

8.1 - CLASSIFIED PERSONNEL SALARY SCHEDULE

Paris School District

Classified Salary Schedule 22/23

1. All employees will be required to participate in direct deposit. The employee will provide relevant information to the superintendent's office to establish a direct deposit for monthly payroll.
2. The base salary of all support staff not listed below is \$11.00 per hour ; i.e., food service, teacher aides, pre-school workers, etc. with the exception of School Nurse who will be \$19.22 per hour & RN Nurse who will be \$25.00 per hour.
3. Salaries for the positions listed below will include an additional percentage of the base.
The positions and weightings follow:

ABC Teacher	1.75		Maintenance & Transportation Director	2.55
Assistant Bookkeeper	2.05		Maintenance Supervisor	2.20
Bus Mechanic	1.80		Principal Assistant Secretary	1.10
Cafeteria Manager	1.30		Principal Secretary	1.50
Computer Technician	2.30		Student Registrar	1.60
Custodian	1.40		Superintendent Secretary	1.60
District Treasurer & Bookkeeper	2.30		Technology Coordinator	2.75
Food Service Director	1.60		Transportation Supervisor	1.97
Maintenance	1.60		Wellness Center Coordinator	1.25

4. All classified contracted employees, excluding Bus Drivers, will receive \$275 for each year of experience from 1-9 years and will be added to an individual's salary; \$350 for each year of experience from 10-20 years will be added. Experience pay will be added after the above percentages are calculated when applicable. Bus Drivers will receive \$100.00 experience pay for every year employed through 10 years.
5. The following stipends will be paid for additional training/degrees/duties:

AA Degree	1,500
BS Degree (in Education or related field)	2,200
In-District Travel	2,400
Interpreter	1,000
Instructional Aides who pass paraprofessional test or receive Highly Qualified designation under NCLB	750
APSCN Cycle Reporting Duties	1,000
eSchool Stipend	1,500

6. Bus drivers will be paid as per established contracted route amounts. The contract is set depending upon route.

7. Gatekeepers will be paid 30.00 per night.

8. Scorekeepers will be paid 35.00 per night.

Enter your District's salary schedule for this policy which must accurately reflect your district's actual pay practices and is not required by law to include step increases for additional years of experience.¹ State law requires each District to include its classified employee's salary schedule in its written personnel policies. Your district is required to have a salary schedule for at least the following five categories of classified personnel: 1) Maintenance and Operations; 2) Transportation; 3) Food Service; 4) Secretarial and Clerical; and 5) Aides and Paraprofessionals. The District is required to post the salary schedule on its website by September 15 of each year and should place an obvious hyperlink, button, or menu item on the website's homepage that links directly to the current year classified policies and salary schedule.

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.²

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.³

Notes: The salary schedule does not have to, but certainly may, contain steps, nor does it have to be listed specifically, i.e. John Doe = \$9.25 per hour, Jane Doe = \$9.55 per hour. You may list the spread in salaries per category. For example, Janitors = \$ 8.75 to \$11.00 per hour, Bus drivers = \$9.75 to \$12.00 per hour, etc.

A.C.A. § 6-13-635 requires the Board to adopt a resolution that it has reviewed and adopted all salary increases of 5% or more, but most of the Act's listing of reasons are statutorily required raises and are paid by the state and not district funds. The Act's language requires the resolution even for an employee who moves from one position to another higher paying position such as going from teaching to administration. None-the-less, the resolution is required. Policy 1.9 directs the Board to review the salaries when adopting changes to this policy. We recommend the following language for the Board's resolution:

Whereas, the superintendent has identified all changes from last school-year's published salary schedule, and has identified and presented the Board of Directors with each employee's salary increase of 5% or more as required under A.C.A. § 6-13-635 and created a spreadsheet explaining each;

Therefore, the Paris School District Board of Directors approves and resolves that the spread sheet including those explanations is a factual representation of the raises given for the **insert date** school-year.

¹Your district's salary schedule should be inserted in place of this paragraph. The remainder of the policy should remain in the policy. It's important to note that any changes to the salary schedule must go through the PPC and the Board adopt the policy with the actual salary schedule included in the adopted policy. The following definition can be used to ensure you have included the data they will be looking for when you are reviewed. "**Classified Salary Schedule** is a set of matrices that are updated and published each school year, which contains the minimum salaries for all five classifications of classified employees and includes ranges, steps, and rates of pay. The salary schedule is required to reflect the actual pay practices of the district."

²Include this sentence only if your district has step increases built into its classified salary schedule. Two thirds (2/3) is merely offered as a suggestion.

³This is optional language, but can be useful when trying to attract employees from the private work sector.

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

Approved by Board: 04/28/2008

Amended by Board: 05/09/2013
02/14/2014
08/14/2014
04/09/2015
04/30/2015
08/11/2015
07/27/2016
12/14/2017
05/10/2018
09/13/2018
05/09/2019
06/24/2019
1/1/2021
02/11/2021
04/14/2022