



## **2019-2020 SALARY SCHEDULE**

**ADOPTED BY:  
THE TUSCALOOSA COUNTY BOARD OF EDUCATION  
1118 Greensboro Avenue  
Tuscaloosa, Alabama 35401**

September 23, 2019

**Effective October 1, 2019**  
(Supplements effective September 1, 2019)

*The Tuscaloosa County Board of Education provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, gender, age, disability, sexual orientation, marital status, national origin, or veteran status in accordance with applicable federal, state, and local laws. This statement applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, and training.*

*The Tuscaloosa County School System expressly prohibits any form of unlawful employee harassment based on race, color, gender, age, disability, sexual orientation, marital status, national origin, or veteran status.*

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## ***A MESSAGE FROM THE SUPERINTENDENT.....***

The Tuscaloosa County School System offers its students a world-class public education system. We have many successes to celebrate in our schools. We are a school system worth supporting and strengthening as we know there is no better investment in tomorrow than meeting the educational needs of all students today.

Our financial challenges continue even though we have been able to make some advancement due to the careful financial management by our Board. For the 2019-2020 school year, our system budget amounts to approximately \$222 million dollars with just over 66% of those expenditures going toward salaries and benefits. We continue to direct funds toward instructional purposes as our first priority and keep other expenditures as low as possible. With just over 2,200 employees, personnel expenses comprise a large part of our system's budget.

We fully recognize that the pride of our school system is exemplified in our employees as they strive to meet the needs of our students on a daily basis. On behalf of the members of our Board of Education, let me thank you for the work you do every day so that our students may have the best education possible. Have a great school year!

Sincerely,



Walter W. Davie, Ed.D.  
Superintendent

## ***TUSCALOOSA COUNTY BOARD OF EDUCATION***

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13381 Todd Drive  
Lakeview, AL 35111  
(District 7)

## ***ADMINISTRATION***

Walter W. Davie, Ed.D. ....Superintendent

Danny C. Higdon .....Chief School Financial Officer

**TUSCALOOSA COUNTY SCHOOL SYSTEM**  
**Salary Schedule**  
**2019-2020**

**INTRODUCTION**

The purpose of this salary schedule is to convey wage and salary information to the employees of the Tuscaloosa County School System and the public. In adopting this revised schedule during the fall of 2018, the Tuscaloosa County Board of Education anticipates that certain goals would be met by its use. These goals are as follows:

1. To provide an ability to discriminate between different skill levels and seniority ranks in positions.
2. To furnish an equitable means for the future adjustment of remuneration should funds become available.
3. To meet the salary adjustments as required by Alabama Law.
4. To meet Federal and State minimum wage mandates.

**ASSUMPTIONS**

In the preparation of any salary schedule, certain assumptions must be made, implicitly or explicitly. It is the opinion of the Board that maximum benefit will accrue when these assumptions are made explicit. The assumptions under which this salary schedule were prepared are as follows:

1. Any new employees will begin employment under the salary guidelines in this schedule.
2. Current employees compensated above this schedule will remain "grandfathered" at existing rates of pay or salary schedules until retirement, termination, or job change.
3. Unless otherwise mandated by the State Legislature (i.e., State matrices), salary increases or raises will be made by applying an across-the-board percentage to this schedule of base salaries or wages for all employees and to previously existing schedule or salary bases for grandfathered employees.
4. Wages will be increased in a step fashion up to a predetermined maximum to reflect an employee's increasing competence over the tenure of employment.
5. Employees performing equivalent tasks will receive equivalent remuneration.
6. All employees should be duly certified for their respective positions.
7. All employees shall be paid in 12 equal monthly installments, regardless of the length of the contract (with the exception of new nine (9) month employees who shall be paid in 13 monthly installments).
8. A certified employee whose pay is based on the state minimum salary schedule is entitled to be paid for the highest recognized degree earned at an accredited institution. The pay will begin with the first pay period after the advanced degree is recognized by the State Superintendent of Education pursuant to the Pay Raise Bill (Act #2016-198, House Bill 121).
9. Twelve month contracts run July 1 through June 30.
10. If position contracts extend beyond the stated number of days, salaries and/or ranges will be paid at the daily rate.
11. If a position contracted is for work of less than the regular daily hours for that employee type, calculate salary using the hourly rate x days contracted to work = Annual Pay. The hourly rate is calculated as follows: Annual Pay/days contracted to work = Daily Pay; Daily Pay/daily hours = Hourly Rate.
12. In the event an error is made in the calculation and/or payment of an employee's salary, the Board has the legal authority and right to make the proper adjustments and corrections during the current year.

## **THE EFFECT OF THE FAIR LABOR STANDARDS ACT**

The case of *Garcia vs. San Antonio* reapplied the provisions of the Fair Labor Standards Act (FLSA) of 1938 and its amendments to certain employees in education, in particular the provision dealing with additional compensation for overtime work. Pursuant to Board Policy 6.87, supervisors must secure approval from the Superintendent or designee prior to allowing a non-exempt employee to work overtime. Under the FLSA, this additional compensation is generally provided by paying the employee for additional hours worked over 40 hours in a work week at a rate of one and one-half times the regular rate at which the employee is actually paid.

Compensatory release time, in some cases, may be used in lieu of overtime pay within the system but the use of compensatory release time for leave purposes must be approved in advance and may only be used in full or half-day increments. Non-exempt classified employees shall be given the choice of receiving compensation at the rate of one and one-half (1.5) times the regular rate of pay **or** receiving one and one-half (1.5) hours of compensatory release time for each hour of approved overtime worked up to a maximum accumulation of 40 hours during a contract year. Should an employee accumulate more than 40 hours of compensatory time, the employee shall be paid for overtime worked.

In accordance with Title 29, Part 541, of The Code of Federal Regulations, revised June 1983, most positions listed in this proposal are subject to the provisions of the FLSA (i.e., are nonexempt). Exempt positions are not entitled to overtime pay or compensatory release time. As outlined in the Code, exempt employees are those that meet one or more of the following criteria:

1. Executive, administrative, and professional (certified) employees, including teachers, registered nurses and academic administrative positions (e.g., director).
2. Non-certified employees (a) whose primary duties consist of the management of the enterprise in which they are employed, (b) who customarily direct the work of two or more employees, (c) who have the authority to hire or fire or whose suggestions and recommendations as to the hiring, firing, or other change of status decisions for other employees will be given particular weight, and (d) who customarily and regularly exercise discretionary powers.

Employees not meeting one of the above criteria are subject to the provisions of the FLSA and are eligible for additional compensation for work performed in excess of forty hours per week.

## **WORK SCHEDULES FOR NON-EXEMPT EMPLOYEES**

All employees must observe the attendance rules regarding hours of work. Employees are in "pay status" when actually working or when on authorized paid leave. The Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass said employee's workday. Said work schedules shall be in compliance with the FLSA. An employee's regular work day and work week hours are determined by his/her employee type. Whenever possible, an employee's schedule should be adjusted within the Sunday – Saturday work week so as to not exceed scheduled hours. Pursuant to Board Policy 6.87, supervisors must secure approval from the Superintendent or designee prior to allowing a non-exempt employee to work overtime. If a Supervisor allows an employee to work overtime without such prior authorization, the department or school worksite will be responsible for any overtime paid to the employee.

Every employee is expected to comply with established work hours and work schedules. At no time should a non-exempt employee work overtime, extended time, or outside of his or her regular schedule without the approval of his or her supervisor. If an employee's work time along with their authorized paid leave is less than their scheduled work hours for the week, payroll will use compensatory time, vacation time, and personal leave (in that order) to offset any hours worked less than their scheduled hours for the week.

## **REPORTING TIME FOR NON-EXEMPT EMPLOYEES**

The FLSA requires that we record time for all non-exempt employees. Therefore, all non-exempt employees are required to accurately record their work hours using the TCSS-approved time clock system. All non-exempt employees (see the salary schedule for non-exempt/exempt status) are required to clock at the beginning and end of each scheduled shift, when beginning and ending a duty-free lunch, and when an employee departs the work site for a non-work activity (e.g., doctor's appointment). The Time and Attendance system (time clock) integrates with our Absence Management System. The Absence Management System enters the reason code for each absence as the information is transferred into the automated payroll system. Therefore, it is essential for employees to both accurately utilize the time clock system as well as our absence reporting system. Non-exempt employees who are employed in more than one role paid from different funding sources (e.g., a special education paraeducator who works extended day) are required to maintain accurate time clock records for both roles.

## **PART-TIME EMPLOYMENT**

A part-time, regular employee must work at least 20 hours per week (.5 FTE) to be eligible for personal and sick leave, as well as most of the other fringe benefits.

## **EMPLOYEE BENEFITS**

All employees are strongly encouraged to visit the Retirement Systems of Alabama website periodically at [www.rsa-al.gov](http://www.rsa-al.gov) for more detailed information concerning Teacher Retirement, Insurance, and RSA-1 (tax deferred savings account). From this website, you can access retirement and insurance handbook and forms in addition to your RSA Member Online Services (<https://mso.rsa-al.gov>). Your RSA Member Online Services allows you to view your TRS statement, RSA-1 statement, and change your contact information. PEEHIP members can view current coverages, update contact information, and enroll, change, or cancel coverage during Open Enrollment. New members can enroll in PEEHIP within the first 30 days of employment. You will need to register by creating a User ID and Password. For specific questions concerning retirement or insurance, you may call RSA/PEEHIP toll-free at 1(877) 517-0020.

## **INSURANCE**

The Public Education Employee Health Insurance Program (PEEHIP) offers insurance administered by and Blue Cross/Blue Shield insurance are offered to regular employees. The coverage costs are published annually in the PEEHIP Member Handbook located at [www.rsa-al.gov](http://www.rsa-al.gov). Additional monthly premiums are charged for enrolled members who smoke or use tobacco products. Members and their covered spouses who are enrolled in the PEEHIP BCBS Health Plan are required to complete the applicable wellness activities by August 31 of each year in order to earn the fifty (\$50) monthly wellness premium waiver.

The Board pays \$800 for the remainder of coverage for the employee for each month of earned insurance allocation. Costs are subject to change each year.

Supplementary insurance is available at the current PEEHIP rate to enrolled employees. Dental, vision, cancer, and indemnity policies are offered through New Southland Insurance Company at no cost to regular, full-time employees if PEEHIP is not used. Classified regular employees working two hours daily, but not full time, are subject to receiving some credit for insurance. They may purchase two of the supplemental insurance policies or apply the credit toward hospital insurance and pay the difference. A pre-tax cafeteria-type plan is available for the purchase of hospital and supplemental insurance through American Fidelity Assurance Company.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Board provides employees and their family members access to EAP without discuss or intervention. EAP provides free assessment, short-term counseling, and referral service to assist with problems including stress, finances, marriage/relationships, parent-child relationships, and substance abuse.

Employees may contact the Employee Assistance Program directly:

Employee Assistance Program  
201 Towncenter Boulevard  
Tuscaloosa, AL 35406  
(877) 221-6651  
(205) 650-0576  
Fax (205) 764-5995  
Riveroakshealth.org  
contactus@riveroakshealth.org

## **TEACHER RETIREMENT**

All full time employees are eligible and required to participate in the Alabama Retirement program. Tier 1 employee contributions are 7.5%. Tier 2 employee contributions are 6%. Members hired on or after January 1, 2013, are classified as Tier 2 participants.

## **LEAVE DAYS AND VACATION**

Prompt and regular attendance are essential functions of all TCSS job positions. TCSS employees are provided leave pursuant to Federal and Alabama law as well as TCSS policy. It is the employee's responsibility to timely report absences using the TCSS Absence Management System (AESOP) as well as to comply with all TCSS leave policies.

**Sick Leave** - Each full-time employee will accrue sick leave at the rate of one day per month of contract (the 12-month employee will earn 12 sick leave days per year; the 9-month employee will earn 9 days). Effective August 1, 2001, full time employees will be allowed to accumulate an unlimited number of sick leave days. All accumulated sick leave days, not to exceed one day per month of employment, may be used for retirement purposes (Tier 1 employees only). Sick leave days may be taken in one-half or full day increments.

**Personal Leave** - Each full-time employee will accrue five personal leave days per year that are non-cumulative from year to year. Personal leave days may be taken in one-half or full day increments. Two days for employees with 10 years' comparable experience or more will cost the current in-system pay rate for substitutes per day for respective employment positions. Experience is defined as the number of years of service in a particular position, job, or classification. Three days for all other employees will cost the current in-system pay rate for substitutes per day for respective employment positions. Part-time classified employees (i.e., those working less than twenty hours per week) are ineligible for these benefits. Personal leave days may be converted to sick leave days if not used during the contract year.

Effective August 1, 1997, the certified employee has two (2) options relative to the two (2) State provided personal leave days. They are as follows:

- 1) Receive reimbursement for either or both days if not used, **OR**
- 2) Apply either or both days to the employee's current accumulated sick leave days.

In addition, the certified employee has three (3) options relative to the three (3) locally provided personal leave days. They are as follows:

- 1) Use three (3) days at no charge if the employee has 10 years' comparable experience documented. Use the remaining two (2) days or all three (3) locally funded days if the employee cannot document 10 years' comparable experience for the current in-system pay rate for substitutes per day for the respective employment positions, **OR**
- 2) Receive reimbursement for days three (3), four (4), or five (5) if not used, **OR**
- 3) Apply days three (3), four (4) or five (5) to the employee's current accumulated sick leave days.



The classified employee may exercise option 1 or 3, but cannot receive reimbursement for personal leave days not used.

**Vacation Leave** - Vacation leave for twelve (12) month employees is available July 1<sup>st</sup>, or the first day of employment if hired later in the year. Vacation days are earned at a rate of .83 days a month, not to exceed ten (10) days per year. Vacation days are earned on the last working day of the month and are only earned for a full month of employment. Employees will be allowed to carry-over no more than five (5) vacation days from June 30th to the next year, not to exceed more than fifteen (15) days. Any vacation days taken in advance of actual accrual must be repaid upon separation of employment.

**Longevity Leave Day:** Upon reaching 15 years of experience, each employee will earn a longevity leave day that is non-cumulative from year to year. This is at no cost to employee and cannot be converted to accumulative sick leave days. Experience is defined as the number of years in a particular position, job, or classification.

**Professional/Work-Related Leave:** Professional employees may request professional leave days for development purposes. These requests must be approved by the Principal and the Deputy Superintendent, or designee. A limited number of professional leave days is available at each school.

**Other Leave** – Please refer to the TCCS Policy Manual (beginning with Board Policy 6.70) for other forms of available leave. An employee who is absent from work without approved leave are subject to disciplinary action, up to and including termination.

## **LONGEVITY BONUS**

Depending on the availability of funds, the Tuscaloosa County School System may award supplements to employees based upon service with the school system. The amount of funds and years of service that qualify for such award will be up to the discretion of the Board.

## **POSITION, JOB, OR CLASSIFICATION**

These three terms are used interchangeably in this document.

### **POSITIONS**

The positions listed in this document are as follows:

Accountant	Director of Student Services
Assistant Principal	Director of Technology
Attendance Officer	Director of Transportation
Behavior Specialist	ESL Specialist
Bus Driver (Regular, Unassigned, Special Education)	Extended Day
Bus Shop Assistant	Graduation Coach
Bus Shop Foreman	Translator/Interpreter/Transliterator
Bus Shop Certified Mechanic/Parts Clerk	In-school Intervention Monitor
Bus Shop Trainer	Instructional Coach/Partner
Career Coach	Job Coach
Central Office Bookkeeper (III, II)	JROTC Instructor
Central Office Certified Coordinator	Maintenance (Assistant, Skilled, Lead, Journeyman)
Central Office Classified Coordinator	Maintenance Foreman
Central Office Custodian	Maintenance Environmental Health and Safety Specialist
Central Office Secretaries (III, II)	Library Media Specialist
Central Office Specialist	Network Operations Manager
CNP Manager	Occupational Therapist
CNP Assistant Manager	Para-Educator (Clerical, Instructional)
CNP Worker	Personnel Assistant
CNP Specialist	Physical Therapist
Coordinator of Preschool and Elementary Special Education	Pre-School Teacher Assistant (OSR)
Coordinator of Secondary Special Education	Principal
Computer Technician	Psychometrist
Custodian (Head, II, I)	Psychologist
Data Manager	School Bookkeeper
Deputy Superintendent	School Counselor
Director of Accountability	School Nurse/LPN
Director of Assessment	School Nurse/RN
Director of Career Technical Education	School Secretary
Director of Child Nutrition Program	School Secretary/Bookkeeper
Director of Curriculum and Instruction	Secretary to Superintendent and Board
Director of Facilities and Planning	Senior Director of Human Resources
Director of Federal Programs	Social Worker
Director of Nursing	Substitutes (Certified, Classified)
Director of Operations and Maintenance	Supplemental Employee
Director of Professional Learning	Teacher
Director of Public Relations	Teacher (Part-time)
Director of Special Education	Transportation Route Supervisor

### **TRANSFER**

A transfer may be of two types: transfers initiated by the system for its purposes, and transfers initiated by individuals of their own volition. This distinction is important for the employees of the system who have been grandfathered at a pay rate higher than those included in this salary schedule. If a grandfathered employee is involuntarily transferred by the system within the same employment category, that employee would retain his/her current or grandfathered salary (e.g., a school aide involuntarily transferred from Holt High to Hillcrest High would retain his/her current or grandfathered salary). If a grandfathered employee is involuntarily transferred by the system to a higher employment category, that employee would retain his/her current or grandfathered salary or the salary specified in this document, whichever is higher (e.g., a principal involuntarily transferred from Holt Elementary to Hillcrest High would retain his/her current or grandfathered salary or be eligible for the salary specified in this document).

All involuntary transfers to lower employment categories shall be in accordance with the provisions of the Students First Act.

## **Voluntary Transfers**

Any employee, whether certified (tenured/nontenured) or classified (nonprobationary/probationary), is eligible to apply at any time of year for any position deemed by the Sr. Director of Human Resources to be a promotion or a change in employment.

To request a voluntary transfer to a lateral position:

### **Certified Employees:**

- 1) The employee be tenured according to the Students First Act to request a voluntary transfer.
- 2) A transfer request form must be completed and a copy be provided to the Human Resources Department, the employee's present supervisor and the supervisor responsible for the job posting in order to be considered/interviewed for the job. Forms are available on the TCSS Intranet.
- 3) In an effort to protect the educational interest of students and established schedules, transfers requested for consideration by tenured certified employees may only be made for next school year postings that close on or before June 30<sup>th</sup>.

### **Classified Employees:**

- 1) The employee, with the exception of CNP employees and bus drivers/bus paraeducators, must have nonprobationary status under the Students First Act to request to a voluntary transfer.
- 2) A transfer request form must be completed and a copy be provided to the Human Resources Department, the employee's present supervisor and the supervisor responsible for the job posting in order to be considered/interviewed for the job. Forms are available on the TCSS Intranet.
- 3) Classified personnel, with the exception of CNP employees and bus drivers/bus paraeducators, may only be considered for transfers for postings that close on or before July 15<sup>th</sup>.

If a grandfathered employee seeks a transfer on his or her own volition and is approved for a transfer by the system, that employee would move to the salary specified in this document. A voluntary move from one type of position to another is regarded as an individual volition transfer; the grandfathered employee would move to this salary schedule (e.g., an assistant principal at Matthews Elementary who applies for and is appointed principal at Crestmont Elementary would move to this salary schedule).

In instances in which classified employees apply and are selected for a position that entails movement from a higher salary schedule to a lower salary schedule, said employees shall be moved to the lower salary schedule at the step closest to their actual years of experience in their current School System job position.

## **YEARS OF EXPERIENCE**

Under normal circumstances, experience is defined as the number of years of service in a particular position, job, or classification within the Tuscaloosa County School System, not the total years of service (e.g., a person with four years of experience as assistant principal at Northside High and one year of service as principal at Buhl Elementary would have five years of administrative experience, a school secretary with four years of experience as school secretary at Hillcrest High and one year as school aide at Holt High would have only four years of experience). The same rule applies to a carpenter assistant moving to a carpenter skilled position. No experience will be given for the assistant position.

For employees who are promoted to central office positions, initial placement on the salary schedule shall be based upon the following:

1. An administrator coming into a central office Coordinator position will be given experience at step 4 on the salary schedule or based upon that administrative experience attained from the local school, whichever is greater.
2. An administrator coming into a central office Director position will be given experience at step 4 on the salary schedule or based upon that administrative experience attained from the local school, whichever is greater.
3. The Superintendent may place a new principal or central office administrator at a higher step on the salary schedule in order to assure that the incoming salary reflects an increase from an administrator's previous administrative position, based upon Board approval.

The number of years of acceptable experience for initial placement on the salary schedule for certified personnel shall be determined and agreed upon prior to employment. Job applicants must provide verification of all past job-related experience from their former employers, prior to placement on a personnel report. The determination of such credit shall be based on the following criteria:

1. Full-time teaching/administrative experience in all Kindergarten through post-secondary public schools (elementary, secondary, and post-secondary public college), in or out of state, shall be approved as credit for placement on the salary schedule.
2. Military service shall not be considered for placement on the salary schedule prior to employment; however, employees returning from a military leave of absence will be given credit for years of service.
3. In determining experience for placement on the salary schedule, credit shall be given for full years of experience only. A full year of experience will be granted to an employee who worked a complete semester plus at least one day of the previous or following semester of an academic school year.

Under normal circumstances, the number of years of acceptable experience for initial placement on the salary schedule for non-certified personnel shall be determined and agreed upon prior to employment. For employment outside the System that is gained in the exact (no exceptions) employment position for which the job applicant seeks employment in the School System (i.e., secretarial experience applicable only to a secretarial position; bookkeeper experience applicable only to a bookkeeping position; bus driver experience applicable only to a bus driver position; custodial experience applicable only to a custodial position, etc.) some credit for experience may be given. The Tuscaloosa County School system, through the Office of the Senior Director of Human Resources, shall have sole responsibility for the determination of exactly what skills, etc., are exact and the amount of experience to be credited based upon the documentation provided. Work experience for classified employees outside the System will not be credited above the fourth experience level. However, an employee may be credited above the fourth experience level with a recommendation by the Superintendent and approval of the Board.

## **ENROLLMENT**

For those position salary schedules, the enrollment size used will be the average daily membership school enrollment at the end of the first 20-day attendance reporting period (nearest to the October 1 fiscal year). For pay purposes, raises or adjustments should be made October 1 of the current year.

**TEACHERS**  
**(\*187 DAY CONTRACT)**

<b>BACHELOR'S DEGREE – (Class B)</b>						<b>MASTER'S DEGREE – (Class A)</b>					
<b>EXP</b>	<b>SEPT DAILY RATE</b>	<b>OCT- AUG DAILY RATE</b>	<b>2019 SEPT MONTHLY</b>	<b>2019-2020 OCT-AUG MONTHLY</b>	<b>2019-2020 CONTRACT</b>	<b>EXP</b>	<b>SEPT DAILY RATE</b>	<b>OCT- AUG DAILY RATE</b>	<b>2019 SEPT MONTHLY</b>	<b>2019-2020 OCT-AUG MONTHLY</b>	<b>2019-2020 CONTRACT</b>
0	210.16	218.57	3,275.06	3,406.06	40,741.72	0	241.68	251.35	3,766.18	3,916.83	46,851.25
1	210.16	218.57	3,275.06	3,406.06	40,741.72	1	241.68	251.35	3,766.18	3,916.83	46,851.25
2	210.16	218.57	3,275.06	3,406.06	40,741.72	2	241.68	251.35	3,766.18	3,916.83	46,851.25
3	231.17	240.42	3,602.47	3,746.56	44,814.66	3	265.84	276.48	4,142.74	4,308.45	51,535.72
4	231.17	240.42	3,602.47	3,746.56	44,814.66	4	265.84	276.48	4,142.74	4,308.45	51,535.72
5	232.08	241.36	3,616.60	3,761.26	44,990.50	5	265.96	276.60	4,144.55	4,310.33	51,558.16
6	241.30	250.95	3,760.19	3,910.60	46,776.79	6	277.48	288.58	4,324.04	4,497.01	53,791.11
7	241.56	251.23	3,764.36	3,914.94	46,828.69	7	277.48	288.58	4,324.04	4,497.01	53,791.11
8	242.86	252.57	3,784.49	3,935.87	47,079.11	8	278.60	289.74	4,341.45	4,515.11	54,007.63
9	244.53	254.31	3,810.60	3,963.03	47,403.88	9	281.21	292.46	4,382.24	4,557.53	54,515.12
10	245.44	255.26	3,824.74	3,977.73	47,579.72	10	281.76	293.03	4,390.76	4,566.39	54,621.08
11	246.73	256.60	3,844.86	3,998.65	47,830.02	11	283.33	294.66	4,415.24	4,591.85	54,925.57
12	249.21	259.18	3,883.48	4,038.82	48,310.48	12	286.31	297.76	4,461.64	4,640.11	55,502.81
13	250.50	260.52	3,903.61	4,059.75	48,560.91	13	287.87	299.38	4,485.93	4,665.37	55,805.01
14	251.81	261.89	3,924.09	4,081.05	48,815.67	14	289.46	301.04	4,510.78	4,691.21	56,114.09
15	254.65	264.84	3,968.33	4,127.06	49,366.01	15	292.85	304.56	4,563.54	4,746.08	56,770.38
16	254.65	264.84	3,968.33	4,127.06	49,366.01	16	292.85	304.56	4,563.54	4,746.08	56,770.38
17	254.65	264.84	3,968.33	4,127.06	49,366.01	17	292.85	304.56	4,563.54	4,746.08	56,770.38
18	257.93	268.25	4,019.47	4,180.24	50,002.15	18	296.62	308.48	4,622.29	4,807.18	57,501.27
19	257.93	268.25	4,019.47	4,180.24	50,002.15	19	296.62	308.48	4,622.29	4,807.18	57,501.27
20	257.93	268.25	4,019.47	4,180.24	50,002.15	20	296.62	308.48	4,622.29	4,807.18	57,501.27
21	261.23	271.68	4,070.78	4,233.61	50,640.47	21	300.42	312.44	4,681.57	4,868.84	58,238.79
22	261.23	271.68	4,070.78	4,233.61	50,640.47	22	300.42	312.44	4,681.57	4,868.84	58,238.79
23	261.23	271.68	4,070.78	4,233.61	50,640.47	23	300.42	312.44	4,681.57	4,868.84	58,238.79
24	264.34	274.91	4,119.23	4,284.00	51,243.21	24	303.53	315.67	4,729.94	4,919.14	58,840.51
25	264.34	274.91	4,119.23	4,284.00	51,243.21	25	303.53	315.67	4,729.94	4,919.14	58,840.51
26	264.34	274.91	4,119.23	4,284.00	51,243.21	26	303.53	315.67	4,729.94	4,919.14	58,840.51
27	267.45	278.15	4,167.83	4,334.55	51,847.85	27	306.64	318.91	4,778.55	4,969.74	59,445.71

\*The pay period for the contract year runs from September 2019 through August 2020.

**TEACHERS**  
**(\*187 DAY CONTRACT)**

<b>SIXTH YEAR- (Class AA)</b>						<b>DOCTORATE DEGREE</b>					
<b>EXP</b>	<b>SEPT DAILY RATE</b>	<b>OCT- AUG DAILY RATE</b>	<b>2019 SEPT MONTHLY</b>	<b>2019-2020 OCT-AUG MONTHLY</b>	<b>2019-2020 CONTRACT</b>	<b>EXP</b>	<b>SEPT DAILY RATE</b>	<b>OCT- AUG DAILY RATE</b>	<b>2019 SEPT MONTHLY</b>	<b>2019-2020 OCT-AUG MONTHLY</b>	<b>2019-2020 CONTRACT</b>
0	260.6 0	271.02	4,060.98	4,223.42	50,518.57	0	279.51	290.70	4,355.77	4,530.00	54,185.76
1	260.6 0	271.02	4,060.98	4,223.42	50,518.57	1	279.51	290.70	4,355.77	4,530.00	54,185.76
2	260.6 0	271.02	4,060.98	4,223.42	50,518.57	2	279.51	290.70	4,355.77	4,530.00	54,185.76
3	286.6 5	298.11	4,466.91	4,645.59	55,568.35	3	307.46	319.75	4,791.19	4,982.84	59,602.38
4	286.6 5	298.11	4,466.91	4,645.59	55,568.35	4	307.46	319.75	4,791.19	4,982.84	59,602.38
5	286.6 5	298.11	4,466.91	4,645.59	55,568.35	5	307.46	319.75	4,791.19	4,982.84	59,602.38
6	299.2 7	311.24	4,663.64	4,850.21	58,015.98	6	320.91	333.75	5,000.90	5,200.94	62,211.22
7	299.2 7	311.24	4,663.64	4,850.21	58,015.98	7	320.91	333.75	5,000.90	5,200.94	62,211.22
8	299.2 7	311.24	4,663.64	4,850.21	58,015.98	8	320.91	333.75	5,000.90	5,200.94	62,211.22
9	303.2 2	315.35	4,725.14	4,914.14	58,780.71	9	325.23	338.23	5,068.10	5,270.83	63,047.19
10	303.2 2	315.35	4,725.14	4,914.14	58,780.71	10	325.23	338.23	5,068.10	5,270.83	63,047.19
11	303.6 1	315.75	4,731.25	4,920.50	58,856.70	11	325.23	338.23	5,068.10	5,270.83	63,047.19
12	308.7 3	321.08	4,811.01	5,003.45	59,848.99	12	331.13	344.38	5,160.15	5,366.55	64,192.23
13	308.7 3	321.08	4,811.01	5,003.45	59,848.99	13	331.13	344.38	5,160.15	5,366.55	64,192.23
14	309.8 3	322.23	4,828.24	5,021.37	60,063.33	14	331.13	344.38	5,160.15	5,366.55	64,192.23
15	315.7 6	328.39	4,920.58	5,117.41	61,212.07	15	338.67	352.22	5,277.68	5,488.79	65,654.39
16	315.7 6	328.39	4,920.58	5,117.41	61,212.07	16	338.67	352.22	5,277.68	5,488.79	65,654.39
17	315.7 6	328.39	4,920.58	5,117.41	61,212.07	17	338.67	352.22	5,277.68	5,488.79	65,654.39
18	319.8 4	332.63	4,984.15	5,183.52	62,002.89	18	343.05	356.77	5,345.90	5,559.73	66,502.97
19	319.8 4	332.63	4,984.15	5,183.52	62,002.89	19	343.05	356.77	5,345.90	5,559.73	66,502.97
20	319.8 4	332.63	4,984.15	5,183.52	62,002.89	20	343.05	356.77	5,345.90	5,559.73	66,502.97
21	323.9 2	336.88	5,047.80	5,249.71	62,794.59	21	347.44	361.33	5,414.21	5,630.78	67,352.82
22	323.9 2	336.88	5,047.80	5,249.71	62,794.59	22	347.44	361.33	5,414.21	5,630.78	67,352.82
23	323.9 2	336.88	5,047.80	5,249.71	62,794.59	23	347.44	361.33	5,414.21	5,630.78	67,352.82
24	327.0 4	340.12	5,096.42	5,300.28	63,399.49	24	350.55	364.57	5,462.75	5,681.26	67,956.57
25	327.0 4	340.12	5,096.42	5,300.28	63,399.49	25	350.55	364.57	5,462.75	5,681.26	67,956.57
26	327.0 4	340.12	5,096.42	5,300.28	63,399.49	26	350.55	364.57	5,462.75	5,681.26	67,956.57
27	330.1 5	343.36	5,144.90	5,350.72	64,002.83	27	353.66	367.81	5,511.27	5,731.72	68,560.21

\*The pay period for the contract year runs from September 2019 through August 2020.

### ***Employees (9 Month) (187 Days)***

Library Media Specialist, Instructional Coach/Partner, Elementary Counselor, Behavior Specialist, Psychometrist/Psychologist, ESL Specialist, and Social Worker's annual salary is calculated from the Teacher's Salary Schedule.

### ***Employees (10 Month) (207 Days)***

Secondary Counselor's and Career Coach annual salary are calculated from the Teacher's Salary Schedule by dividing the appropriate contract amount by 187 and then multiplying by 207.

### ***Employees (12 Month) (245 Days)***

Psychometrist/Psychologist's annual salary is calculated from the Teacher's Salary Schedule by dividing the appropriate contract amount by 187 and then multiplying by 245.

Employees who are paid based upon the Teacher's Salary Schedule are considered exempt employees for wage and hour purposes.

### ***JROTC Instructors***

The JROTC Instructor's salary is the greater of two (2) times the federal salary reimbursement or the appropriate contract amount from the Teacher's Salary Schedule based on the JROTC Instructor's degrees and recognized years of teaching experience. An increase in either the Teacher's Salary Schedule or the federal salary reimbursement requires a new calculation that could result in a change of salary. The salary increases only when the higher of the two calculated numbers increases. Because of changes in the Army's salary reimbursement, Commissioned JROTC Instructors hired after October 1, 2016 will receive a 12-month contract while Non-Commissioned JROTC Instructors hired after October 1, 2016 will receive a 10-month contract.

### ***NOTES RELATIVE TO TEACHER SALARY SCHEDULE***

- ◆ Experience credit will only be given for experience (in or out of state) PreK-12 and post secondary public education.
- ◆ Degree credit will be given to current certificated personnel who earn advanced degrees from accredited institutions, upon recognition of the higher degree for pay purposes by the State Department of Education. It is the certified employee's responsibility to notify the Human Resources Department upon meeting the qualifications for an advanced degree.
- ◆ New certified employees will be placed on the salary matrix considering the highest degree **recognized by the State Department of Education** and years of experience served in public education.
- ◆ Each teacher who holds valid certification from the National Board for Professional Teaching/Counseling Standards will be given an annual lump sum of \$5,000 upon the allocation and receipt of funds from the Alabama State Department of Education. It is the employee's responsibility to notify the Human Resources Department of initial National Board Certification.
- ◆ Daily Rate – Equals  $1/187$  of the annual salary (9 months).
- ◆ Mentors will be paid in accordance with rules established by the Alabama State Department of Education.

# **PRINCIPALS**

## **BASE SALARY- PRINCIPALS**

The principal must have a Class A (Master's level) certificate in administration or educational leadership to qualify for the base salary. The base salary is computed by multiplying the daily rate of pay of a teacher with a Class A (Master's) certificate and 15 years experience by 187 days. The product should then be multiplied by a difficulty factor of 1.65 for high and unit schools, 1.55 for middle schools, and 1.45 for elementary schools.

$$\begin{aligned}\text{EXAMPLE: } \$285.70 \times 187 &= \$53,425.90 \\ \$53,425.90 \times 1.65 &= \$88,152.74 \text{ Annually} \\ &= \$7,346.06 \text{ Monthly}\end{aligned}$$

## **BASE SALARY - ASSISTANT PRINCIPALS**

The assistant principal must have a Class A (Master's level) certificate in administration or educational leadership to qualify for the base salary. The base salary is set at 86% of the principal's schedule based on the degree level of the assistant principal.

$$\begin{aligned}\text{EXAMPLE: } \$88,152.74 \times .86 &= \$75,811.36 \text{ (12 Months)} \\ \$75,811.36 \div 12 &= \$6,317.61 \text{ (Monthly)}\end{aligned}$$

## **ENROLLMENT**

An adjustment in salary is made for the size of the school administered; an additional \$1,734.75 annually is given with each categorical increase in enrollment.

For position salary schedules, the enrollment used will be the school enrollment at the end of the first 20 day attendance reporting period of the current year. For pay purposes, raises or adjustments shall be made effective beginning on October 1 of the current year, based on the prior years' Average Daily Membership (ADM).

### **Elementary School Enrollment**

0-249 Students  
250-399 Students  
400-549 Students  
550-699 Students  
700-849 Students  
850+ Students

### **Middle and High School Enrollment**

0-749 Students  
750-999 Students  
1000-1249 Students  
1250-1499 Students  
1500-1749 Students  
1750-2000 Students  
2000+ Students

## **STEP/ANNIVERSARY**

An annual increment of \$379.18 is granted with each year of documented administrative experience through Step 8.

## **SIXTH YEAR (AA) CERTIFICATION**

An annual increment of \$3,492.04 will be added for a Class AA certificate which qualifies for the increment.

## **DOCTORATE DEGREE**

The principal will be granted \$3,492.04 annually if he/she possesses an earned doctorate from an accredited college.



## **ELEMENTARY SCHOOLS**

- ◆ The salary schedule of an assistant principal at the elementary school level is set at 86% of the elementary school principal's schedule based on the degree level of the assistant principal.
- ◆ The elementary school assistant principal is a 10-month position. It is recommended that a 10-month assistant principal be allocated to each elementary school with enrollment of 500 or more.

School enrollment from 500 to 749:	.5	Assistant Principal
School enrollment from 750-999:	1	Assistant Principal
School enrollment from 1,000-1,249:	1.5	Assistant Principals
School enrollment from 1,250-UP:	2	Assistant Principals

## **MIDDLE SCHOOLS**

- ◆ The salary schedule of an assistant principal at the middle school level is set at 86% of the middle school principal's schedule based on the degree level of the assistant principal.
- ◆ The middle school assistant principal for schools with an enrollment of less than 499 is a ten-month position.
- ◆ The first middle school assistant principal for schools with an enrollment of more than 499 is a twelve-month position.
- ◆ For schools with an enrollment of more than 999 a second ten-month assistant principal position will be provided.

## **HIGH SCHOOLS**

- ◆ It is recommended that a 12-month assistant principal be allocated to each high school and a second 10-month assistant principal be allocated to each high school with enrollment of 950 or more.

School enrollment from 250 to 499:	.5	Assistant Principal
School enrollment from 500 to 749:	1	Assistant Principal
School enrollment from 750 to 999:	1.5	Assistant Principals
School enrollment from 1,000 to 1,249	2	Assistant Principals
School enrollment from 1,250- up:	2.5	Assistant Principals

- ◆ The salary schedule of an assistant principal at the high school level is set at 86% of the high school principal's schedule based on the degree level of the assistant principal.
- ◆ The first high school assistant principal is a 12-month position; the second is a 10-month position.

## **NOTES**

- ◆ Master's Degree – (Class A) certificate must be in administration to qualify for this schedule.
- ◆ Sixth Year – (Class AA) certificate or degree will be recognized for degree credit in or out of field. This remuneration is in effect for all assistant principals upon approval of the schedule.
- ◆ During the time of his/her contract (10 or 12 months), an assistant principal will be considered to be on call at all times, even while the school is closed for holidays.
- ◆ The position of principal is a 12-month assignment. A principal will be on call at all times, even while the school is closed for the holidays.

**CENTRAL OFFICE ADMINISTRATIVE POSITIONS**  
(12 MONTH)(FLSA: Exempt)

**DEPUTY SUPERINTENDENT SALARY SCHEDULE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	9,060.42	9,422.83	111,986.74
1	9,210.16	9,578.56	113,837.55
2	9,359.91	9,734.31	115,688.49
3	9,509.63	9,890.02	117,539.05
4	9,659.38	10,045.76	119,390.00
5	9,809.12	10,201.48	121,240.68
6	9,958.41	10,356.74	123,085.92
7	10,108.14	10,512.47	124,936.61
8	10,257.89	10,668.21	126,787.55

**SENIOR DIRECTOR SALARY SCHEDULE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	8,154.32	8,480.49	100,787.34
1	8,304.06	8,636.22	102,638.16
2	8,453.81	8,791.96	104,489.10
3	8,603.53	8,947.67	106,339.66
4	8,753.28	9,103.42	108,190.60
5	8,903.02	9,259.14	110,041.29
6	9,052.31	9,414.40	111,886.53
7	9,202.04	9,570.12	113,737.21
8	9,351.79	9,725.86	115,588.16

**DIRECTOR SALARY SCHEDULE**

**Director - NON DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	6,296.02	6,547.86	77,818.83
1	6,432.27	6,689.57	79,502.92
2	6,568.54	6,831.28	81,187.13
3	6,704.79	6,972.98	82,871.22
4	6,841.06	7,114.70	84,555.44
5	6,977.32	7,256.41	86,239.66
6	7,113.57	7,398.11	87,923.75
7	7,249.84	7,539.83	89,607.96
8	7,386.09	7,681.53	91,292.05
9	7,507.20	7,807.49	92,789.02
10	7,628.33	7,933.46	94,286.12
11-15	7,749.44	8,059.42	95,783.09
16-20	7,870.57	8,185.39	97,280.18

**Director - BACHELOR'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	6,918.71	7,195.46	85,515.24
1	7,068.44	7,351.18	87,365.93
2	7,218.17	7,506.90	89,216.62
3	7,367.91	7,662.62	91,067.31
4	7,517.65	7,818.35	92,918.12
5	7,667.38	7,974.07	94,768.81
6	7,817.11	8,129.80	96,619.50
7	7,966.84	8,285.52	98,470.18
8	8,116.59	8,441.25	100,321.00

**Director - MASTER'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	7,264.71	7,555.30	89,791.79
1	7,414.45	7,711.03	91,642.61
2	7,564.18	7,866.75	93,493.29
3	7,713.91	8,022.47	95,343.98
4	7,863.65	8,178.19	97,194.67
5	8,013.39	8,333.92	99,045.48
6	8,163.12	8,489.65	100,896.17
7	8,312.85	8,645.37	102,746.86
8	8,462.59	8,801.10	104,597.67

**Director - SIXTH YEAR (Class AA)**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	7,610.72	7,915.15	94,068.47
1	7,760.45	8,070.87	95,919.15
2	7,910.19	8,226.60	97,769.97
3	8,059.92	8,382.32	99,620.65
4	8,209.66	8,538.04	101,471.34
5	8,359.39	8,693.76	103,322.03
6	8,509.13	8,849.49	105,172.84
7	8,658.86	9,005.22	107,023.53
8	8,808.58	9,160.93	108,874.09

**COORDINATOR SALARY SCHEDULE****Coordinator - BACHELOR'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	5,515.30	5,735.91	68,169.10
1	5,665.04	5,891.64	70,019.92
2	5,814.76	6,047.35	71,870.48
3	5,964.50	6,203.08	73,721.16
4	6,114.22	6,358.79	75,571.73
5	6,263.97	6,514.53	77,422.67
6	6,413.69	6,670.24	79,273.23
7	6,563.44	6,825.98	81,124.17
8	6,713.19	6,981.71	82,974.98

**Coordinator - MASTER'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	6,066.83	6,309.50	74,986.04
1	6,216.57	6,465.24	76,836.85
2	6,366.33	6,620.98	78,687.79
3	6,516.02	6,776.66	80,537.97
4	6,665.75	6,932.38	82,388.66
5	6,815.49	7,088.11	84,239.47
6	6,965.24	7,243.85	86,090.42
7	7,114.98	7,399.58	87,941.10
8	7,264.72	7,555.31	89,791.92

**Coordinator - SIXTH YEAR (Class AA)**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	6,412.82	6,669.33	79,262.46
1	6,562.56	6,825.07	81,113.27
2	6,712.28	6,980.78	82,963.83
3	6,862.04	7,136.52	84,814.77
4	7,011.74	7,292.21	86,665.08
5	7,161.49	7,447.95	88,516.02
6	7,311.23	7,603.68	90,366.84
7	7,460.98	7,759.41	92,217.65
8	7,610.72	7,915.15	94,068.47

***CENTRAL OFFICE ADMINISTRATION NOTES***

- ♦ If the administrator possesses an earned doctorate from an accredited college, add \$3,492.04 annually to the scheduled salary listed above.

**OTHER CENTRAL OFFICE SUPPORT PERSONNEL**  
**(12 MONTH)**

**ACCOUNTANT** (FLSA: Exempt)  
**BACHELOR'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	4,789.60	4,981.18	59,199.45
1	4,960.77	5,159.21	61,315.17
2	5,046.36	5,248.22	62,373.03
3	5,131.95	5,337.23	63,430.90
4	5,217.54	5,426.24	64,488.76
5	5,303.12	5,515.25	65,546.62
6	5,388.71	5,604.26	66,604.48
7	5,474.30	5,693.27	67,662.34
8	5,559.89	5,782.28	68,720.20
9	5,645.47	5,871.29	69,778.06
10	5,731.06	5,960.30	70,835.93
11-15	5,816.65	6,049.32	71,893.79
16-20	5,902.24	6,138.33	72,951.65

**MASTER'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	5,468.04	5,686.76	67,584.93
1	5,673.04	5,899.96	70,118.73
2	5,775.54	6,006.56	71,385.63
3	5,878.04	6,113.16	72,652.53
4	5,980.54	6,219.76	73,919.43
5	6,083.04	6,326.36	75,186.33
6	6,185.54	6,432.96	76,453.23
7	6,288.04	6,539.56	77,720.13
8	6,390.54	6,646.16	78,987.03
9	6,493.04	6,752.76	80,253.93
10	6,595.54	6,859.36	81,520.83
11-15	6,698.04	6,965.96	82,787.73
16-20	6,800.54	7,072.56	84,054.63

**ATTENDANCE OFFICER and CNP SPECIALIST (FLSA: Exempt)****BACHELOR'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	4,686.37	4,873.83	57,923.55
1	4,857.55	5,051.85	60,039.28
2	4,943.13	5,140.86	61,097.14
3	5,028.72	5,229.87	62,155.00
4	5,114.31	5,318.88	63,212.86
5	5,199.90	5,407.89	64,270.72
6	5,285.48	5,496.90	65,328.59
7	5,371.07	5,585.91	66,386.45
8	5,456.66	5,674.93	67,444.31
9	5,542.25	5,763.94	68,502.17
10	5,627.83	5,852.95	69,560.03
11-15	5,713.42	5,941.96	70,617.89
16-20	5,799.01	6,030.97	71,675.75

**MASTER'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	5,364.81	5,579.40	66,309.04
1	5,569.81	5,792.60	68,842.84
2	5,672.31	5,899.20	70,109.74
3	5,774.81	6,005.80	71,376.64
4	5,877.31	6,112.40	72,643.54
5	5,979.81	6,219.00	73,910.44
6	6,082.31	6,325.60	75,177.34
7	6,184.81	6,432.20	76,444.24
8	6,287.31	6,538.80	77,711.14
9	6,389.81	6,645.40	78,978.04
10	6,492.31	6,752.00	80,244.94
11-15	6,594.81	6,858.60	81,511.84
16-20	6,697.31	6,965.20	82,778.74

**SIXTH YEAR (Class AA)**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	5,602.86	5,826.97	69,251.29
1	5,852.44	6,086.54	72,336.19
2	5,977.24	6,216.33	73,878.64
3	6,102.03	6,346.11	75,421.09
4	6,226.82	6,475.90	76,963.54
5	6,351.62	6,605.68	78,505.99
6	6,476.41	6,735.47	80,048.44
7	6,601.21	6,865.25	81,590.89
8	6,726.00	6,995.04	83,133.34
9	6,850.79	7,124.82	84,675.80
10	6,975.59	7,254.61	86,218.25
11-15	7,100.38	7,384.40	87,760.70
16-20	7,225.17	7,514.18	89,303.15

**PERSONNEL ASSISTANT (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	3,526.90	3,667.98	43,592.51
1	3,559.21	3,701.58	43,991.84
2	3,587.71	3,731.21	44,344.03
3	3,616.22	3,760.87	44,696.49
4	3,644.72	3,790.50	45,048.68
5	3,675.13	3,822.13	45,424.57
6	3,701.73	3,849.80	45,753.33
7	3,734.03	3,883.40	46,152.66
8	3,760.63	3,911.06	46,481.42
9	3,792.94	3,944.66	46,880.75
10	3,819.55	3,972.33	47,209.63
11-15	3,846.15	3,999.99	47,538.40
16-20	3,872.76	4,027.67	47,867.28

**CENTRAL OFFICE CLERICAL POSITIONS***(12 MONTH) (All Central Office School Clerical and Bookkeeper Positions are FLSA: Non-Exempt)***SECRETARY II and BOOKKEEPER II**

STEP/ANNIVERSARY	JULY-SEPT DAILY	OCT-JUNE DAILY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	123.93	128.89	2,530.29	2,631.51	31,274.44
1	126.64	131.71	2,585.57	2,689.00	31,957.68
2	129.35	134.52	2,640.85	2,746.49	32,640.92
3	132.08	137.36	2,696.56	2,804.42	33,329.48
4	134.77	140.16	2,751.62	2,861.69	34,010.06
5	137.48	142.98	2,806.89	2,919.17	34,693.17
6	140.20	145.81	2,862.40	2,976.90	35,379.32
7	142.91	148.62	2,917.67	3,034.38	36,062.44
8	145.60	151.43	2,972.74	3,091.65	36,743.01
9	148.31	154.24	3,028.00	3,149.12	37,426.13
10	150.75	156.78	3,077.77	3,200.89	38,041.29
11-15	153.19	159.31	3,127.55	3,252.65	38,656.46
16-20	155.62	161.85	3,177.32	3,304.41	39,271.63

\*A Secretary II assigned to Subfinder and/or the Maintenance Department will receive an additional \$5000 annually.

**SECRETARY III and BOOKKEEPER III**

STEP/ANNIVERSARY	JULY-SEPT DAILY	OCT-JUNE DAILY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	132.28	137.57	2,700.78	2,808.81	33,381.67
1	135.00	140.40	2,756.29	2,866.54	34,067.57
2	137.72	143.23	2,811.79	2,924.26	34,753.73
3	140.42	146.03	2,866.83	2,981.51	35,434.18
4	143.12	148.85	2,922.12	3,039.01	36,117.42
5	145.83	151.66	2,977.39	3,096.48	36,800.53
6	148.55	154.49	3,032.89	3,154.21	37,486.56
7	151.25	157.30	3,087.95	3,211.46	38,167.01
8	153.95	160.11	3,143.22	3,268.95	38,850.25
9	156.67	162.94	3,198.73	3,326.68	39,536.15
10	159.11	165.48	3,248.52	3,378.46	40,151.60
11-15	161.55	168.01	3,298.32	3,430.25	40,767.04
16-20	163.99	170.55	3,348.11	3,482.04	41,382.49

## **SECRETARY TO THE SUPERINTENDENT AND BOARD**

STEP/ANNIVERSARY	JULY-SEPT DAILY	OCT-JUNE DAILY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	172.46	179.35	3,520.97	3,661.81	43,519.16
1	174.01	180.97	3,552.79	3,694.91	43,912.53
2	175.59	182.61	3,584.87	3,728.26	44,308.94
3	177.16	184.24	3,616.94	3,761.62	44,705.35
4	178.73	185.88	3,649.00	3,794.96	45,101.64
5	180.29	187.50	3,680.83	3,828.06	45,495.01
6	181.86	189.13	3,712.89	3,861.40	45,891.30
7	183.43	190.76	3,744.95	3,894.75	46,287.59
8	185.00	192.40	3,777.03	3,928.11	46,684.12
9	186.57	194.03	3,809.09	3,961.46	47,080.41
10	187.98	195.50	3,837.91	3,991.42	47,436.54
11-15	189.39	196.97	3,866.72	4,021.39	47,792.66
16-20	190.80	198.43	3,895.53	4,051.35	48,148.79

\*For the secretary assigned to the Superintendent and the Board, add \$2,250.44 annually.

## **SCHOOL CLERICAL EMPLOYEES**

*(All School Clerical and Bookkeeper Positions are FLSA: Non-Exempt)*

### **Clerical Staffing Matrix**

Enrollment	Secretary (37.5 hr/week) 9 MONTH	Bookkeeper (37.5 hr/week) 12 MONTH	Secretary/ Bookkeeper (37.5 hr/week) 12 MONTH	General Clerical (35 hr/week) 9 MONTH
<b>High Schools</b>				
0 - 499	1.00	1.00		
500 – 749	1.00	1.00		1.00
750 – 999	1.00	1.00		1.00
1,000 – 1,249	1.00	1.00		2.00
1,249 – 1,499	1.00	1.00		2.00
1,500 – 1,750	1.00	1.00		2.00
1,750 - Above	1.00	1.00		2.00
<b>Middle Schools</b>				
0 - 499	1.00	1.00		
500 – 749	1.00	1.00		1.00
750 – up	1.00	1.00		1.00
<b>Elementary Schools</b>				
0 – 439			1.00	1.00
440 – 659			1.00	1.00
660-879	1.00		1.00	2.00
880-up	1.00		1.00	2.00
<b>Unit School</b>				
0-499			1.00	



## **ELEMENTARY AND LWES SCHOOL SECRETARY/BOOKKEEPER (12 MONTH)**

### **ENROLLMENT 0-249**

STEP/ANNIVERSARY	AUG-SEPT DAILY	OCT-JULY DAILY	MONTHLY AUG-SEPT	MONTHLY OCT-JULY	2019-2020 CONTRACT
0	114.45	119.03	2,336.71	2,430.18	28,881.77
1	117.17	121.86	2,392.21	2,487.89	29,567.67
2	119.88	124.67	2,447.50	2,545.39	30,251.04
3	122.58	127.49	2,502.77	2,602.88	30,934.28
4	125.30	130.32	2,558.28	2,660.61	31,620.30
5	128.00	133.12	2,613.32	2,717.85	32,300.63
6	130.71	135.94	2,668.61	2,775.35	32,983.99
7	133.43	138.76	2,724.10	2,833.07	33,669.89
8	136.13	141.58	2,779.37	2,890.54	34,353.01
9	138.83	144.38	2,834.43	2,947.81	35,033.59
10	141.27	146.92	2,884.20	2,999.57	35,648.77
11-15	143.70	149.45	2,933.98	3,051.34	36,263.95
16-20	146.14	151.99	2,983.75	3,103.10	36,879.13

### **ENROLLMENT 250-399**

STEP/ANNIVERSARY	AUG-SEPT DAILY	OCT-JULY DAILY	MONTHLY AUG-SEPT	MONTHLY OCT-JULY	2019-2020 CONTRACT
0	117.62	122.32	2,401.32	2,497.37	29,680.30
1	120.33	125.15	2,456.81	2,555.08	30,366.20
2	123.04	127.96	2,512.09	2,612.57	31,049.44
3	125.75	130.78	2,567.37	2,670.06	31,732.68
4	128.47	133.61	2,622.86	2,727.78	32,418.58
5	131.16	136.41	2,677.92	2,785.03	33,099.03
6	133.86	139.21	2,732.98	2,842.30	33,779.61
7	136.58	142.04	2,788.47	2,900.01	34,465.51
8	139.29	144.86	2,843.76	2,957.51	35,148.87
9	141.99	147.67	2,899.02	3,014.98	35,831.86
10	144.43	150.21	2,948.79	3,066.74	36,447.02
11-15	146.87	152.74	2,998.56	3,118.50	37,062.17
16-20	149.31	155.28	3,048.33	3,170.26	37,677.33

### **ENROLLMENT 400-549**

STEP/ANNIVERSARY	AUG-SEPT DAILY	OCT-JULY DAILY	MONTHLY AUG-SEPT	MONTHLY OCT-JULY	2019-2020 CONTRACT
0	121.46	126.32	2,479.91	2,579.10	30,651.63
1	123.48	128.42	2,520.98	2,621.82	31,159.28
2	126.21	131.25	2,576.70	2,679.76	31,847.97
3	128.91	134.07	2,631.96	2,737.24	32,531.08
4	131.61	136.87	2,687.02	2,794.50	33,211.53
5	134.33	139.70	2,742.53	2,852.23	33,897.68
6	137.02	142.50	2,797.57	2,909.48	34,578.01
7	139.74	145.33	2,853.08	2,967.20	35,264.03
8	142.45	148.15	2,908.36	3,024.69	35,947.27
9	145.16	150.96	2,963.63	3,082.18	36,630.51
10	147.53	153.43	3,012.01	3,132.49	37,228.40
11-15	149.90	155.89	3,060.38	3,182.79	37,826.29
16-20	152.27	158.36	3,108.75	3,233.10	38,424.18

**ENROLLMENT 550-UP**

STEP/ANNIVERSARY	AUG-SEPT DAILY	OCT-JULY DAILY	MONTHLY AUG-SEPT	MONTHLY OCT-JULY	2019-2020 CONTRACT
0	123.93	128.89	2,530.29	2,631.51	31,274.44
1	126.64	131.71	2,585.57	2,689.00	31,957.68
2	129.35	134.52	2,640.85	2,746.49	32,640.92
3	132.08	137.36	2,696.56	2,804.42	33,329.48
4	134.77	140.16	2,751.62	2,861.69	34,010.06
5	137.49	142.99	2,807.12	2,919.40	34,695.96
6	140.20	145.81	2,862.40	2,976.90	35,379.32
7	142.91	148.62	2,917.67	3,034.38	36,062.44
8	145.60	151.43	2,972.74	3,091.65	36,743.01
9	148.32	154.25	3,028.23	3,149.36	37,428.91
10	150.76	156.79	3,078.02	3,201.14	38,044.36
11-15	153.20	159.33	3,127.82	3,252.93	38,659.81
16-20	155.64	161.86	3,177.61	3,304.71	39,275.26

**MIDDLE AND HIGH SCHOOL SECRETARY (9 MONTH)****ENROLLMENT 0-749**

STEP/ANNIVERSARY	SEPTEMBER DAILY	OCT-AUG DAILY	SEPTEMBER MONTHLY	OCT-AUG MONTHLY	2019-2020 CONTRACT
0	115.22	119.83	1,795.57	1,867.39	22,336.90
1	117.81	122.52	1,835.82	1,909.26	22,837.63
2	120.39	125.21	1,876.07	1,951.12	23,338.37
3	122.96	127.88	1,916.15	1,992.79	23,836.85
4	125.56	130.58	1,956.57	2,034.83	24,339.71
5	128.14	133.26	1,996.81	2,076.68	24,840.31
6	130.71	135.94	2,036.88	2,118.36	25,338.80
7	133.29	138.62	2,077.13	2,160.22	25,839.53
8	136.13	141.58	2,121.41	2,206.27	26,390.40
9	138.83	144.39	2,163.47	2,250.01	26,913.55
10	141.19	146.84	2,200.26	2,288.27	27,371.21
11-15	143.55	149.30	2,237.05	2,326.53	27,828.88
16-20	145.91	151.75	2,273.84	2,364.79	28,286.54

**ENROLLMENT 750-999**

STEP/ANNIVERSARY	SEPTEMBER DAILY	OCT-AUG DAILY	SEPTEMBER MONTHLY	OCT-AUG MONTHLY	2019-2020 CONTRACT
0	118.24	122.97	1,842.53	1,916.23	22,921.04
1	120.82	125.65	1,882.77	1,958.08	23,421.65
2	123.40	128.34	1,923.02	1,999.94	23,922.39
3	125.97	131.01	1,963.09	2,041.62	24,420.87
4	128.57	133.71	2,003.53	2,083.67	24,923.86
5	131.14	136.39	2,043.60	2,125.34	25,422.34
6	133.71	139.06	2,083.67	2,167.01	25,920.82
7	136.58	142.04	2,128.30	2,213.43	26,476.06
8	139.29	144.86	2,170.54	2,257.36	27,001.47
9	142.00	147.68	2,212.79	2,301.30	27,527.13
10	144.37	150.15	2,249.82	2,339.81	27,987.74
11-15	146.75	152.62	2,286.85	2,378.32	28,448.35
16-20	149.13	155.09	2,323.87	2,416.83	28,908.96

**ENROLLMENT 1000-1249**

STEP/ANNIVERSARY	SEPTEMBER DAILY	OCT-AUG DAILY	SEPTEMBER MONTHLY	OCT-AUG MONTHLY	2019-2020 CONTRACT
0	121.25	126.10	1,889.47	1,965.05	23,505.06
1	123.82	128.77	1,929.56	2,006.74	24,003.68
2	126.40	131.46	1,969.80	2,048.59	24,504.28
3	128.99	134.15	2,010.05	2,090.45	25,005.02
4	131.56	136.82	2,050.12	2,132.13	25,503.50
5	134.33	139.70	2,093.30	2,177.04	26,040.70
6	137.03	142.51	2,135.38	2,220.79	26,564.12
7	139.74	145.33	2,177.60	2,264.71	27,089.39
8	142.45	148.15	2,219.85	2,308.64	27,614.92
9	145.16	150.97	2,262.09	2,352.58	28,140.46
10	147.55	153.45	2,299.36	2,391.33	28,604.00
11-15	149.94	155.94	2,336.62	2,430.08	29,067.54
16-20	152.33	158.43	2,373.88	2,468.84	29,531.08

**ENROLLMENT 1250-UP**

STEP/ANNIVERSARY	SEPTEMBER DAILY	OCT-AUG DAILY	SEPTEMBER MONTHLY	OCT-AUG MONTHLY	2019-2020 CONTRACT
0	124.25	129.22	1,936.26	2,013.71	24,087.09
1	126.84	131.91	1,976.51	2,055.57	24,587.82
2	129.42	134.59	2,016.75	2,097.42	25,088.43
3	132.00	137.28	2,057.01	2,139.29	25,589.17
4	134.78	140.17	2,100.37	2,184.39	26,128.62
5	137.49	142.99	2,142.62	2,228.32	26,654.16
6	140.19	145.80	2,184.68	2,272.07	27,177.44
7	142.90	148.62	2,226.93	2,316.00	27,702.98
8	145.60	151.43	2,268.99	2,359.75	28,226.26
9	148.33	154.26	2,311.42	2,403.88	28,754.05
10	150.73	156.76	2,348.93	2,442.89	29,220.74
11-15	153.14	159.27	2,386.45	2,481.91	29,687.44
16-20	155.55	161.77	2,423.97	2,520.92	30,154.13

**MIDDLE AND HIGH SCHOOL BOOKKEEPER (12 MONTH)****ENROLLMENT 0-749**

STEP/ANNIVERSARY	JULY-SEPT DAILY	OCT-JUNE DAILY	JULY-SEPT MONTHLY	OCT-JUNE MONTHLY	2019-2020 CONTRACT
0	114.45	119.03	2,336.63	2,430.10	28,880.76
1	117.17	121.86	2,392.20	2,487.88	29,567.55
2	119.88	124.68	2,447.55	2,545.45	30,251.67
3	122.58	127.48	2,502.66	2,602.77	30,932.88
4	125.30	130.31	2,558.25	2,660.58	31,619.92
5	128.01	133.13	2,613.59	2,718.13	32,303.92
6	130.71	135.94	2,668.70	2,775.45	32,985.14
7	133.42	138.76	2,724.05	2,833.01	33,669.26
8	136.13	141.58	2,779.38	2,890.55	34,353.13
9	138.83	144.39	2,834.49	2,947.87	35,034.35
10	141.27	146.92	2,884.28	2,999.65	35,649.70
11-15	143.71	149.46	2,934.07	3,051.43	36,265.06
16-20	146.15	151.99	2,983.85	3,103.21	36,880.42

**ENROLLMENT 750-999**

STEP/ANNIVERSARY	JULY-SEPT DAILY	OCT-JUNE DAILY	JULY-SEPT MONTHLY	OCT-JUNE MONTHLY	2019-2020 CONTRACT
0	117.61	122.32	2,401.23	2,497.28	29,679.16
1	120.33	125.15	2,456.82	2,555.10	30,366.33
2	123.05	127.97	2,512.17	2,612.66	31,050.45
3	125.74	130.77	2,567.26	2,669.95	31,731.28
4	128.47	133.60	2,622.85	2,727.77	32,418.45
5	131.17	136.41	2,677.97	2,785.08	33,099.66
6	133.86	139.22	2,733.06	2,842.38	33,780.62
7	136.58	142.04	2,788.41	2,899.95	34,464.75
8	139.29	144.86	2,843.76	2,957.51	35,148.87
9	142.00	147.68	2,899.10	3,015.06	35,832.87
10	144.44	150.21	2,948.89	3,066.84	36,448.24
11-15	146.87	152.75	2,998.67	3,118.62	37,063.62
16-20	149.31	155.28	3,048.46	3,170.40	37,678.99

**ENROLLMENT 1000-1249**

STEP/ANNIVERSARY	JULY-SEPT DAILY	OCT-JUNE DAILY	JULY-SEPT MONTHLY	OCT-JUNE MONTHLY	2019-2020 CONTRACT
0	120.78	125.61	2,465.84	2,564.48	30,477.81
1	123.47	128.41	2,520.95	2,621.78	31,158.90
2	126.20	131.25	2,576.53	2,679.59	31,845.94
3	128.91	134.06	2,631.88	2,737.16	32,530.06
4	131.61	136.87	2,686.98	2,794.46	33,211.02
5	134.33	139.70	2,742.57	2,852.27	33,898.19
6	137.03	142.51	2,797.69	2,909.59	34,579.40
7	139.74	145.33	2,853.04	2,967.16	35,263.53
8	142.45	148.15	2,908.38	3,024.71	35,947.53
9	145.16	150.97	2,963.72	3,082.26	36,631.53
10	147.60	153.50	3,013.50	3,134.04	37,246.90
11-15	150.04	156.04	3,063.29	3,185.82	37,862.27
16-20	152.48	158.58	3,113.08	3,237.60	38,477.64

**ENROLLMENT 1250-UP**

STEP/ANNIVERSARY	JULY-SEPT DAILY	OCT-JUNE DAILY	JULY-SEPT MONTHLY	OCT-JUNE MONTHLY	2019-2020 CONTRACT
0	123.93	128.89	2,530.20	2,631.41	31,273.30
1	126.64	131.70	2,585.55	2,688.97	31,957.43
2	129.35	134.53	2,640.92	2,746.56	32,641.81
3	132.07	137.36	2,696.49	2,804.35	33,328.59
4	134.78	140.18	2,751.84	2,861.91	34,012.72
5	137.49	142.99	2,807.17	2,919.45	34,696.59
6	140.19	145.80	2,862.28	2,976.77	35,377.80
7	142.90	148.62	2,917.63	3,034.34	36,061.93
8	145.60	151.43	2,972.75	3,091.66	36,743.14
9	148.33	154.26	3,028.31	3,149.44	37,429.93
10	150.77	156.80	3,078.12	3,201.25	38,045.59
11-15	153.20	159.33	3,127.93	3,253.05	38,661.25
16-20	155.64	161.87	3,177.74	3,304.85	39,276.92

### ***SCHOOL CLERICAL PARAEDUCATORS (9 MONTH)***

<b>STEP/ANNIVERSARY</b>	<b>SEPT DAILY</b>	<b>OCT-AUG DAILY</b>	<b>SEPT MONTHLY</b>	<b>OCT-AUG MONTHLY</b>	<b>2019-2020 CONTRACT</b>
0	81.71	84.98	1,273.35	1,324.28	15,840.44
1	83.18	86.51	1,296.23	1,348.07	16,125.04
2	84.55	87.93	1,317.58	1,370.28	16,390.65
3	86.02	89.46	1,340.44	1,394.06	16,675.12
4	87.49	90.99	1,363.32	1,417.85	16,959.72
5	88.94	92.50	1,386.03	1,441.47	17,242.16
6	90.41	94.03	1,408.90	1,465.26	17,526.76
7	91.98	95.66	1,433.30	1,490.63	17,830.23
8	93.55	97.30	1,457.87	1,516.18	18,135.87
9	95.19	99.00	1,483.45	1,542.79	18,454.14
10	96.54	100.40	1,504.46	1,564.64	18,715.54
11-15	97.89	101.81	1,525.48	1,586.50	18,976.93
16-20	99.24	103.21	1,546.49	1,608.35	19,238.33

# ***CUSTODIAL, MAINTENANCE, AND TRANSPORTATION***

## **CUSTODIAL**

### ***CUSTODIAN I (SCHOOL) (9 MONTH/187 days) (FLSA: Non-Exempt)***

STEP/ANNIVERSARY	HOURLY SEPT	HOURLY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	9.01	9.37	1,123.19	1,168.12	13,972.49
1	9.27	9.64	1,155.50	1,201.72	14,374.44
2	9.50	9.88	1,184.74	1,232.13	14,738.19
3	9.75	10.14	1,215.54	1,264.16	15,121.30
4	9.98	10.38	1,244.78	1,294.57	15,485.05
5	10.23	10.64	1,275.55	1,326.58	15,867.90
6	10.48	10.90	1,306.34	1,358.59	16,250.87
7	10.73	11.15	1,337.14	1,390.62	16,633.99
8	11.01	11.45	1,372.53	1,427.43	17,074.25
9	11.29	11.74	1,407.89	1,464.20	17,514.12
10	11.52	11.98	1,436.36	1,493.81	17,868.28
11-15	11.75	12.22	1,464.83	1,523.42	18,222.45
16-20	11.98	12.46	1,493.30	1,553.03	18,576.61

### ***\*CUSTODIAN I (SCHOOL) (12 MONTH) (FLSA: Non-Exempt)***

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	8.87	9.22	1,448.00	1,505.92	17,897.24
1	9.15	9.51	1,493.62	1,553.36	18,461.14
2	9.39	9.77	1,533.52	1,594.86	18,954.34
3	9.66	10.04	1,577.23	1,640.32	19,494.55
4	9.90	10.30	1,617.14	1,681.83	19,987.88
5	10.17	10.58	1,660.84	1,727.27	20,527.96
6	10.44	10.85	1,704.54	1,772.73	21,068.17
7	10.70	11.13	1,748.26	1,818.19	21,608.50
8	11.01	11.45	1,797.66	1,869.56	22,219.02
9	11.30	11.75	1,845.17	1,918.98	22,806.35
10	11.54	12.00	1,884.89	1,960.29	23,297.26
11-15	11.78	12.26	1,924.61	2,001.59	23,788.18
16-20	12.03	12.51	1,964.33	2,042.90	24,279.09

### **CRITERIA TO BE CONSIDERED FOR PROMOTION FROM CUSTODIAN I TO CUSTODIAN II**

- 1.) High School Diploma or GED required.
- 2.) Three consecutive years of acceptable evaluations.
- 3.) Written recommendation from the building Principal or immediate supervisor.

***CUSTODIAN II (SCHOOL) (9 MONTH/187 days) (FLSA: Non-Exempt)***

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	11.42	11.88	1,424.15	1,481.11	17,602.44
1	11.61	12.08	1,447.95	1,505.86	17,896.61
2	11.80	12.28	1,471.58	1,530.45	18,188.76
3	12.00	12.47	1,495.38	1,555.20	18,482.93
4	12.18	12.67	1,519.03	1,579.79	18,775.20
5	12.38	12.87	1,542.82	1,604.53	19,069.25
6	12.58	13.09	1,568.70	1,631.45	19,389.14
7	12.78	13.29	1,593.62	1,657.36	19,697.13
8	12.98	13.50	1,618.54	1,683.28	20,005.11
9	13.18	13.71	1,643.29	1,709.02	20,311.07
10	13.36	13.89	1,665.34	1,731.95	20,583.58
11-15	13.53	14.08	1,687.22	1,754.71	20,854.06
16-20	13.71	14.26	1,709.11	1,777.47	21,124.54

***\*CUSTODIAN II (SCHOOL) (12 MONTH +5 Days) (FLSA: Non-Exempt)***

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	11.42	11.88	1,904.00	1,980.16	23,533.43
1	11.61	12.08	1,935.71	2,013.14	23,925.41
2	11.80	12.28	1,967.41	2,046.10	24,317.13
3	11.99	12.47	1,999.10	2,079.06	24,708.86
4	12.18	12.67	2,030.81	2,112.04	25,100.84
5	12.38	12.87	2,062.51	2,145.01	25,492.56
6	12.58	13.09	2,097.13	2,181.01	25,920.52
7	12.78	13.29	2,130.42	2,215.64	26,332.01
8	12.98	13.50	2,163.71	2,250.26	26,743.50
9	13.18	13.71	2,197.00	2,284.88	27,154.86
10	13.36	13.89	2,226.29	2,315.35	27,517.00
11-15	13.53	14.07	2,255.59	2,345.82	27,879.15
16-20	13.71	14.26	2,284.89	2,376.29	28,241.29

***\*HEAD CUSTODIAN (SCHOOL) (12 MONTH +5 Days) (FLSA: Non-Exempt)***

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	14.23	14.80	2,371.42	2,466.28	29,310.75
1	14.47	15.04	2,410.98	2,507.42	29,799.77
2	14.72	15.30	2,452.52	2,550.62	30,313.12
3	14.96	15.56	2,494.06	2,593.82	30,826.59
4	15.21	15.82	2,535.58	2,637.01	31,339.81
5	15.46	16.08	2,577.12	2,680.20	31,853.16
6	15.71	16.34	2,618.66	2,723.41	32,366.63
7	15.97	16.61	2,662.16	2,768.65	32,904.31
8	16.22	16.87	2,703.69	2,811.84	33,417.65
9	16.47	17.13	2,745.24	2,855.05	33,931.13
10	16.70	17.36	2,782.62	2,893.92	34,393.17
11-15	16.92	17.60	2,820.00	2,932.80	34,855.21
16-20	17.14	17.83	2,857.38	2,971.68	35,317.24

***CENTRAL OFFICE CUSTODIAN (12 Month) (FLSA: Non-Exempt)***

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	13.10	13.62	2,139.71	2,225.30	26,446.79
1	14.02	14.58	2,289.83	2,381.42	28,302.29
2	14.24	14.81	2,325.93	2,418.97	28,748.49
3	14.45	15.03	2,360.13	2,454.54	29,171.26
4	14.67	15.26	2,396.25	2,492.09	29,617.59
5	14.88	15.48	2,430.45	2,527.67	30,040.35
6	15.10	15.71	2,466.55	2,565.21	30,486.55
7	15.32	15.94	2,502.66	2,602.77	30,932.88
8	15.53	16.15	2,536.86	2,638.34	31,355.65
9	15.74	16.37	2,571.07	2,673.91	31,778.41
10	16.01	16.65	2,614.21	2,718.77	32,311.58
11-15	16.27	16.92	2,657.34	2,763.63	32,844.74
16-20	16.53	17.19	2,700.48	2,808.50	33,377.90

\*Additional days are to be worked during Thanksgiving, winter, or spring breaks or on other dates to be arranged with the building principal or supervisor.



## **MAINTENANCE (12 MONTH)**

### **MAINTENANCE - ASSISTANT (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	13.31	13.85	2,174.64	2,261.63	26,878.55
1	13.69	14.23	2,235.35	2,324.76	27,628.94
2	14.06	14.62	2,296.06	2,387.90	28,379.32
3	14.43	15.01	2,356.76	2,451.03	29,129.58
4	14.80	15.39	2,417.47	2,514.17	29,879.96
5	15.17	15.78	2,478.18	2,577.31	30,630.35
6	15.54	16.17	2,538.89	2,640.45	31,380.73
7	15.92	16.55	2,599.61	2,703.59	32,131.12
8	16.29	16.94	2,660.31	2,766.72	32,881.38
9	16.66	17.33	2,721.02	2,829.86	33,631.76
10	16.99	17.67	2,775.65	2,886.68	34,307.08
11-15	17.33	18.02	2,830.29	2,943.50	34,982.40
16-20	17.66	18.37	2,884.93	3,000.33	35,657.72

### **MAINTENANCE - ASSISTANT (Warehouse) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	12.53	13.03	2,046.60	2,128.46	25,295.94
1	13.39	13.93	2,187.21	2,274.69	27,033.87
2	14.22	14.79	2,322.13	2,415.01	28,701.49
3	15.07	15.67	2,460.85	2,559.28	30,416.12
4	15.94	16.58	2,603.38	2,707.51	32,177.74
5	16.79	17.46	2,742.09	2,851.77	33,892.24
6	17.64	18.34	2,880.81	2,996.05	35,606.86
7	18.50	19.24	3,021.43	3,142.29	37,344.92
8	19.36	20.13	3,162.05	3,288.54	39,082.98
9	20.21	21.02	3,300.78	3,432.81	40,797.60
10	20.98	21.82	3,426.19	3,563.24	42,347.77
11-15	21.75	22.61	3,551.61	3,693.68	43,897.93
16-20	22.51	23.41	3,677.03	3,824.11	45,448.10

### **MAINTENANCE - SKILLED (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	21.59	22.46	3,526.90	3,667.98	43,592.51
1	21.79	22.66	3,559.21	3,701.58	43,991.84
2	21.97	22.84	3,587.71	3,731.21	44,344.03
3	22.14	23.03	3,616.22	3,760.87	44,696.49
4	22.32	23.21	3,644.72	3,790.50	45,048.68
5	22.50	23.40	3,675.13	3,822.13	45,424.57
6	22.66	23.57	3,701.73	3,849.80	45,753.33
7	22.86	23.78	3,734.03	3,883.40	46,152.66
8	23.02	23.95	3,760.63	3,911.06	46,481.42
9	23.22	24.15	3,792.94	3,944.66	46,880.75
10	23.39	24.32	3,819.54	3,972.33	47,209.57
11-15	23.55	24.49	3,846.15	3,999.99	47,538.40
16-20	23.71	24.66	3,872.75	4,027.66	47,867.22

**MAINTENANCE – FOREMAN (FLSA: Exempt)**

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	27.53	28.63	4,496.81	4,676.68	55,580.55
1	27.78	28.90	4,537.99	4,719.51	56,089.59
2	28.01	29.13	4,574.33	4,757.30	56,538.71
3	28.23	29.36	4,610.69	4,795.11	56,988.08
4	28.45	29.59	4,647.02	4,832.90	57,437.19
5	28.69	29.84	4,685.80	4,873.23	57,916.46
6	28.90	30.05	4,719.70	4,908.49	58,335.55
7	29.15	30.31	4,760.90	4,951.34	58,844.72
8	29.36	30.53	4,794.82	4,986.61	59,263.94
9	29.61	30.79	4,836.00	5,029.44	59,772.98
10	29.82	31.01	4,869.92	5,064.72	60,192.22
11-15	30.02	31.23	4,903.84	5,099.99	60,611.46
16-20	30.23	31.44	4,937.76	5,135.27	61,030.70

**TRANSPORTATION****BUS SHOP – STATE-CERTIFIED MECHANIC/PARTS CLERK (12 MONTH)**  
(FLSA: Non-Exempt)

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	21.59	22.46	3,526.90	3,667.98	43,592.51
1	21.79	22.66	3,559.21	3,701.58	43,991.84
2	21.97	22.84	3,587.71	3,731.21	44,344.03
3	22.14	23.03	3,616.22	3,760.87	44,696.49
4	22.32	23.21	3,644.72	3,790.50	45,048.68
5	22.50	23.40	3,675.13	3,822.13	45,424.57
6	22.66	23.57	3,701.73	3,849.80	45,753.33
7	22.86	23.78	3,734.03	3,883.40	46,152.66
8	23.02	23.95	3,760.63	3,911.06	46,481.42
9	23.22	24.15	3,792.94	3,944.66	46,880.75
10	23.39	24.32	3,819.54	3,972.33	47,209.57
11-15	23.55	24.49	3,846.15	3,999.99	47,538.40
16-20	23.71	24.66	3,872.75	4,027.66	47,867.22

**BUS SHOP – FOREMAN (12 MONTH) (FLSA: Exempt)**

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	27.53	28.63	4,496.81	4,676.68	55,580.55
1	27.78	28.90	4,537.99	4,719.51	56,089.59
2	28.01	29.13	4,574.33	4,757.30	56,538.71
3	28.23	29.36	4,610.69	4,795.11	56,988.08
4	28.45	29.59	4,647.02	4,832.90	57,437.19
5	28.69	29.84	4,685.80	4,873.23	57,916.46
6	28.90	30.05	4,719.70	4,908.49	58,335.55
7	29.15	30.31	4,760.90	4,951.34	58,844.72
8	29.36	30.53	4,794.82	4,986.61	59,263.94
9	29.61	30.79	4,836.00	5,029.44	59,772.98
10	29.82	31.01	4,869.92	5,064.72	60,192.22
11-15	30.02	31.23	4,903.84	5,099.99	60,611.46
16-20	30.23	31.44	4,937.76	5,135.27	61,030.70

**BUS SHOP - ROUTE SUPERVISOR (12 MONTH) (FLSA: Exempt)**

STEP/ANNIVERSARY	DAILY JULY-SEPT	DAILY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	193.37	201.11	3,948.05	4,105.98	48,797.95
1	194.93	202.73	3,979.88	4,139.08	49,191.32
2	196.50	204.36	4,011.95	4,172.43	49,587.73
3	198.07	206.00	4,044.02	4,205.79	49,984.15
4	199.65	207.63	4,076.09	4,239.13	50,380.43
5	201.20	209.25	4,107.91	4,272.23	50,773.80
6	202.77	210.89	4,139.98	4,305.57	51,170.09
7	204.34	212.52	4,172.04	4,338.92	51,566.38
8	205.92	214.15	4,204.12	4,372.28	51,962.92
9	207.49	215.79	4,236.18	4,405.63	52,359.20
10	208.90	217.25	4,264.99	4,435.59	52,715.33
11-15	210.31	218.72	4,293.81	4,465.56	53,071.45
16-20	211.72	220.19	4,322.62	4,495.52	53,427.58

**BUS SHOP – ASSISTANT (12 MONTH) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	HOURLY JULY-SEPT	HOURLY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	13.31	13.85	2,174.64	2,261.63	26,878.55
1	13.69	14.23	2,235.35	2,324.76	27,628.94
2	14.06	14.62	2,296.06	2,387.90	28,379.32
3	14.43	15.01	2,356.76	2,451.03	29,129.58
4	14.80	15.39	2,417.47	2,514.17	29,879.96
5	15.17	15.78	2,478.18	2,577.31	30,630.35
6	15.54	16.17	2,538.89	2,640.45	31,380.73
7	15.92	16.55	2,599.61	2,703.59	32,131.12
8	16.29	16.94	2,660.31	2,766.72	32,881.38
9	16.66	17.33	2,721.02	2,829.86	33,631.76
10	16.99	17.67	2,775.65	2,886.68	34,307.08
11-15	17.33	18.02	2,830.29	2,943.50	34,982.40
16-20	17.66	18.37	2,884.93	3,000.33	35,657.72

**REGULAR BUS DRIVERS\* (9 MONTH/184 Day Contract) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	75.21	78.21	1,153.17	1,199.29	14,345.39
1	75.96	78.99	1,164.67	1,211.25	14,488.45
2	76.72	79.79	1,176.33	1,223.38	14,633.56
3	77.48	80.58	1,188.02	1,235.54	14,778.92
4	78.23	81.36	1,199.52	1,247.50	14,921.99
5	78.98	82.14	1,211.02	1,259.46	15,065.05
6	79.75	82.94	1,222.85	1,271.76	15,212.20
7	80.50	83.72	1,234.35	1,283.72	15,355.26
8	81.25	84.50	1,245.86	1,295.69	15,498.46
9	82.02	85.30	1,257.70	1,308.00	15,645.73
10	82.71	86.01	1,268.15	1,318.87	15,775.77
11-15	83.39	86.72	1,278.60	1,329.75	15,905.80
16-20	84.07	87.43	1,289.05	1,340.62	16,035.84

## ***SPECIAL EDUCATION ROUTE BUS DRIVERS (9 MONTH/184 Day Contract)***

***(FLSA: Non-Exempt)***

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	87.02	90.50	1,334.24	1,334.24	16,597.98
1	87.77	91.28	1,345.74	1,345.74	16,741.04
2	88.53	92.07	1,357.41	1,357.41	16,886.15
3	89.29	92.86	1,369.09	1,369.09	17,031.51
4	90.04	93.64	1,380.59	1,380.59	17,174.58
5	90.79	94.42	1,392.09	1,392.09	17,317.64
6	91.56	95.22	1,403.93	1,403.93	17,464.92
7	92.31	96.00	1,415.43	1,415.43	17,607.98
8	93.06	96.78	1,426.93	1,426.93	17,751.05
9	93.83	97.59	1,438.78	1,438.78	17,898.45
10	94.52	98.30	1,449.24	1,449.24	18,028.50
11-15	95.20	99.01	1,459.69	1,459.69	18,158.55
16-20	95.88	99.71	1,470.14	1,470.14	18,288.59

## ***SPECIAL EDUCATION BUS PARA-EDUCATOR (9 MONTH/184 Day Contract)***

***(FLSA: Non-Exempt)***

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	62.70	65.21	961.38	999.83	11,959.55
1	63.35	65.88	971.33	1,010.18	12,083.36
2	64.00	66.56	981.30	1,020.56	12,207.42
3	64.65	67.23	991.28	1,030.93	12,331.49
4	65.30	67.91	1,001.24	1,041.29	12,455.43
5	65.95	68.59	1,011.20	1,051.65	12,579.37
6	66.60	69.26	1,021.18	1,062.02	12,703.44
7	67.25	69.94	1,031.14	1,072.39	12,827.38
8	67.90	70.61	1,041.11	1,082.76	12,951.45
9	68.55	71.29	1,051.08	1,093.12	13,075.39
10	69.13	71.90	1,060.05	1,102.45	13,186.97
11-15	69.72	72.51	1,069.02	1,111.78	13,298.55
16-20	70.30	73.12	1,077.99	1,121.10	13,410.14

\*Utility Worker (Unassigned Bus Driver) will be paid from the Regular Route Bus Drivers' salary schedule.

## **BUS SUPPLEMENTS\***

**Bus supplements are for one year only** and are not included when base salary is computed. The Director of Transportation must recommend a particular individual for a specific supplement each school year. **No continuing service status in the supplement position is implied or should be assumed by the individual receiving a supplement.**

Long Route	\$500.00
Extra-Long Route	\$1,000.00
Supplement**	\$35.00/per run
Field Trip Rate	\$13.00/per hour

\*\*Tuscaloosa Area Career Technical School and Target Route drivers will be supplemented at the rate of \$35.00 per run. **A run is defined as driving to and from a specified destination.**

## ***NOTES (CUSTODIAN, MAINTENANCE, and BUS SHOP)***

- ◆ Vacation may be taken at any time, with the exception of the two weeks prior to the opening of school and the two weeks prior to the closing of school.
- ◆ All positions are based on the calendar adopted by the Board.
- ◆ The normal work week shall be 40 hours for custodians, maintenance, and bus shop employees.
- ◆ For work days of less than 8 hours, calculate the salary using the hourly rate
- ◆ **A REGULAR ROUTE** is one of less than 80 miles transporting regular students.
- ◆ **A LONG ROUTE** is one of between 80 and 90 miles of transporting regular students.
- ◆ **AN EXTRA LONG ROUTE** is one of greater than 90 miles of transporting regular students.
- ◆ **A SPECIAL EDUCATION ROUTE** is one involving the door-to-door pick-up and delivery of special needs students who have transportation as a “related service” designated in the student’s Individual Education Plan (IEP).
- ◆ **A TUSCALOOSA AREA CAREER TECHNICAL SCHOOL ROUTE** is one involving the transportation of students to and from their home school to Career Technical Programs.

## **CHILD NUTRITION PROGRAM**

### **CNP MANAGER SALARY (9 MONTH/192 Day Contract) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	MONTHLY SEPTEMBER	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	2507.92	2,608.24	31,198.51
1	2521.35	2,622.20	31,365.55
2	2535.96	2,637.40	31,547.38
3	2549.83	2,651.82	31,719.90
4	2563.30	2,665.83	31,887.45
5	2577.21	2,680.30	32,060.48
6	2592.05	2,695.73	32,245.11
7	2606.66	2,710.92	32,426.81
8	2622.26	2,727.15	32,620.88
9	2635.45	2,740.87	32,784.99
10	2648.20	2,754.13	32,943.61
11-15	2660.95	2,767.39	33,102.23
16-20	2673.71	2,780.66	33,260.98

#### **LARGE SCHOOL SUPPLEMENT FOR CNP MANAGERS**

>=900 students	>=1,200 students	>=1,500 students
\$100 per month	\$150 per month	\$200 per month

### **CNP ASSISTANT MANAGER SALARY (9 MONTH/190 Day Contract) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	MONTHLY SEPTEMBER	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	2,181.44	2,268.69	27,137.06
1	2,195.36	2,283.17	27,310.22
2	2,209.48	2,297.86	27,485.93
3	2,223.40	2,312.34	27,659.09
4	2,237.30	2,326.79	27,831.99
5	2,251.43	2,341.49	28,007.83
6	2,265.35	2,355.97	28,180.99
7	2,279.25	2,370.42	28,353.89
8	2,293.38	2,385.11	28,529.60
9	2,307.04	2,399.32	28,699.57
10	2,316.52	2,409.18	28,817.52
11-15	2,332.16	2,425.45	29,012.10
16-20	2,344.72	2,438.51	29,168.30

### **CNP WORKER SALARY (9 MONTH/187 Day Contract) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	MONTHLY SEPTEMBER	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	1,232.10	1,281.39	15,327.34
1	1,314.16	1,366.73	16,348.18
2	1,378.95	1,434.11	17,154.18
3	1,444.73	1,502.52	17,972.41
4	1,511.68	1,572.15	18,805.30
5	1,521.48	1,582.34	18,927.20
6	1,531.11	1,592.36	19,047.06
7	1,540.91	1,602.55	19,168.96
8	1,550.55	1,612.57	19,288.82
9	1,561.34	1,623.80	19,423.09
10	1,594.27	1,658.04	19,832.66
11-15	1,627.19	1,692.28	20,242.24
16-20	1,660.11	1,726.52	20,651.81

## **NOTES**

- ◆ CNP workers work a six-and-a-half hour day (32.5 hours a week), including a paid lunch. Salaries are computed on the following basis: 187 days = 1 contract year. For most contracts, the annual salary is divided into 12 equal pay periods. All CNP employees will be granted the same holidays as 9-month teaching personnel. CNP Managers and Assistant Managers work an eight (8) hour day.
- ◆ Allocation of food service positions are generally based upon Meals served Per Labor Hour (MPLH) calculated in accordance with guidelines issued by the Alabama Department of Education. MPLH is a common measurement of performance, productivity and efficiency in a district's Child Nutrition Program. The CNP Director will make determinations concerning the number of workers assigned to each school using student enrollment and the MPLH calculation as a guide. The CNP Director will also determine whether an Assistant Manager position should be assigned.
- ◆ All CNP Employees are eligible to receive a \$500 annual supplement upon successful completion of ServSafe certification. ServSafe certification is valid for five years. CNP Managers and CNP Assistant Managers are required to acquire and maintain ServSafe certification as an essential function of their position.
- ◆ The School Nutrition Association Certification Program (SNA) is recognized as a leader in the child nutrition industry. The SNA Certificate Program encourages school nutrition employees to increase their nutrition knowledge, develop the skills of food safety, and to create a healthy school environment.

The SNA program focuses on four key areas : 1) nutrition, 2) operations, 3) administration, and 4) communications and marketing. Members earn qualifying units by attending workshops, logging in to webinars, taking online classes, and participating in Back to School workshops.

There are four levels of SNA certification. Each level holds a required number of continuing education hours to maintain certification. There is an annual membership fee and an additional certification fee. To review the requirements for each level of certification and download the application form, please visit the School Nutrition Association website at [schoolnutrition.org](http://schoolnutrition.org) and go to the "Certificate and Credentialing" tab.

<b>SNA SUPPLEMENT FOR SCHOOL CNP EMPLOYEES</b>	<b>ANNUALLY</b>
LEVEL 1	922.78
LEVEL 2	1384.45
LEVEL 3	1845.56
LEVEL 4	2307.23

## **OTHER SUPPORT PERSONNEL**

### **JOB COACH (9 MONTH/187 Day Contract) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	124.65	129.64	1,942.47	2,020.17	24,164.29
1	126.19	131.24	1,966.52	2,045.18	24,463.56
2	127.76	132.87	1,990.93	2,070.57	24,767.16
3	129.32	134.49	2,015.17	2,095.78	25,068.72
4	132.44	137.73	2,063.79	2,146.34	25,673.50
5	135.56	140.98	2,112.42	2,196.92	26,278.54
6	138.66	144.20	2,160.71	2,247.14	26,879.24
7	141.78	147.45	2,209.34	2,297.71	27,484.14
8	144.90	150.69	2,257.97	2,348.29	28,089.18
9	141.57	147.24	2,206.18	2,294.43	27,444.88
10	143.82	149.58	2,241.24	2,330.89	27,880.98
11-15	146.07	151.92	2,276.29	2,367.34	28,317.08
16-20	148.32	154.25	2,311.35	2,403.80	28,753.18

### **OCCUPATIONAL THERAPIST (9 MONTH/187 Day Contract) (FLSA: Exempt)**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	288.85	300.40	4,501.17	4,681.22	55,994.61
1	297.96	309.87	4,643.14	4,828.86	57,760.63
2	307.04	319.32	4,784.73	4,976.12	59,522.05
3	316.14	328.79	4,926.51	5,123.57	61,285.77
4	325.24	338.25	5,068.29	5,271.02	63,049.49
5	334.32	347.70	5,209.88	5,418.28	64,810.91
6	343.43	357.17	5,351.84	5,565.92	66,576.92
7	352.53	366.63	5,493.62	5,713.37	68,340.64
8	361.62	376.08	5,635.20	5,860.61	70,101.94
9	369.70	384.49	5,761.21	5,991.66	71,669.42
10	377.79	392.90	5,887.21	6,122.70	73,236.90
11-15	385.87	401.31	6,013.21	6,253.74	74,804.38
16-20	393.96	409.72	6,139.22	6,384.79	76,371.86

### **PHYSICAL THERAPIST (9 MONTH/187 Day Contract) (FLSA: Exempt)**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	312.48	324.97	4,869.41	5,064.18	60,575.41
1	321.57	334.44	5,011.17	5,211.62	62,339.00
2	330.67	343.90	5,152.95	5,359.07	64,102.72
3	339.77	353.36	5,294.73	5,506.52	65,866.44
4	348.87	362.82	5,436.52	5,653.98	67,630.28
5	357.95	372.27	5,578.10	5,801.23	69,391.58
6	367.05	381.73	5,719.88	5,948.67	71,155.30
7	376.16	391.21	5,861.84	6,096.32	72,921.31
8	385.25	400.66	6,003.45	6,243.58	74,682.86
9	393.33	409.07	6,129.45	6,374.63	76,250.36
10	401.42	417.48	6,255.45	6,505.67	77,817.85
11-15	409.51	425.89	6,381.46	6,636.72	79,385.35
16-20	417.59	434.29	6,507.46	6,767.76	80,952.84



**IN-SCHOOL INTERVENTION MONITOR - (9 MONTH/187 Day Contract)(FLSA: Non-Exempt)**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	140.67	146.30	2,192.12	2,279.80	27,269.93
1	142.28	147.97	2,217.13	2,305.81	27,581.05
2	143.88	149.64	2,242.15	2,331.83	27,892.30
3	145.49	151.31	2,267.17	2,357.85	28,203.55
4	147.10	152.99	2,292.38	2,384.08	28,517.23
5	148.70	154.65	2,317.22	2,409.91	28,826.19
6	150.30	156.32	2,342.24	2,435.93	29,137.44
7	151.85	157.93	2,366.35	2,461.00	29,437.34
8	153.40	159.53	2,390.46	2,486.08	29,737.37
9	154.81	161.01	2,412.50	2,509.00	30,011.53
10	156.23	162.48	2,434.54	2,531.92	30,285.69
11-15	157.64	163.95	2,456.58	2,554.84	30,559.85
16-20	159.06	165.42	2,478.62	2,577.76	30,834.01

\*ISI Monitors work 7 hours per day (35 hours per week).

**SCHOOL NURSE – LPN (9 MONTH/182 Day Contract) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	121.39	126.25	1,841.13	1,914.77	22,903.60
1	126.90	131.98	1,924.65	2,001.64	23,942.65
2	132.38	137.67	2,007.69	2,088.00	24,975.63
3	137.87	143.39	2,091.05	2,174.69	26,012.66
4	143.39	149.12	2,174.74	2,261.73	27,053.73
5	149.30	155.28	2,264.44	2,355.02	28,169.60
6	155.04	161.24	2,351.38	2,445.43	29,251.11
7	160.80	167.23	2,438.80	2,536.35	30,338.67
8	166.58	173.24	2,526.39	2,627.44	31,428.26
9	171.59	178.45	2,602.44	2,706.54	32,374.32
10	176.61	183.68	2,678.65	2,785.80	33,322.41
11-15	181.63	188.89	2,754.70	2,864.89	34,268.47
16-20	186.65	194.12	2,830.91	2,944.15	35,216.55

\*LPN's work 7.5 hours per day (37.5 hours per week).

**SCHOOL NURSE SUPPLEMENTS BASED ON ENROLLMENT**

STUDENT ADM	ANNUAL SUPPLEMENT
400-599	\$500
600-999	\$1000
1000 or more	\$1500

**SCHOOL NURSE – RN (9 MONTH/182 Day Contract) (FLSA: Exempt)**

<b>BACHELOR'S DEGREE</b>						<b>MASTER'S DEGREE</b>					
<b>EXP</b>	<b>SEPT DAILY RATE</b>	<b>OCT- AUG DAILY RATE</b>	<b>2019 SEPT MONTHLY</b>	<b>2019-2020 OCT-AUG MONTHLY</b>	<b>2019-2020 CONTRACT</b>	<b>EXP</b>	<b>SEPT DAILY RATE</b>	<b>OCT- AUG DAILY RATE</b>	<b>2019 SEPT MONTHLY</b>	<b>2019-2020 OCT-AUG MONTHLY</b>	<b>2019-2020 CONTRACT</b>
0	210.16	218.56	3,187.38	3,314.88	39,651.02	0	241.70	251.39	3,665.76	3,812.69	45,605.37
1	210.16	218.56	3,187.38	3,314.88	39,651.02	1	241.70	251.39	3,665.76	3,812.69	45,605.37
2	210.16	218.56	3,187.38	3,314.88	39,651.02	2	241.70	251.39	3,665.76	3,812.69	45,605.37
3	231.16	240.41	3,505.99	3,646.23	43,614.54	3	265.84	276.47	4,031.89	4,193.16	50,156.70
4	231.16	240.41	3,505.99	3,646.23	43,614.54	4	265.84	276.47	4,031.89	4,193.16	50,156.70
5	231.16	240.41	3,505.99	3,646.23	43,614.54	5	265.84	276.47	4,031.89	4,193.16	50,156.70
6	241.29	250.94	3,659.53	3,805.91	45,524.51	6	277.48	288.58	4,208.39	4,376.78	52,352.95
7	241.29	250.94	3,659.53	3,805.91	45,524.51	7	277.48	288.58	4,208.39	4,376.78	52,352.95
8	241.29	250.94	3,659.53	3,805.91	45,524.51	8	277.48	288.58	4,208.39	4,376.78	52,352.95
9	244.52	254.30	3,708.50	3,856.84	46,133.76	9	281.20	292.45	4,264.90	4,435.50	53,055.38
10	244.52	254.30	3,708.50	3,856.84	46,133.76	10	281.20	292.45	4,264.90	4,435.50	53,055.38
11	244.52	254.30	3,708.50	3,856.84	46,133.76	11	281.20	292.45	4,264.90	4,435.50	53,055.38
12	248.96	258.92	3,775.97	3,927.02	46,973.13	12	286.30	297.75	4,342.26	4,515.95	54,017.70
13	248.96	258.92	3,775.97	3,927.02	46,973.13	13	286.30	297.75	4,342.26	4,515.95	54,017.70
14	248.96	258.92	3,775.97	3,927.02	46,973.13	14	286.30	297.75	4,342.26	4,515.95	54,017.70
15	254.64	264.83	3,862.04	4,016.52	48,043.73	15	292.85	304.56	4,441.53	4,619.19	55,252.63
16	254.64	264.83	3,862.04	4,016.52	48,043.73	16	292.85	304.56	4,441.53	4,619.19	55,252.63
17	254.64	264.83	3,862.04	4,016.52	48,043.73	17	292.85	304.56	4,441.53	4,619.19	55,252.63
18	257.93	268.25	3,911.99	4,068.47	48,665.21	18	296.61	308.48	4,498.63	4,678.63	55,963.53
19	257.93	268.25	3,911.99	4,068.47	48,665.21	19	296.61	308.48	4,498.63	4,678.63	55,963.53
20	257.93	268.25	3,911.99	4,068.47	48,665.21	20	296.61	308.48	4,498.63	4,678.63	55,963.53
21	261.23	271.68	3,961.97	4,120.45	49,286.95	21	300.42	312.43	4,556.31	4,738.56	56,680.49
22	261.23	271.68	3,961.97	4,120.45	49,286.95	22	300.42	312.43	4,556.31	4,738.56	56,680.49
23	261.23	271.68	3,961.97	4,120.45	49,286.95	23	300.42	312.43	4,556.31	4,738.56	56,680.49
24	264.34	274.91	4,009.13	4,169.50	49,873.62	24	303.53	315.67	4,603.47	4,787.61	57,267.16
25	264.34	274.91	4,009.13	4,169.50	49,873.62	25	303.53	315.67	4,603.47	4,787.61	57,267.16
26	264.34	274.91	4,009.13	4,169.50	49,873.62	26	303.53	315.67	4,603.47	4,787.61	57,267.16
27	267.45	278.15	4,056.30	4,218.56	50,460.42	27	306.65	318.91	4,650.79	4,836.83	57,855.88

\*If an RN possesses a Doctorate degree, will be paid based upon the daily rate of a teacher with a doctorate (182 days).

**PARAEDUCATOR – Instructional, Physical Education, or Special Education  
(9 MONTH/187 Day Contract) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	HOURLY SEPT	HOURLY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	11.67	12.14	1,273.35	1,324.28	15,840.44
1	11.88	12.36	1,296.23	1,348.07	16,125.04
2	12.08	12.56	1,317.58	1,370.28	16,390.65
3	12.29	12.78	1,340.44	1,394.06	16,675.12
4	12.50	13.00	1,363.32	1,417.85	16,959.72
5	12.71	13.21	1,386.03	1,441.47	17,242.16
6	12.92	13.43	1,408.90	1,465.26	17,526.76
7	13.14	13.67	1,433.30	1,490.63	17,830.23
8	13.36	13.90	1,457.87	1,516.18	18,135.87
9	13.60	14.14	1,483.45	1,542.79	18,454.14
10	13.79	14.34	1,504.46	1,564.64	18,715.54
11-15	13.98	14.54	1,525.48	1,586.50	18,976.93
16-20	14.18	14.74	1,546.49	1,608.35	19,238.33

Paraeducators work 7 hours per day (35 hours per week).

**PRE-SCHOOL TEACHER ASSISTANT (9 MONTH/187 Day Contract)  
(OFFICE OF SCHOOL READINESS FUNDED POSITIONS ONLY) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	HOURLY SEPT	HOURLY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	13.57	13.57	1,479.91	1,539.10	18,410.02
1	13.84	13.84	1,509.50	1,569.88	18,778.14
2	14.11	14.11	1,539.68	1,601.27	19,153.66
3	14.40	14.40	1,570.48	1,633.30	19,536.83
4	14.69	14.69	1,601.90	1,665.98	19,927.65
5	14.98	14.98	1,633.93	1,699.29	20,326.11
6	15.28	15.28	1,666.61	1,733.27	20,732.62
7	15.58	15.58	1,699.94	1,767.94	21,147.28
8	15.90	15.90	1,733.94	1,803.30	21,570.23
9	16.21	16.21	1,768.62	1,839.36	22,001.60
10	16.48	16.48	1,797.49	1,869.39	22,360.75
11-15	16.74	16.74	1,826.36	1,899.41	22,719.91
16-20	17.01	17.01	1,855.23	1,929.44	23,079.07

PreK Teacher Assistants funded by the Office of School Readiness work 7.5 hours per day (37.5 per week).

**TRANSLATOR/INTERPRETER (9 MONTH/187 Day Contract)(FLSA: Non- Exempt)****BEGINNING**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	126.02	131.06	1,963.82	2,042.37	24,429.90
1	128.62	133.76	2,004.32	2,084.49	24,933.69
2	131.23	136.48	2,044.98	2,126.78	25,439.52
3	133.81	139.16	2,085.14	2,168.54	25,939.10
4	136.72	142.19	2,130.55	2,215.78	26,504.10
5	140.92	146.55	2,195.95	2,283.79	27,317.61
6	143.86	149.62	2,241.87	2,331.54	27,888.86
7	146.81	152.68	2,287.79	2,379.30	28,460.10
8	149.76	155.75	2,333.71	2,427.06	29,031.35
9	152.39	158.49	2,374.81	2,469.80	29,542.62
10	155.03	161.23	2,415.91	2,512.54	30,053.89
11-15	157.67	163.98	2,457.01	2,555.29	30,565.17
16-20	160.31	166.72	2,498.11	2,598.03	31,076.44

**INTERMEDIATE**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	149.82	155.81	2,334.72	2,428.11	29,043.97
1	152.79	158.90	2,380.98	2,476.22	29,619.43
2	154.60	160.78	2,409.11	2,505.47	29,969.31
3	157.56	163.87	2,455.36	2,553.57	30,544.64
4	160.54	166.97	2,501.80	2,601.87	31,122.39
5	163.51	170.05	2,548.05	2,649.97	31,697.71
6	166.45	173.11	2,593.80	2,697.56	32,266.92
7	169.38	176.16	2,639.54	2,745.12	32,835.87
8	172.34	179.23	2,685.63	2,793.06	33,409.28
9	174.84	181.84	2,724.62	2,833.61	33,894.31
10	177.34	184.44	2,763.61	2,874.16	34,379.35
11-15	179.85	187.04	2,802.60	2,914.71	34,864.38
16-20	182.35	189.64	2,841.59	2,955.26	35,349.41

**ADVANCED**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	161.72	168.19	2,520.10	2,620.90	31,349.99
1	164.71	171.30	2,566.68	2,669.35	31,929.52
2	166.71	173.38	2,597.87	2,701.79	32,317.54
3	171.41	178.26	2,671.07	2,777.91	33,228.09
4	173.69	180.64	2,706.65	2,814.91	33,670.67
5	176.58	183.64	2,751.72	2,861.78	34,231.33
6	179.53	186.71	2,797.64	2,909.54	34,802.58
7	181.87	189.14	2,834.06	2,947.43	35,255.75
8	184.22	191.59	2,870.83	2,985.66	35,713.13
9	186.73	194.19	2,909.80	3,026.19	36,197.92
10	189.23	196.80	2,948.77	3,066.72	36,682.71
11-15	191.73	199.40	2,987.74	3,107.25	37,167.51
16-20	194.23	202.00	3,026.71	3,147.78	37,652.30

**EXPERT**

STEP/ANNIVERSARY	DAILY SEPT	DAILY OCT-AUG	MONTHLY SEPT	MONTHLY OCT-AUG	2019-2020 CONTRACT
0	173.63	180.58	2,705.80	2,814.03	33,660.09
1	176.58	183.64	2,751.72	2,861.78	34,231.33
2	179.56	186.74	2,798.14	2,910.06	34,808.83
3	182.54	189.84	2,844.57	2,958.35	35,386.45
4	185.50	192.92	2,890.66	3,006.29	35,959.86
5	188.48	196.02	2,937.09	3,054.57	36,537.35
6	191.43	199.09	2,983.17	3,102.50	37,110.64
7	193.78	201.53	3,019.77	3,140.56	37,565.98
8	196.14	203.99	3,056.54	3,178.80	38,023.35
9	198.64	206.59	3,095.51	3,219.33	38,508.16
10	201.14	209.19	3,134.48	3,259.86	38,992.97
11-15	203.64	211.79	3,173.45	3,300.39	39,477.78
16-20	206.15	214.39	3,212.43	3,340.92	39,962.58

**TECHNOLOGY****COMPUTER TECHNICIAN (12 month) (FLSA: Non-Exempt)**

STEP/ANNIVERSARY	DAILY JULY-SEPT	DAILY OCT-JUNE	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	172.46	179.35	3,520.97	3,661.81	43,519.16
1	174.01	180.97	3,552.79	3,694.91	43,912.53
2	175.59	182.61	3,584.87	3,728.26	44,308.94
3	177.16	184.24	3,616.94	3,761.62	44,705.35
4	178.73	185.88	3,649.00	3,794.96	45,101.64
5	180.29	187.50	3,680.83	3,828.06	45,495.01
6	181.86	189.13	3,712.89	3,861.40	45,891.30
7	183.43	190.76	3,744.95	3,894.75	46,287.59
8	185.00	192.40	3,777.03	3,928.11	46,684.12
9	186.57	194.03	3,809.09	3,961.46	47,080.41
10	187.98	195.50	3,837.91	3,991.42	47,436.54
11-15	189.39	196.97	3,866.72	4,021.39	47,792.66
16-20	190.80	198.43	3,895.53	4,051.35	48,148.79

**NETWORK OPERATIONS MANAGER/DATA MANAGER (12 month) (FLSA: Exempt)  
BACHELOR'S DEGREE**

STEP/ANNIVERSARY	MONTHLY JULY-SEPT	MONTHLY OCT-JUNE	2019-2020 CONTRACT
0	4,789.60	4,981.18	59,199.45
1	4,960.77	5,159.21	61,315.17
2	5,046.36	5,248.22	62,373.03
3	5,131.95	5,337.23	63,430.90
4	5,217.54	5,426.24	64,488.76
5	5,303.12	5,515.25	65,546.62
6	5,388.71	5,604.26	66,604.48
7	5,474.30	5,693.27	67,662.34
8	5,559.89	5,782.28	68,720.20
9	5,645.47	5,871.29	69,778.06
10	5,731.06	5,960.30	70,835.93
11-15	5,816.65	6,049.32	71,893.79
16-20	5,902.24	6,138.33	72,951.65

## **MASTER'S DEGREE**

<b>STEP/ANNIVERSARY</b>	<b>MONTHLY JULY-SEPT</b>	<b>MONTHLY OCT-JUNE</b>	<b>2019-2020 CONTRACT</b>
0	5,468.04	5,686.76	67,584.93
1	5,673.04	5,899.96	70,118.73
2	5,775.54	6,006.56	71,385.63
3	5,878.04	6,113.16	72,652.53
4	5,980.54	6,219.76	73,919.43
5	6,083.04	6,326.36	75,186.33
6	6,185.54	6,432.96	76,453.23
7	6,288.04	6,539.56	77,720.13
8	6,390.54	6,646.16	78,987.03
9	6,493.04	6,752.76	80,253.93
10	6,595.54	6,859.36	81,520.83
11-15	6,698.04	6,965.96	82,787.73
16-20	6,800.54	7,072.56	84,054.63

## ***SUBSTITUTE AND PART-TIME/TEMPORARY EMPLOYMENT***

### ***SUBSTITUTE EMPLOYMENT***

<b><i>TEACHING PERSONNEL</i></b>		<b><i>SUPPORT PERSONNEL</i></b>	
<b><i>CLASSIFICATION</i></b>	<b><i>DAILY RATE</i></b>	<b><i>CLASSIFICATION</i></b>	<b><i>DAILY RATE</i></b>
Non-Degree Substitute	\$60.00	Bus Driver Substitute	\$55.00
*Extended Non-Degree Substitute	\$65.00	CNP Substitute**	\$54.00
4 Year Degree Substitute	\$65.00	CNP Substitute with Sanitation Certification **	\$58.00
*Extended Degree Substitute	<b>See Note Below</b>	Custodian	\$58.00
1. Retired Tuscaloosa County School System Certified Teacher/Administrator. 2. Former certified employee with 25 years or more teaching experience in the Tuscaloosa County School System and left in good standing.	\$110.00	In-School Intervention Monitor – 4 Year Degree Substitute*	\$65.00
		In-School Intervention Monitor – Non-Degree Substitute*	\$60.00
Retired Tuscaloosa County School System Classified Employee Non-Degree Substitute	\$65.00	Bus Para-Educator	\$40.00
Retired Tuscaloosa County School System Classified Employee 4 year Degree Substitute	\$70.00	LPN ***	\$15.00 per hour
		Para-Educator (Clerical/PE/Special)	\$50.75
		School Secretary/Bookkeeper	\$50.75
		Tutors	\$10.00 per hour

## **NOTES**

◆ For Certified Teacher and In-School Intervention Monitor Extended Vacancies – Upon recommendation of the principal, a substitute who holds a valid Alabama Teacher's Certificate or has completed requirements for a teacher's certificate or holds a teacher's certificate from another state or has a bachelor's degree in a related field will be paid \$150.00 per day - regardless of rank, certification type, or experience – beginning with the 21<sup>st</sup> day of continuous substituting and continuing as long as the person is substituting for the same certified teacher/ISI Monitor. The higher rate will be retroactive to the 1<sup>st</sup> day of the extended vacancy. Degreed substitute teachers who substitute more than 60 school days for the same certified teacher/ISI Monitor will receive \$205.00 per day beginning on the 61<sup>st</sup> school day, but this higher rate will not be retroactive.

Retroactive pay to equal \$65.00 per day for Extended Non-Degree Substitutes will be given for continuous long-term employment to a substitute teacher working for an individual teacher or In-School Intervention Monitor for an extended period (at least 20 consecutive school days). It is recommended that a certified/degreed substitute be used for extended period substitution.

◆ Substitutes receive no benefits and do not accrue leave.

◆\*\*CNP substitutes work 5 hours per day. To qualify as an experienced CNP substitute, the employee must have completed one year of employment as either a substitute or a full-time worker in the CNP program and have completed a sanitation workshop.

◆ Certified employees reimbursing the System for a personal leave day will be charged \$60.00 per day. Classified employees reimbursing the System for a personal leave day will be charged \$49.00 per day.

◆\*\*\*Must hold a current License as a LPN.

## ***EXTENDED DAY PERSONNEL***

<b><i>POSITION</i></b>	<b><i>JOB DESCRIPTION</i></b>	<b><i>HOURLY RATE</i></b>
Director	Certified teacher at local school and selected by school principal	\$18.00 per hour
Teacher	Certified teacher at local school and selected by school principal and program director	\$14.00 per hour
Teaching Assistant	Extended Day personnel other than a certified teacher	\$8.50 per hour
Enrichment Instructor	Special activity instructor (e.g. art, music, dance, etc.)	\$15.00 per hour
Bookkeeper	Financial bookkeeping and filing for programs with over 50 students enrolled.	\$15.00 per hour
Nurse Supervisor	Licensed registered nurse supervising up to 5 licensed LPNs.	\$5.00 per hour
Registered Nurse	Licensed registered nurse to provide direct nursing services to students.	\$18.00 per hour
LPN	Licensed registered nurse to provide direct nursing services to students.	\$15.00 per hour

A school may request an increase in the above rate of pay for approval by the Extended Day Coordinator and System Director, based upon an individual's experience and specialized needs of the local school program.

## ***TEMPORARY/PART-TIME EMPLOYEES***

Based upon the needs of the school system and local schools, the TCSS may employ temporary and/or part-time individuals. As a part-time/temporary employee, the employee is generally not eligible to participate in any fringe benefits, retirement program, or other benefits associated with permanent, regular employment. Additionally, part-time/temporary status does not entitle the individual to any special consideration for permanent or full-time employment.



## SUPPLEMENTS

All supplements included in this salary schedule are for one year only, approved by the board annually, and are not included when base salary is computed. The principal or supervisor must recommend a particular employee for a specific supplement each school year. In addition to the supplements listed in this salary schedule, the Central Office and local schools may enter into supplemental contract agreements for other supplemental duties. No continuing service status in the supplemental position is implied or should be assumed by the individual receiving a supplement. A supplemental contract is required for all TCSS and school supplements requiring board approval.

The Board authorizes each local school principal to provide up to \$125 per person, per event in supplemental pay for certified employees who work events such as ticket collection for athletic events, detention, and other school-specific after-hours activities. These supplements do not need any additional board approval. Any supplemental pay shall be paid using local school funds and shall be reflected on the monthly principals' service reports. The principal is required to maintain written documentation at the local school to support any additional supplemental pay under this provision.

All supplements, whether paid for by the Central Office or by a local school, are just that – supplemental contracts. An employee cannot earn a supplement during the course of the day while contracted for his/her primary position with the school system. An employee is expected to perform the majority of work on supplemental duties during his/her lunch, prep period, before or after school, or during the summer.

If, at any time during the dates of a supplemental assignment, the principal or supervisor determines it to be in the best interest of the TCSS for an employee's supplemental employment to be terminated, they may recommend the Superintendent terminate the supplemental assignment. If the Superintendent agrees with this decision, the Superintendent will provide the employee written notice of his/her decision and the supplemental contract and any further supplemental salary not already earned shall end. This also applies to resignations from supplemental assignments or termination of employment from the TCSS for any reason. If an employee is terminated or resigns from a supplemental position or the TCSS, the TCSS is authorized to recoup from the employee's pay, all sums paid but not earned, as the circumstances require (e.g. extended days for summer workouts, band, etc.). See the appendix to the Salary Schedule for specific supplemental responsibilities.

<b><i>Supplemental Position</i></b>	<b><i>Supplement</i></b>	<b><i>Extended Days**</i></b>
<b>Athletic Director</b>		
High School		
5A-7A (TCHS, HCHS, BWHS)	3000	
1A-4A (SVHS, NSHS, HHS)	2750	
Middle School	1250	
<b>Football</b>		
<b>Head Varsity Football Coach</b>		
5A-7A	7500	30 (5 –Fall, 5 – Spring, 20 – Summer)
1A-4A	7000	30 (5 –Fall, 5 – Spring, 20 – Summer)
Varsity Coordinator (2 per school)	2500	10 (Summer)
<b>Varsity Assistant</b>		
5A-7A (6 per school)	1500	10 (Summer)
1A-4A (5 per school)	1500	10 (Summer)
JV Head Coach	1000	
9 <sup>th</sup> Grade Head Coach	1000	
Middle School Head Coach	2680	10 (Summer)
Middle School Assistant (2)	1250	5 (Summer)
<b>Basketball</b>		
Head Varsity Boys	4250	10 (3 –Summer, 7 – End of Season)
Head Varsity Girls	4250	10 (3 –Summer, 7 – End of Season)
Assistant Boys	2250	5
Assistant Girls	2250	5
JV/Boys	1800	3

JV/Girls	1800	3
9 <sup>th</sup> Grade Boys	1000	
9 <sup>th</sup> Grade Girls	1000	
Middle School Head Coach Boys	1800	
Middle School Boys Assistant	1000	
Middle School Head Coach Girls	1800	
Middle School Girls Assistant	1000	
<b>Volleyball</b>		
Head Varsity Coach	2250	5
Assistant Varsity Coach	750	
JV Head Coach	1750	
Middle School Head Coach	1750	
Middle School Assistant Coach	750	
<b>Baseball</b>		
Head Varsity Coach	3000	10 (3 – Summer, 7 – End of Season)
Assistant Varsity Coach	2250	5
JV Head Coach	1750	3
9 <sup>th</sup> Grade Coach	1000	
Middle School Head Coach	1750	3
Middle School Assistant Coach	750	
<b>Softball</b>		
Head Varsity Coach	3000	10 (3 – Summer, 7 - End of Season)
Assistant Varsity Coach	2250	5
JV Head Coach	1750	3
9 <sup>th</sup> Grade Coach	1000	
Middle School Head Coach	1750	3
Middle School Assistant Coach	750	
<b>Track</b>		
Head Varsity Boys	1750	
Head Varsity Girls	1750	
Head Varsity Boys/Girls Combined*	2250	
Assistant Coach	1000	
Cross Country Boys/Girls Combined*	1500	
Cross Country Boys	1150	
Cross Country Girls	1150	
Indoor Track Boys/Girls	1000	
Middle School Track	1000	
Middle School Cross Country Boys/Girls	1000	
<b>Tennis</b>		
Head Varsity Boys	1500	
Head Varsity Girls	1500	
Head Varsity Boys/Girls Combined*	2000	
Middle School Head Coach	1000	
<b>Soccer</b>		
Head Varsity Boys	1500	
Head Varsity Girls	1500	
JV Coach	1000	
Middle School Head Coach	1250	
Middle School Assistant Coach	750	
<b>Golf</b>		
Head Varsity Boys	1250	
Head Varsity Girls	1250	
Middle School Coach	750	
<b>Wrestling</b>		

Head Coach	1500	
Assistant Coach	1000	
Middle School Coach	1000	
<b>Bowling and/or Swimming</b>		
Head Coach	750	
<i>*A combined supplement is appropriate if boys/girls compete in same competitions and have same practice time. If boys/girls teams do not share competitions/practice time, a coach may receive both supplements.</i>		
<b>Cheerleading</b>		
Varsity Football	1200	5
Junior Varsity Football	1000	5
Varsity Basketball	1200	
Junior Varsity Basketball	1000	
Middle School Football	900	
Middle School Basketball	900	
<b>Band Director*</b>		
<b>High School Band Director</b>		
5A-7A (TCHS, HCHS, BWHS)	6750	20 (5 – Fall, 5 – Spring, 10 – Summer)
1A-4A (SVHS, HHS, NSHS)	6250	20 (5 – Fall, 5 – Spring, 10 – Summer)
<b>High School Assistant Band Director</b>	2500	20 (5 – Fall, 5 – Spring, 10 – Summer)
<b>Middle School Band Director</b>	1000	10 (5 – Fall, 5 – Summer)
<b>Auxiliary</b>		
High School Auxiliary Sponsor (3)	1000	5
Middle School Dance	1250	
<b>Fine Arts*</b>		
High School Choral	1500	
Middle School Choral	720	
High School Drama/Musical Theater	2500	
<b>Academic and Enrichment Supplements</b>		
High School Scholar's Bowl	720	
High School Math Team	720	
High School Debate	720	
High School Enrichment	720	
Middle School Scholar's Bowl	680	
Middle School Math Team	680	
Middle School Debate	680	
Middle School Enrichment	680	
Elementary Enrichment	360	
<b>Additional Supplements</b>		
Fishing Club	1000	
High School Yearbook	720	
Middle School Yearbook	680	
Elementary School Yearbook	360	
School Technology Team Lead*	1200	
Inventory Specialist	600	
PST Chair	720	
504 Chair	720	
After School Detention	\$15/Hr	
Special Education Key Teacher	720	
System Special Olympics Coordinator/Coach	720	
Bus Monitor	TBD/Run	
TCSS Sick Leave Bank Chair	720	
Itinerant RN Supervisors	2000	
Teacher Mentor	TBD by ALSDE	
School Information Systems Operator (Formerly INOW Operator)*	Up to 3000	

Academic supplements require practice and participation in at least two competitions.

Enrichment supplements are based upon a school's individual needs (e.g., robotics, archery, Battle of the Books, etc). Written justification from the principal required.

\*See the Appendix for specific supplemental position responsibilities

\*\*Unless specifically noted, extended days are not earned until the season concludes

## **NOTES**

- ◆ To receive the full supplement, the athletic team must meet the minimum season requirement as established by the AHSAA (Alabama High School Athletic Association).
- ◆ A coach may receive more than one extended contract provided that the extended days (seasons) do not overlap. For example, a head football coach (30 days) could not receive another extended day contract for coaching another sport. However, an assistant football coach (10 days) could also receive an extended contract as the head baseball coach (10 days).
- ◆ All supplements and extended contracts will be prorated accordingly with resignations and terminations before the end of the contract year regardless of when an athletic season or other obligation required by the supplement ends. Extended day contracts are considered to be a twelve (12) month season for salary purposes, but if an employee resigns prior to completing the supplemental assignment, the employee must repay any supplemental pay received for extended days that had not been earned. Similarly, an employee who resigns a supplemental position prior to the start of the season must repay any supplemental received prior to the start of AHSAA-designated practice and season schedules.
- ◆ One coach should not earn two supplements during the same season except within the same sport (except for football).
- ◆ Specific supplemental positions have job duties included in the Appendix of this Salary Schedule. These duties are subject to change.

<b>SPORT SEASONS</b>			
<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Year-Round/Seasonal</b>
Volleyball Cross Country	Basketball Wrestling Indoor Track Bowling Swimming	Baseball Softball Soccer Golf Tennis Track	Football (Fall games, spring practice, summer workouts) Danceline Majorette Colorguard Fishing

## **GRASS CUTTING – ATHLETIC AND BAND FIELDS\***

**(SCHOOLS WILL PAY ½ THE COST OF GRASS CUTTING SUPPLEMENTS)**

\*To receive the grass cutting supplement, the employee must maintain the actual field as well as the surrounding perimeter (e.g., a reasonable area outside of fence as determined by the school principal).

<b><u>POSITION</u></b>	<b><u>SCHOOL/SPORT</u></b>	<b><u>ANNUALLY</u></b>
<b><i>Grass Cutting</i></b>	<b><u>TCHS</u></b>	
	Football	3,500.00
	Baseball	1,750.00
	Softball	1,200.00
	Track	550.00
	Practice – Band	550.00
	Practice – Football	550.00
	Practice – Softball	<u>550.00</u>
		8,650.00
	<b><u>HILLCREST HIGH</u></b>	
	Football	3,500.00
	Practice – Football	550.00
	Baseball	1,750.00
	Softball	1,200.00
	Practice – Band	<u>550.00</u>
		7,550.00
	<b><u>BROOKWOOD HIGH</u></b>	
	Football	3,500.00
	Baseball	1,750.00
	Softball	1,200.00
	Practice – Soccer	550.00
	Practice – Band	550.00
	Practice – Football	<u>550.00</u>
		7,550.00
	<b><u>HOLT HIGH</u></b>	
	Football	3,500.00
	Baseball	1,750.00
	Softball	<u>1,200.00</u>
		6,450.00
	<b><u>NORTHSIDE HIGH</u></b>	
	Football	3,500.00
	Practice – Football	550.00
	Baseball	1,750.00
	Softball	1,200.00
	Softball	<u>1,200.00</u>
		8,200.00
	<b><u>SIPSEY VALLEY HIGH</u></b>	
	Football	3,500.00
	Baseball	1,750.00
	Softball	<u>1,200.00</u>
		6,450.00

<b><u>POSITION</u></b>	<b><u>SCHOOL/SPORT</u></b>	<b><u>ANNUALLY</u></b>
<b><i>Grass Cutting</i></b>	<b><u>BROOKWOOD MIDDLE</u></b>	
	Baseball	1,000.00
	Softball	<u>700.00</u>
		1,700.00
	<b><u>COLLINS-RIVERSIDE MIDDLE</u></b>	
	Football	1,800.00
	Baseball	1,000.00
	Softball	700.00
	Practice – Softball	550.00
	Practice – Football	<u>550.00</u>
		4,050.00
	<b><u>DAVIS-EMERSON MIDDLE</u></b>	
	Practice	550.00
	<b><u>DUNCANVILLE MIDDLE</u></b>	
	Baseball	1,000.00
	Softball	700.00
	Practice – Football	<u>550.00</u>
		3,350.00
	<b><u>ECHOLS MIDDLE</u></b>	
	Football (stadium)	3,500.00
	Baseball	1,750.00
	Softball	700.00
	Practice	<u>550.00</u>
		6,500.00
	<b><u>HILLCREST MIDDLE</u></b>	
	Softball	700.00
	Practice - Football	550.00
	Practice - Softball	<u>550.00</u>
		1,800.00
	<b><u>NORTHSIDE MIDDLE</u></b>	
	Softball	700.00
	Practice	<u>550.00</u>
		1,250.00
	<b><u>SIPSEY VALLEY MIDDLE</u></b>	
	Practice – Baseball/Softball	550.00
	Practice – Band/Football	550.00
	Practice – Utility/General Practice	550.00
	Cross County Track	<u>550.00</u>
		2,200.00

# **APPENDIX**

## **School Information Systems Operator**

### **School Technology Team Lead**

#### **Fine Arts**

#### ***School Information Systems Operator (Formerly INOW Operator)***

Employees receiving this supplement work within multiple software programs related to maintaining accurate records at the local school level related to students, parents/guardians, emergency contacts, and faculty/staff.

Examples of responsibilities include:

- Assist school administrators as needed to create and maintain the master schedule
- Complete start-of-year processes
- Perform data entry of student's enrollment, including demographic and contact information
- Review, approve, and deliver online student enrollment records
- Review data inaccuracies and system generated reports, and resolve errors
- Assist school administrators as needed with discipline data entry, printing of discipline and/or attendance letters
- Run reports and queries as needed
- Complete end-of-year processes
- Perform data entry for faculty / staff demographic and contact information
- Attend professional development as required, including summer workshop
- Assume other reasonable and equitable job-related duties related to this supplemental position required to maintain and oversee data entry and accuracy

#### ***School Technology Team Lead (STTL)***

The STTL's supplemental role is to support the teachers with basic, level one troubleshooting with devices and computers, and to help improve the overall use of technology. They will also serve as the primary point of contact to help disseminate information to the faculty regarding technology related concerns. The STTL consults with Director of Technology for District Level Technology Policies and Procedures. Submitted work orders will initially be routed through the STTL's to assess the reported issue(s), and possibly forwarded to higher level support with the IT Department if unable to resolve the issue.

STTL's also deliver technological support and training to teachers, students, and administrators. The STTL should be a proven school leader that is continually involved, innovative, and willing to be actively engaged with colleagues with great communication skills. The STTL will report on risks, issues, and the progress of technology initiatives to school level and district level administration.

Responsibilities:

- Assist school staff with basic level one hardware and software troubleshooting and determining if/when level two support is required to resolve technical issues.
- Routes work orders for technical request at the school and works with assigned Level Two IT Department technicians and other IT staff to ensure technology is working at the school.
- Ensures that critical personnel computers, such as administrators and bookkeepers, are being backed up. Also, provides training and resources for all users regarding back-up procedures.
- Assists with educating staff and students on Internet Safety procedures and awareness training about Malware, Ransomware, and other cyber threats.
- Assists the administration when purchasing technology related resources.
- Communicates with the school administration on behalf of the teachers when expressing technological needs.

- Attends all Technology Team Leader meetings and County-provided trainings.
- Ensures the creation and distribution of school-level technology procedures as well as district-level policies and procedures.
- Supports the success of effective technology integration and system technology initiatives at local school

#### Examples of Level One Troubleshooting:

- Rebooting Device(s)
- Unplug network cable and plug network cable back in to check for network connectivity
- Swapping possible defective network, power, and/or display cable(s) with known good cable(s)
- Put PC/Mac device(s) on the TCSS domain
- Install web browsers, check for updates, install/update Java and Adobe Flash
- Check for device drivers for non-functioning on-board devices within Device Manager on PCs
- Setup printer (pull out of box, plug-in, install printer software (usually on CD) on PC/Mac device)
- Replace printer cartridges and toners as needed
- Setup new PCs/Apple devices (different steps depending on iPad/Macbook/Mac Mini) when they arrive)
- Getting Mac addresses off Apple devices and sending to IT Department to add to WiFi

**\*\*Optional: Managing iPads and other Mac Devices in Mosyle Mobile Device Manager (MDM)**

#### ***Fine Arts***

All are expected to collaborate/participate whenever possible on a school or system-wide basis (e.g., band provides music for school musical, choir performs in an All-County performance, etc.).

#### Band

- Attend Music Performance Assessment (may attend for comments only)
- Attend District Solo and Ensemble
- Have a minimum of two band concerts
- Attend one marching band competition/exhibition
- Have students audition for All-State Band and other individual and ensemble auditions/performances

#### Choir

- Attend AVA Performance Assessment
- Minimum of two choir concerts
- Prepare and accompany students to events such as All-State and Solo and Ensemble

#### Theatre

- Perform two productions (e.g., musical, straight play), one of which is of substantial complexity
- Prepare and accompany students to individual and ensemble auditions/performances (e.g., district/state Traumbauer festival).