of service, he or she shall be compensated at a rate that shall equal the rate for certificated employees. Maximum accrual 150 days

In case of the death of an employee to whom pay for unused leave is owed pursuant to Board policy, the unused leave will be paid to an individual designated by the employee, as indicated on the District-paid life insurance enrollment forms. If no designation is made, unused leave will not be compensated.

0-5 years of service - \$0 per day

5-19 years of service - \$22.50 per day

20+ years of service - \$50.00 per day

Certified and Professional Staff Members

Certified employees are eligible to receive, upon termination of employment, a Board-approved, prorated sick leave reimbursement. In order to qualify for sick leave reimbursement, the certified employee shall have had a minimum of five consecutive years of full-time employment in the Hillsboro R-III School District. Maximum accrual 150 days

In case of the death of an employee to whom pay for unused leave is owed pursuant to Board policy, the unused leave will be paid to an individual designated by the employee, as indicated on the District-paid life insurance enrollment forms. If no designation is made, unused leave will not be compensated.

0-5 years of service - \$0 per day

5+ years of service - \$50.00 per day

Unused Leave Day Stipend

In July 2024, the Board will pay a stipend of \$100 a day for any unused days or fraction of days from the allotted days given in 2023-2024. All eligible full-time employees will be eligible to receive a \$100 a day stipend for days that were not used during the school year. The stipend will be paid in July of each year. Classified employees are eligible for the stipend when they become eligible for benefits.

BENEFITS INFORMATION

Staff Fringe Benefits – Policy GCBC and GDBC

The Board recognizes that fringe benefits, such as insurance opportunities, are an integral part of the total compensation plan for full-time staff members. The Superintendent or designee will research and present to the Board fringe benefit opportunities that will assist the District in attracting and retaining quality employees.

Unless otherwise indicated in this policy, a staff member is considered to be a full-time employee if he or she holds a position designated as full time in the relevant job description.

Benefits Fully or Partially Paid by the District

The District will provide access to and contribute toward the cost of the following benefit options for full-time professional staff members:

1. Health insurance or a group health plan
2. Life insurance
3. Vision insurance
4. Dental insurance
5. Other benefits as approved by the Board

In accordance with law, any contract for an insurance policy provided for the benefit of employees will be submitted to competitive bidding at least every three years.

A District insurance committee made up of the District Superintendent or his/her representative, one H.C.T.A./MSTA member, one Hillsboro N.E.A. member, and at least one member from each distinct employee group, will yearly review District staff insurance policies, and will make recommendations to the staff and Board of Education.

Health Insurance or Group Health Plan

The Board will provide eligible full-time employees access to District-sponsored health insurance or a group health plan, in accordance with Federal law. For health insurance or health plan purposes, an eligible employee is defined as a staff member the District reasonably expects to work an average of 30 hours or more per week as determined by law. Bus drivers who work an average of 30 hours or more per week will also be provided access to the District's health insurance or group health plan.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the District to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums. In addition, the retiree's spouse and children must be allowed to become members of the plan if they are receiving or are eligible to receive benefits under the PSRS or PEERS. Retirees and their spouses and children will have one year from the date of retirement to qualify and enroll in the coverage. Once that date has passed, if a retiree or his or her spouse or children discontinue District coverage, they are not eligible to re-enroll.

Benefits Provided by the District at Employee Expense

In accordance with law, the District is required to establish a premium-only cafeteria plan unless the District provides health insurance through a self-insured or self-funded group health plan. Even if the District provides health insurance through a self-insured or self-funded plan, the District may choose to offer employees access to a cafeteria plan or other benefits at the employee's expense.

Benefits Dates:

Certificated employee benefits will start on the 1st of the month in which they are hired. Benefits will end on July 31, 20xx if the employee resigns at the end of the school year and completes their contractual employment dates. If the employee doesn't complete the term of their contract, benefits will end depending on the day they resign/terminate.

Classified employee benefits will start the 1st of the month following the successful completion of their 60 day probationary period. Classified employee benefits will end depending on the day they resign/terminate. See below:

- If resigning/terminating on the 1st – 15th of the month, benefits will end on the last day of that month.
- If resigning/terminating on the 16th – last day of the month, benefits will end on the last day of the following month.

403(b) Program (Administered by Third Party)

The District offers participation in a 403(b) annuity program in accordance with law. The District has selected and contracted with a third-party company to administer the program. A copy of the District's written plan is available in the Central Office. Selection and removal of vendors and funding vehicles shall be in accordance with the policy recommended by the third-party administrator, which is incorporated by reference into this policy.

Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) Requirements

In accordance with law, the District-sponsored health insurance or group health plan will allow for continuing coverage of employees and their spouses, former spouses or dependent children after certain qualifying events upon payment of the applicable premium. This obligation applies to both District-paid and employee-paid options. Qualifying events include, but are not limited to, employee resignation from the District, most situations involving employee termination and situations where an employee's hours have been reduced so that he or she no longer qualifies for District-paid health insurance or the group health plan. The District will provide notices as required by law.

Health Insurance

2023-2024	Medical Insurance							
	High Plan		Middle Plan		Base Plan (\$2,500 Deductible)		H.S.A. Plan	
	District	Employee	District	Employee	District	Employee	District	Employee
Employee	\$530.00	\$99.00	\$530.00	\$99.00	\$530.00	\$99.00	\$476.00	\$0.00
EE + Spouse	\$0.00	\$784.00	\$0.00	\$784.00	\$0.00	\$784.00	\$0.00	\$519.00
EE + Children	\$0.00	\$590.00	\$0.00	\$590.00	\$0.00	\$590.00	\$0.00	\$372.00
EE + Family	\$0.00	\$1,224.00	\$0.00	\$1,224.00	\$0.00	\$1,224.00	\$0.00	\$852.00

Dental Insurance

2023-2024	Dental Insurance	
	District	Employee
Employee	\$43.93	\$0.00
EE + Spouse	\$0.00	\$48.29
EE + Children	\$0.00	\$71.66
EE + Family	\$0.00	\$125.52

Vision Insurance

2023-2024	Vision Insurance			
	Davis Vision		VSP	
	District	Employee	District	Employee
Employee	\$8.29	\$0.00	\$8.29	\$1.42
EE + Spouse	\$0.00	\$6.99	\$0.00	\$9.59
EE + Children	\$0.00	\$7.73	\$0.00	\$10.45
EE + Family	\$0.00	\$15.69	\$0.00	\$19.77

ADDITIONAL SALARY INFORMATION

Historical Salary Schedule Movement and Increases

2005-2006	2 steps (to eliminate 0 step) and 3% increase to the base (base increased \$1,585 total)
2006-2007	Step + \$2,159 increase to the base (step and lane increments were replaced with factors.
2007-2008	1 step + \$1,000 on base and elimination of MA+8 and MA+24 lanes
2008-2009	Step + \$1,500 on base
2009-2010	No Step
2010-2011	1 Step plus stipend for P.D.
2011-2012	1 Step, 3 contracted days that staff did not have to work but were paid for.
2012-2013	No step, but 1.5% increase across the board, plus a stipend.
2013-2014	2 steps
2014-2015	\$330 (1%) and one step-certified \$0.15/hr and one step-classified
2015-2016	The "Fix" – movement of 2 steps, 1 step, or 0 steps depending on when hired into the district. The purpose to place everyone in the appropriate position within the salary schedules. This was done for both the certified and classified staff.
2016-2017	1 step + \$600 on base certified. Addition of a Dr. Lane. Stipend of \$4000 added for Speech Language Pathologists. \$.29-.42 and one step-classified (except technology \$3.00 increase to base and paraprofessional base changed from \$8.17 to \$10.50). Classified salary schedule broken into individual position schedules. Salary increases based on average hours worked to equal \$600 increase. Sign Language Interpreter and Assistant Director of Maintenance reclassified as Non-Exempt per FLSA guidelines.
2017-2018	1 step. Add steps to MA, MA +15 Lanes. The annual increase for the step is \$400 in the following lanes and steps: MA 25-30, MA+15 27-30, MA+30 29-30, Dr. 29-30.
2018-2019	1 Step. Move BA Column to BA +8 Column. There will no longer be a BA+8 Column. Result of move increased BA Base from \$34,019 to \$34,848. Then \$250 was added to the base. The new base in 2018-2019 is \$35,098. District funded insurance \$521 per month.
2019-2020	1 Step. District funded insurance \$521 per month. \$100 a day stipend for unused leave days paid in July 2020. Change of leave day allotment from (12 total) 9 sick and 3 personal to (10 total) 5 sick and 5 personal.
2020-2021	1 Step. District funded insurance \$521 per month. \$100 a day stipend for unused leave days paid in July 2020. Leave - 5 personal and 5 sick for 10 month employees. Eliminate 5 extra days for Library Media Specialists.
2021-2022	1 Step. Move BA to BA+15 Column, Move BA +15 to BA+24 Column. There will no longer be a BA +24 Column. Increased Base to \$40,050. Steps in years 1-5 are \$150. Steps 6-30 annual step amount increased from \$829 to \$850. Increased Step Amount to \$1500 for Steps 28, 29, and 30 in all columns. Expanded Extra Duty Schedule from 9 to 30 year schedule. Classified .40 and step.
2022-2023	1 Step + \$750 for teachers.

Historical Salary Schedule Movement and Increases (con't)

2023-2024 1 Step + \$500 plus Career Ladder - Stage I: \$1500 Stage II: \$3000 for teachers

Advancement on the Certified Salary Schedule

Per Board Policy GCBA, hours of college credit taken above the BA/BS degree are to be toward a master's degree in the teacher's assigned area and/or hours approved by the Superintendent.

Also hours beyond the master's degree are to be toward an advanced degree in the teacher's assigned area and/or hours approved by the Superintendent.

Before enrolling and paying fees in a graduate program or course, you will need to obtain a Program of Study from your university advisor, signed by your advisor, outlining the required coursework to attain the Master's degree. This Program of Study is usually a one page document that lists the classes necessary for the degree to be conferred. Present this signed Program of Study to the Superintendent for approval. Once the Program of Study is approved, a copy is placed in your personnel file so that future administration is aware of your progress toward the graduate degree.

This Program of Study serves two purposes.

1. As you progress through your coursework you will want to present official transcripts each time you have accumulated the number of hours to advance across the salary schedule. Our current schedule lanes are BA, BS +15, MA, MA+15, MA+30, DR. The transcript will be compared to the Program of Study and your salary schedule movement will be awarded based on the like comparison. Educational movement is done once per year prior to the paperwork deadline set for the September payroll, usually around the first Friday of the month.
2. The Program of Study is your "safety-net" with the university. Degree requirements change frequently over the course of time it takes to obtain the degree. With the signed Program of Study you have a guarantee that you have met the requirements to a specific point and hopefully not have to enroll and pay for additional coursework.

Classified Wage Determination

I. Initial Placement

- a. An entry level lane will be established for each group/position
- b. Credit will be given for prior experience.
 - i. One year of credit will be granted for each year of work experience in a similar job in a *school setting*.
 - ii. One year of credit will be granted for every two years of experience in a similar job in a *non-school setting*.
- c. Credit will be given for prior training, licensure and educational degree.
 - i. The criteria used will be consistent with item III below.
 - ii. A maximum of 30 college credit hours (or equivalent clock hours and/or CEU's) above the minimum requirements for the individual positions will be considered for initial placement. No more than *five lanes* beyond the entry-level lane.

II. Movement Across Lanes for Educational/Training

- a. Movement of one will be granted for completion of training that will enhance the employee's work performance or will prepare the employee for a position of added responsibility within the District.

The amount of training required for movement one lane unless otherwise noted will be:

- i. Six (6) college credit hours.
- ii. Ninety-six (96) clock hours of appropriate training ** 16 clock hours equal one college credit hour
- iii. 9.6 Continuing Education Units (CEU's) ** One (1) CEU equals ten (10) clock hours
- iv. A cumulative total of college credit hours, clock hours and CEU's will be considered.
- b. Coursework and/or training must be pre-approved by the Superintendent.
- c. Verification of completed coursework and/or training must be provided promptly, but no later than August of each year.
- d. Movement on the salary schedule will be made only once each fiscal year and no later than August 31.
- e. Current Employees:
 - i. College credit and/or training completed after July 1, 2003, but not previously considered may be used to adjust the placement of current employees on the salary schedule.
- f. An employee may move a maximum of ten (10) lanes beyond the entry level lane based upon education/training.
 - i. Formal licensure, certification, and/or degrees conferred after July 1, 2003, may be considered for salary schedule adjustment regardless of the date all such training occurred.

III. Intra-district Transfers

a. Transfer to a Higher Paying Position

i. If an employee is transferred to a new position which is paid at a higher rate, the employee wage will be the wage that corresponds to the same relative step and lane as was held by the employee in the previous position.

b. Transfer to a Lower Paying Position

i. If an employee is transferred to a new position which is paid at a lower rate, the employee's wage will be the wage that corresponds to the same relative step and lane as was held by the employee in the previous position.

Salary Movement – Educational Hours Request and Verification Form

PLEASE COMPLETE FORM ON FRONTLINE CENTRAL

Employee Name _____

Certified _____ Classified _____

Position _____

Salary Schedule _____ Current Step _____ Current Lane _____

Highest Degree earned prior to submitting Hours _____

Have you submitted educational hours in the past for salary movement? Yes _____ No _____

Name of University/School that you are submitting hours from? _____

What is your program of study? _____

If you have no program of study, what is the rationale for taking the course?

Is/was the course applicable to your current position and duties? Yes _____ No _____

Have you submitted your Transcripts to the district? Yes _____ No _____

Employee Signature

Date

Superintendent Approved: Yes _____ No _____

Superintendent Signature

Date

CENTRAL OFFICE USE ONLY:

Transcript Received: _____

Transcript Reviewed: _____

New Step: _____ New Lane: _____

New Contract/Salary Amount: _____

HR Updated: _____

Payroll Updated : _____

New Contract Issued: _____