

Wage Schedule

NON-EXEMPT (HOURLY) STAFF NOVICE PAY/ BASE PAY

Novice pay is the starting hourly rate. After six months of employment and a performance evaluation by the immediate supervisor indicating knowledge of tasks, training opportunities, and performance satisfaction, a recommendation can be made for a raise to base pay.

Reduced Benefit option allows an employee to voluntarily elect to receive a higher wage in lieu of reduced benefits as identified in Handbook, Part III

Benefit Opt Out option allows employees to voluntarily elect to receive a higher wage in lieu of benefits as identified in Handbook, Part III

Employee Group	Novice Pay	Base Pay	Reduced Benefit Option	Benefit Opt Out
Maintenance	\$15.00	\$15.25	\$18.25	\$22.25
Custodians	\$12.00	\$12.25	\$15.25	\$19.25
Housekeeping	\$10.00	\$10.25	\$13.25	\$17.25
Food Service – Cooks	\$10.10	\$10.35	\$14.50	\$19.25
Food Service – Computer/Server	\$9.25	\$9.50	\$13.75	\$18.00
Instructional Aides	\$10.10	\$10.35	\$14.50	\$19.25
Media Aides	\$10.20	\$10.45	\$14.60	\$19.35
Secretaries	\$10.20	\$10.45	\$14.60	\$19.00
Non-benefit Positions (<30 hours)	\$14.00	\$14.50		

SECTION 3. HOURS OF WORK AND WORK SCHEDULE

3.01 Letter of Appointment

Each employee shall be issued an annual letter of appointment that shall be consistent with, but subservient to, this *Handbook* and board policy, before the last student contact day of the school year. The letter of appointment shall identify the employee, the position(s) that the employee is employed for, the length of the work year, the length of the work day, and the pay rate for the position. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full reduction in force. In the case of a change of assignment the employee shall be provided with at least 10 calendar days' notice of the change of assignment, if practicable, as determined by the administration.

3.02 Regular Workday and Starting and Ending Times

A regular full-time workday is **seven and a half (7.5)** ~~eight (8)~~ hours, excluding lunch time. Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

3.03 Regular Work Week

A regular work week is forty (40) hours or less. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

3.04 Part-time Employees

A regular schedule of hours shall be prepared for part-time employees. Such schedule shall be made known to the affected employees.

3.05 Additional Hours and Overtime - Approval and Assignment

- A. **Approval:** In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community or District property.
- B. **Assignment:** Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. **Pay Rate for Overtime:** Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

Middle School Assistant Coach	9	\$918.00
TRACK - BOYS & GIRLS		
Varsity Head Coach	20	\$2,040.00
Varsity Assistant Coach	17	\$1,734.00
Varsity Assistant Coach	17	\$1,734.00
Varsity Assistant Coach	17	\$1,734.00
Middle School Head Coach	13	\$1,326.00
Middle School Assistant Coach	9	\$918.00
BASEBALL		
Varsity Head Coach	22	\$2,244.00
Varsity Assistant Coach	19	\$1,938.00
GOLF		
Varsity Head Coach	17	\$1,734.00
Varsity Assistant Coach	13	\$1,326.00
SOFTBALL		
Varsity Head Coach	22	\$2,244.00
Varsity Assistant Coach	19	\$1,938.00
Varsity Assistant Coach	19	\$1,938.00
CO-CURRICULAR		
Educators Rising	7	\$714.00
FBLA Head Advisor	7	\$714.00
FBLA Assistant Advisor	6	\$612.00
FCCLA Advisor	7	\$714.00
FFA Advisor	8	\$816.00
Assistant FFA Advisor	6	\$612.00
Newspaper Advisor	10	\$1,020.00
Pep Band Instructor	10	\$1,020.00
Show Choir Advisor	10	\$1,020.00
Show Band Advisor	9	\$918.00
Skills USA Advisor	7	\$714.00
Skills USA Ass't	6	\$612.00
EXTRA-CURRICULAR		
Annual Advisor	13	\$1,326.00
Annual Assistant Advisor	6	\$612.00
Cheerleading/Pom Pon/Dance Advisor - per season	5	\$510.00
Chess Team Advisor *	5	\$510.00
Drama Advisor	13	\$1,326.00
Assistant Drama Advisor	10	\$1,020.00
Musical Instrumental Director	5	\$510.00
Musical Vocal Director	5	\$510.00
Foreign Language Advisor	7	\$714.00
Forensics Advisor	11	\$1,122.00
Forensics Assistant Advisor	5	\$510.00
Madrigal Director	5	\$510.00
Math Team Advisor *	5	\$510.00
NHS Advisor - HS	5	\$510.00