

INDEPENDENT SCHOOL DISTRICT NO. 601

FOSSTON, MINNESOTA

SUPPORT STAFF

TERMS AND CONDITIONS OF EMPLOYMENT

EMPLOYEE HANDBOOK

2023-2025

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PURPOSE

The purpose of this handbook or guide is to allow employees and management a tool that enables everyone the opportunity to understand and follow established practices and/or procedures.

INTRODUCTION

This Handbook contains information pertaining to support staff employment with Independent School District No. 601, Fosston (hereinafter “District”). The School Board at its discretion may change the information contained in this Handbook. Nothing in this Handbook establishes any form of contract between support staff and the District, nor does anything in the Handbook alter a support staff employee’s at-will employment relationship with the District.

Employment "at will" implies that the employee is employed at the discretion of the District. The School Board has the right to employ such personnel, as it deems desirable or necessary. By law there are no seniority rights. If an employee is not called back, the District will, at the end of the school year, inform the employee that his/her employment will be reduced or eliminated.

When changes occur to the information contained in this Handbook, the revisions will be issued to all non-certified employees.

DEFINITIONS

- a. Terms and Conditions of Employment: The term, “terms and conditions of employment,” means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or retirement benefits, other than District payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the District’s personnel policies affecting the working conditions of the employees. “Terms and conditions of employment” is subject to the provisions of Minnesota’s Public Employment Labor Relations Act (hereinafter “PELRA”). All terms and conditions of employment for employees, including hours of work, compensation, and fringe benefits, whether included in this Handbook or not, shall be set by the School Board.
- b. Regular Employees: The term, “regular employee,” means an employee, other than a bus driver, who works eleven (11) or twelve (12) months per year and at least eight (8) hours per day.
- c. School-Term Employees: The term, “school-term employee,” means an employee, other than a bus driver, who is not a full-time employee, but who works at least fourteen (14) hours per week and more than sixty-seven (67) days in any calendar year. School term employees work on student contact days, with one or two additional days for staff development. This category of employee includes para-educators, cooks, kitchen helpers, media center coordinators, health aides and other positions where duty days are limited to student contact days.

- d. Bus Driver: The term, “bus driver,” means an employee who is assigned to drive a District-owned bus or van for the purpose of regular transportation of students to and from school.
- e. District: For purposes of administering this Handbook, the word, “District,” shall mean the School Board or its designated representative(s).
- f. Step Advances: (SEE COMPARISON TABLE)
- g. Other Terms: Terms not defined in this Handbook shall have those meanings as defined by PELRA

INHERENT MANAGERIAL RIGHTS

The District has complete authority on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

All employees covered by this Handbook shall perform the duties and services prescribed by the School Board and shall be governed by School Board rules, regulations, directives, and orders, issued by properly designated officials of the District. The School Board may promulgate rules, regulations, directives, and orders from time to time as deemed necessary.

COMPENSATION AND EXPENSES

- a. Compensation: The compensation of support staff covered by this Handbook will be determined every other year by the School Board. Compensation for school term employees and other hourly staff is listed on the attached salary schedule for fiscal year 2024 and fiscal year 2025.
 - 1. Longevity Stipend: School term employees who have worked in the district for 15 plus consecutive years will be eligible to receive a longevity stipend. This will be separate from the employee’s regular payroll check and will be disbursed June 15 of each year.
 - \$500 for 15 – 19 years
 - \$750 for 20 - 24 years
 - \$1,000 for 25 plus years
 - 2. Custodians maintaining a 2nd class boilers license and above will be eligible for an additional \$0.50/hour.
 - 3. Compensation for exempt, salaried employees is based on the complexity of the position, the level of district (vs building) responsibilities, the level of independent work required, the level of training and experience required and possessed by the employee, and whether or not the position is in a supervisory role. Salaried staff compensation will be set through discussions with each of the employees every two years. Salaried staff

include the following positions: Buildings and Grounds Supervisor; Business Manager; Payroll/Human Resources/District Administrative Assistant; MAARS/HS Administrative Assistant; Transportation/HS Administrative Assistant; Technology Coordinator, District Office Administrative Assistant, ES Administrative Assistant.

4. School term Substitute Pay: Effective January 1, 2024, when a substitute is needed to cover work related duties for paraeducators, cooks, kitchen helpers, media center coordinators, health aides and other positions where duty days are limited to student contact days, compensation will be paid at a ½ day of \$55.00 or full day rate of \$110.00.

- b. Inclement Weather: In the event of a 2-hour late start, early release of students with school subsequently being closed for the remainder of the day or a full school day cancellation due to inclement weather, or other event beyond the control of the individual employee;
 1. Paraprofessionals, Media Specialists and Technology staff shall be entitled to their regular hourly compensation for lost time in the event of a 2-hour late start or early release of students due to inclement weather. Staff must be scheduled to work during the lost time.
 2. Paraprofessionals, Media Specialists and Technology staff have the option of using PTO, provided they have it available for lost time, for a full school day that is canceled due to inclement weather or other event beyond the control of the individual employee.
 3. Custodians and Kitchen staff shall be allowed up to 24 hours, per school year, to be used for 2-hour late starts, early release or weather-related cancellations. These 24 hours can only be used during the current year and will not carry over to the following school year. Custodians and Kitchen staff are allocated these hours as they are unable to work during E-learning days.
 4. It is the responsibility of staff to submit a Time off Request for any time needed for weather related time lost. Requests must be submitted within 3 business days to be paid for the time.
- c. Mileage: The District will reimburse employees for mileage, that has prior approval of the Superintendent, at the District rate. Employees are to use school vehicles when they are available and if the employee chooses to use their own vehicle, the District will reimburse for mileage at the Staff Development Rate, currently 0.36 cents mile round trip. Along with this the District will not pay for mileage incurred for employees going to and from work.
- d. Time Tracker is the current ISD #601 clocking system. Employee is to clock in when arriving at work in the area that the employee is working. The employee is also required to clock out for a 30-minute duty free lunch and then clock out at the end of the shift. If an employee forgets to clock in/out at any time, that employee is to complete a missed-punch form (available electronically) to have the time adjusted. It is the employee's responsibility to clock in and out as required.

Employee's should clock in and out no more than 5 minutes prior to starting and ending their shift.

- e. Overtime Hours: Overtime hours are not scheduled for any employees and need prior approval from the Superintendent. **No payment will be made for overtime without prior approval and will be considered comp time except in the case of emergency situations. School-Term employees will have the overtime paid out when occurred.**
- f. Differential Pay: Effective January 1, 2024, Custodians will receive differential pay of .50 per hour for time worked after 6 PM.

GROUP INSURANCE

- a. Health and Hospitalization Insurance:
 - 1. Regular employees will receive a fully paid single coverage health insurance policy for \$1,200 deductible. Family health insurance is available with the employee paying the premium cost difference of family and single.
 - 2. Employer Contributions to Health Reimbursement Arrangement (VEBA) for Regular Employees who are enrolled in the high deductible health plan: Employer will make a monthly contribution to the qualified employee's VEBA plan. This will be made on or before the last day of each month over the VEBA Plan year. All contributions on behalf of a VEBA Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan.
 - 2023-2024 Monthly Contribution of \$223.32
 - 2024-2025 Monthly Contribution of \$275.00
 - 3. Regular employees may choose the highest deductible plan offered by the district and may then direct district dollars above the cost of the premium towards their VEBA account.
 - 4. School-term employees shall receive a prorated sum based on the number of months/average hours to be applied toward the premium for the District's group health and hospitalization insurance plan according to the Affordable Care Act (ACA) guidelines.
 - 5. Bus drivers shall receive a prorated sum to be applied toward the premium for the District's group health and hospitalization insurance plan according to the Affordable Care Act (ACA) guidelines.
- b. Claims Against the District: The District's only obligation is to purchase an insurance policy and pay such amounts as noted in this Handbook, and no claims shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

- c. Termination of Employment: Upon termination of employment, all District contributions toward an employee's insurance premium shall cease.

SICK LEAVE

- a. Regular Employees will receive 15 sick days per year with a maximum of 120 days.
- b. Use: Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to personal illness, physical disability, or dental or medical care that could not be received at a time outside the employee's regular work schedule which prevented the employee's attendance and performance of duties on that day(s). Said sick leave may also be used for family medical issues such as children, parents, spouse, and or significant other. An employee may use his/her accumulated sick leave pursuant to M.S. 181.9413.
- c. Medical Certificate: The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness or disability, indicating such absence was due to illness or disability, in order to qualify for sick leave. Said medical certificate shall be furnished to the Superintendent, in the event three (3) or more consecutive days of sick leave-are taken. However, the final determination as to the eligibility of an employee for sick leave is reserved to the District.
- d. Deduction: Sick leave allowed shall be deducted from the accrued sick leave-days earned by the employee.
- e. Notification: Employees shall notify their immediate supervisor by submitting a Time off Request as soon as possible of their use of sick leave so that arrangements may be made to carry on the work. Time off Requests must be submitted within three (3) days of the date of leave.
- f. A regular employee, who has accumulated sick leave days to above the allowable maximum of 120 days, will have the option to convert unused sick leave days to personal leave-at a rate of 5 days sick = 1-day personal leave, up to a maximum of 3 additional personal leave. This converted leave does not carry over and must be used during the next fiscal year (beginning July 1). Personal leave obtained in this manner can only be gained and used in full days. Application must be made by June 30 to the district office in order to convert leave.

Example: 15 days carried over equals 3 personal days
10-14 days carried over equals 2 personal days
5-9 days carried over equals 1 personal day
0-4 days carried over equals 0 personal days
- g. Sick Leave Donations. An employee who is unable to work because of serious personal illness or disability and who has exhausted all accumulated paid sick

leave may be eligible to receive up to twenty (20) transferred disability days from fellow employees. The school district will require the employee to submit, prior to approval or disapproval, a district form, a medical certificate from a licensed physician verifying the serious nature of the illness or disability and the expected duration of the employee's condition. The district will then notify staff that a leave donation request has been made.

Employees with accumulated sick leave may voluntarily transfer up to 5 sick days leave to a fellow employee who has an immediate medical need, following the employee's request for leave donations. Staff wishing to donate leave will complete the "leave donation form" designating the number of days donated.

PTO

- a. School-Term Employees will receive PTO based on their daily hour's worked, maximum determined on daily hours scheduled.
 1. 9-month employees will accrue PTO based on their daily hours worked times 13.25.
 2. 10-month employees will accrue PTO based on their daily hours worked times 14.25.
 3. PTO will be allocated on July 1 of each year, or on the starting date at a prorated basis. If an employee leaves before actually earning the PTO given on July 1, the employee will not get paid for any unearned hours. If the employee uses the PTO and leaves before accrual, then the time will be deducted from the employee's last paycheck from the district.
 4. For School-Term Employees working fewer than 5 days per week, these benefits will be prorated based on the employee's percentage of full-time equivalency.

- b. Use: PTO shall be allowed:
 1. Whenever an employee's absence is found to have been due to vacation time, personal days, personal illness, physical disability, or dental or medical care that could not be received at a time outside the employee's regular work schedule which prevented the employee's attendance and performance of duties on that regularly scheduled day(s).
 2. During cancellation due to weather related events.
 3. Up to three (3) PTO days may be used during the Christmas/Holiday Break. This is the only situation where PTO may be used during an unscheduled work/school day. PTO days will be equal to the employees regularly scheduled school hours worked per day, not to include extra duties worked. It is the employee's responsibility to submit a Time Off Request for this use of PTO within three (3) days of the date of leave.
 4. PTO shall not be allowed during regularly scheduled non-work days or scheduled school year breaks, according to the current year School Calendar (see Christmas/Holiday break exclusion above).

- c. Medical Certificate: The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness or disability, indicating such absence was due to illness or disability, in order to qualify for PTO. Said medical certificate shall be furnished to the Superintendent, in the event three (3) or more consecutive days of PTO are taken. However, the final determination as to the eligibility of an employee for PTO is reserved to the District. * A Medical Certificate will be required if the employee has exhausted all available PTO.
- d. Deduction: PTO shall be deducted in increments of fifteen (15) minutes from the accrued PTO hours earned by the employee.
- e. Notification: Employees shall notify their immediate supervisor by submitting a Time off Request as soon as possible of their use of PTO so that arrangements may be made to carry on the work. Time off Requests must be submitted within three (3) days of the date of leave.
- f. PTO Donations. An employee who is unable to work because of serious personal illness or disability and who has exhausted all accumulated PTO may be eligible to receive up to twenty (20) transferred PTO days from fellow employees. The school district will require the employee to submit, prior to approval or disapproval, a district form, a medical certificate from a licensed physician verifying the serious nature of the illness or disability and the expected duration of the employee's condition. The district will then notify staff that a leave donation request has been made.

Employees with accumulated PTO may voluntarily transfer up to 5 PTO days (hours in days determined by employee donating) to a fellow employee who has an immediate medical need, following the employee's request for leave donations. Staff wishing to donate PTO will complete the "leave donation form" designating the number of days/hours donated.

WORKERS' COMPENSATION

- a. Pursuant to M.S. Chapter 176, an employee who, because of sickness or injury while in service to the District, is collecting workers' compensation benefits may only draw on the accrued sick leave/PTO the first 3 days of the employee off time. From that time on it is the employee's responsibility to submit the timecards showing the unpaid time to the employer workers' compensation carrier to be reimbursed.

OTHER LEAVES OF ABSENCE

- a. Bereavement Leave: Up to 5 days leave with pay shall be allowed per occurrence for a death in the immediate family. Immediate family shall be limited to father, mother, sister, brother, spouse or child. Up to three days leave with pay shall be allowed per occurrence for a death in the extended family. Extended family shall be limited to father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent or grandchild. Up to two days leave shall be allowed per year for the

death of a close family friend or relative. Bereavement Leave is stand alone and does not come off any other leave the district offers. In certain cases when the employee needs longer leave for a close family member, a request can be made to the Superintendent to extend the Bereavement Leave.

- b. Military Leave: Military Leave shall be granted pursuant to applicable law.
- c. Jury Duty: Employees required to serve on jury duty shall receive their regular salary for regular work time spent in such capacity. However, the employee is required to turn over to the District any per diem received as a result of serving on a jury. Monies received as expenses shall be kept by the employee.
- d. Personal Leave: Regular Employees will receive three (3) Personal days per year with the option of carrying over one (1) day. Personal leave should be requested in advance, with at least 3 days' notice.
- e. Emergency Leave:
 - 1. Other leaves may be granted by the Superintendent, without pay to the employee, at the absolute discretion of the Superintendent.
 - 2. Extended leave covered under the Family Medical Leave Act is approved at the discretion of the school board.
 - 3. Employees who are on an emergency leave may continue to maintain their membership in the District's health and hospitalization insurance plan for the duration of their unpaid leave. The employee is responsible for the entire premium amount which must be paid on a monthly date determined by the District.
 - 4. Employees will be required to submit a Medical Certificate to use emergency leave if all leave plans have been exhausted.

HOLIDAYS

- a. Paid Holidays: Regular Employees receive twelve (12) holidays in a year which consist of:
 - New Year's Day
 - President's Day
 - Easter (Observed Good Friday)
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the Friday following
 - Christmas Eve Day
 - Christmas Day
 - New Year's Eve
- b. School-Term Employees receive seven (7) holidays in a year which consist of:
 - New Year's Day

President's Day
Easter (Observed on Good Friday)
Thanksgiving Day and the Friday following
Christmas Eve Day
Christmas Day

- c. If school starts before Labor Day, school-term employees will receive Labor Day as a paid holiday.
- d. If school ends after Memorial Day, school-term employees receive Memorial Day as a paid holiday.
- e. Any Ten-Month Employees receive Memorial Day and Labor Day in addition to the seven (7) days listed above.
- f. When any of the above holidays falls on a Saturday, the preceding day shall be a holiday, and, when any of the above holidays falls on a Sunday, the following day shall be a holiday.
- g. The District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holidays which fall within the employee's vacation period shall not be counted as a vacation day.

VACATIONS

- a. Eligibility: This section shall apply to regular full-time employees only. All Regular Employees will receive 10 days' vacation on July 1 of each year, or on the starting date on a prorated basis. Starting the 11th year the employee will receive an additional day until a maximum of twenty (20) days. The employee must use the vacation time within eighteen months of receiving or the days will be lost. If an employee leaves before actually earning the vacation days given on July 1, the employee will not get paid for any unearned days. If the employee uses the vacation and leaves before accrual, then the time will be deducted from the employee's last paycheck from the district. Employees planning to take vacation must fill out a Time Off request form at least three (3) business days in advance.
- b. If at the end of a fiscal year a Regular Employee has vacation days remaining, the employee may sell the days back to the district at a 2 – 1 ratio. For example, if an employee has 8 vacation days left, the employee may sell the 8 days back to the district and will receive pay for 4 days. The employee must notify payroll by June 15 of each year of the intent to sell back vacation days. The number of days that may be sold back is capped at 10 annually.
- c. Resignation: Any employee that resigns or retires from the district must submit a letter to the board on resignation/retire date to receive any earned/unused vacation or comp time paid out to the employee.
- d. Utilization: Vacation/comp time may be utilized in increments of 15 minutes.

SEVERANCE

1. Upon retirement from the District, an employee with a minimum of ten (10) years of continuous, full-time service to the District is entitled to receive three 3.5 day's pay for each year with the District, provided the days are in the employee's sick leave or PTO account and the employee submits a letter of retirement. The severance from the employee sick leave will be paid directly to the employee's VEBA account.
2. Regular employees who have worked in the district for 3 or more years will be eligible to participate in a TSA match program up to 2.5% of the employee's salary. Participating staff must elect to participate by contributing.

PROBLEM SOLVING PROCEDURE

The channeling for problem-solving (procedure) shall be as follows:

1. Immediate supervisor,
2. Principal,
3. Superintendent,
4. School Board.

Problems presented directly to the School Board must be referred back through the proper channels.

Matters referred to the Superintendent or School Board shall be in writing and be specific to the problem, only.

CELL PHONES AND SOCIAL MEDIA

Cell phones should remain off/put away while working with children. Save the use of cell phones for personal breaks and lunch times. No information about students should be shared via your personal social media accounts. Pictures and posts may be routed through official channels in each building. It is strongly advised that you NOT become "friends" with students on social media; the exception being close relatives that also happen to be students (son, daughter, niece, nephew, etc). This is for the protection of employees and students. Additionally, problems that occur among employees should not be posted on your personal social media account. Use the above channels to resolve work issues.

CRIMINAL BACKGROUND CHECK

All new employees must have a criminal background check completed which is required by state and federal laws unless a check has been completed by another business or organization within the last year and is made available to the District. Cost of the background check will be paid by the district.

CONFIDENTIALITY

All employees of the District are working in a data sensitive situation. Therefore, confidentiality is of vital importance and data must not be discussed outside the school site, particularly, student and employee information. Any violation related to the discussion of data privacy information or other information is subject to disciplinary action that would include termination.

KEYS

Employees will receive keys for the building that are necessary to complete the jobs assigned. Keys issued to the employee are the sole responsibility of that employee and should not be given to anyone else. If damage occurs because of keys being lost or given to an individual it becomes the responsibility of that person. If locks need to be replaced because of lost keys an employee can be held liable for such costs.

DRESS CODE

School is a place of business. The appropriate dress is required for an employee of the School District, in order to maintain a business-like environment. No clothing that promotes or advertises tobacco, drugs, alcohol or etc. is allowed to be worn by employees. Clothing should cover undergarments. Those employees choosing not to wear appropriate dress will be subject to disciplinary action. A good rule of thumb is if you question whether or not it would be appropriate, more than likely it is not, and should not be worn to work.

HIRING AND RESIGNATION

A newly hired employee is responsible to completely and accurately fill out all materials necessary for employment including criminal background checks, payroll information, etc. Any medical condition that would prevent an employee from meeting the employment expectations must be reported to the immediate supervisor and administration. Any false information is grounds for disciplinary action or termination.

When a person resigns they are responsible to fill out the appropriate paperwork. They are eligible to maintain their current insurance and other benefits for a period of time in which the employee is responsible to investigate.

MANDATED REPORTING

All district employees are considered mandated reporters. In the event a student directly shares information with an employee that indicates that the student is experiencing neglect or abuse, the employee is responsible to make a written report directly to the appropriate agency (Polk County Social Services, Mahanomen County Social Services, etc.). Inform your supervisor of the completed report.

NOTICE OF ASSIGNMENT

All employees will receive a notice of assignment at the beginning of the school/fiscal year which verifies job title, classification (school term, etc). wage, number of hours per week and any other pertinent information regarding position. Employees will be expected to acknowledge receipt by signing and returning the notice of assignment.

All new employees will receive the notice of assignment upon their start date.

TENNESSEN WARNING

At times it may be necessary for our school to interview staff members regarding alleged employee misconduct. The information you provide will be used by the administration to determine the facts of the case and if any action should be taken. It is our expectation that

employees will provide information and cooperate with any investigations to help to ensure our employees maintain legal and professional standards. Staff members being interviewed in these situations have the right to be informed of: a) The purpose and use of the requested data; b) Whether the individual may refuse or is legally required to provide the data; c) Any known consequences from supplying/refusing to supply the data; and d) The identity of other persons or entities authorized by law to receive the data.

For additional information regarding the Tennessen Warning contact our School Superintendent or the Department of Employee Relations, State of Minnesota.

Conclusion

The information provided in this Handbook is to be used as a guide for employees. This is not a master agreement between the School District and the support staff employees.

Independent School District #601 – Fosston is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, national origin, sex/gender or disability.

Food Service / Assistant Cook				
STEP	STEP	BASE	2023-24	2024-25
4		42.24		
2		43.14		
3	1	14.06	14.90	15.80
4	2	14.98	15.88	16.83
5	3	15.90	16.85	17.87
6	4	16.83	17.84	18.91
7	5	17.75	18.82	19.94
	6	18.67	19.79	20.98

Head Cook				
STEP	STEP	BASE	2023-24	2024-25
4		44.62		
2		45.54		
3	1	16.47	17.46	18.51
4	2	17.39	18.43	19.54
5	3	18.31	19.41	20.57
6	4	19.24	20.39	21.62
7	5	20.16	21.37	22.65
	6	21.08	22.34	23.69

Custodian				
STEP	STEP	BASE	2023-24	2024-25
4		42.80		
2		43.72		
3	1	14.64	15.52	16.45
4	2	15.56	16.49	17.48
5	3	16.49	17.48	18.53
6	4	17.24	18.27	19.37
7	5	18.35	19.45	20.62
	6	19.27	20.43	21.65

Lead Custodian				
STEP	STEP	BASE	2023-24	2024-25
4		46.70		
2		47.62		
3	1	18.54	19.65	20.83
4	2	19.47	20.64	21.88
5	3	20.39	21.61	22.91
6	4	21.31	22.59	23.94
7	5	22.23	23.56	24.98
	6	23.15	24.54	26.01

Media Center and Technology Tech's				
STEP	STEP	BASE	2023-24	2024-25
4		43.55		
2		44.47		
3	1	15.39	16.31	17.29
4	2	16.31	17.29	18.33
5	3	17.24	18.27	19.37
6	4	18.16	19.25	20.40
7	5	19.08	20.22	21.44
	6	20	21.20	22.47

Paraprofessional				
STEP	STEP	BASE	2023-24	2024-25
4		42.67		
2		43.60		
3	1	14.52	15.39	16.31
4	2	15.44	16.37	17.35
5	3	16.36	17.34	18.38
6	4	17.29	18.33	19.43
7	5	18.21	19.30	20.46
	6	19.13	20.28	21.49

Bus Drivers			
	Base	2023-24	2024-25
Base Salary		1750.00	1850.00
Extra miles		12.00	12.00
EC Driver - Pd Hourly		20.00	20.00
Coach	.60 milage	.60 milage	
Coach Event Dr Stipend		20.00	20.00
Sub-short		55.00	55.00
Sub-long		66.00	66.00

Stipends / Salaries			
	BASE	2023-24	2024-25
Sub Dispatch	2,815.95	2,984.91	3,164.00
Athletic Dir	4,712.00	4,994.72	5,294.40
Testing Coord		2,000.00	2,000.00
Lunch Supvsr			
Activities Dir.	22,294.04		
Trans Dir.	10,200.00		

Notes:

Additional \$0.25/hr for Elementary Lead Cook

Additional \$0.50/hr for boiler license and/or necessary certifications for custodians-year one only

Additional \$0.50/hr for personal care/physical/emotional environment (level 4) for paraprofessionals

Regular Salaried Employees include: Buildings and Grounds Supervisor; Business Manager; Payroll/Human Resources/District Administrative Assistant; MAARS/HS Administrative Assistant; Transportation/HS Administrative Assistant; Technology Coordinator, District Office Administrative Assistant, ES Administrative Assistant.