

**2019-2021 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:  
COMMUNITY EDUCATION EMPLOYEES**

**Purpose.** This policy outlines the general terms and conditions of employment for Community Education employees (“employee” or “employees”) of Independent School District No. 191, Burnsville (“District” or “School Board”). This policy does not create an express or implied contract between any employee and the District. The School Board may modify this policy at any time, without prior notice, as the Board sees fit. The terms and conditions in this policy will remain in effect until the Board modifies this policy.

**Community Education Employees.** For purposes of this policy, individuals holding any of the following positions are deemed to be “Community Education employees”:

Coordinator Levels I, II, and III, Program Specialists, Program Supervisors, Program Associates, and Program Assistants.

This Policy does not apply to independent contractors who provide services to the School District’s Community Education Program.

**At-Will Employment.** The employees covered by this policy are employed on an at-will basis regardless of any statements, representations, procedures, or other policies that may be made or promulgated by the District or its agents or representatives. As a result, the District may discipline or discharge an employee as the District sees fit and for any reason that is not unlawful. The District is not required to show cause when disciplining or discharging an employee. Employees may resign from the District at any time and for any reason. This paragraph does not apply to any employee who is required to hold a license from the Minnesota Department of Education or the Minnesota Board of Teaching.

**Performance of Duties.** Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee’s job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct which conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.

**Assignment.** The annual, weekly and daily work schedule for Community Education employees shall be determined by the School District. Work schedules shall include the start and end times of a work day. Daily, weekly or annual work assignments are subject to modification by the School District. Employees who are assigned to work more than six (6) hours a day will be provided an unpaid duty-free lunch period of 1/2 hour.

- a. **Definitions. Full-Time Employees:** Full-time employees are employees assigned at the start of a fiscal year to work a minimum of 1,560 hours in a single position during the fiscal year (July 1 – June 30).

Part-Time Employees: Effective July 1, 2019, part-time employees are employees assigned at the start of a fiscal year with a base assignment schedule to work a minimum of 725 hours but less than 1,560 hours. Additional seasonal, substitute, or temporary assignment hours do not apply.

Seasonal, Substitute Or Temporary Employees: Effective July 1, 2015, employees who work an irregular, infrequent or on an “as-needed” basis or work a temporary or seasonal position for no more than 3 months for 724 hours or less in a single position or combination of positions during the fiscal year are casual, substitute or temporary employees.

- b. **Overtime.** Employees who hold a non-exempt position will receive one and one-half (1.5) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Vacation days, personal days, compensatory time, or sick leave and paid holiday hours will not be counted as hours worked when determining overtime obligations in a given week. Overtime must be pre-approved by the employee’s Director. Employees may elect compensatory time off in lieu of overtime pay, as mutually agreed upon between the employee and Director. Such election must be made on the date overtime is assigned/approved. If compensatory time is elected, the employee must specify the date(s) that the compensatory time will be taken, and such date(s) must be within the same pay period or if sufficient time does not exist within the same pay period, no later than the end of the following pay period. Beyond the basic duty day, all employees may be required to attend and participate in meetings and school-sponsored events and activities.
- c. **Modification of assignment.** The Executive Director of Human Resources may reassign an employee or modify an employee’s assignment at any time and for any reason. In addition, the Executive Director of Human Resources may modify an existing job description for an employee’s position or create a new job description at any time.
- d. **Temporary Assignments.** A Community Education employee who temporarily replaces an employee in a higher Pay Grade for an assignment of 30 or more consecutive working days, shall be paid the wage for the higher Pay Grade retroactive to the first day of the assignment. The step level of the employee shall not be changed (increased or decreased) during a temporary assignment.

**Individual Contracts.** In accordance with Minnesota law, the District will issue an individual contract to each employee who is required to hold a license from the Minnesota Department of Education or the Minnesota Board of Teaching.

**Compensation.** The Board will determine the compensation of each employee covered by this policy. For the 2019-2020 school year and the 2020-2021 school year, the Board will set wages for employees in Wage Schedules A and B of this Policy. Wages for casual, substitute or temporary employees is set forth in Wage Schedule C of this Policy.

**Step Placement/Advancement.**

- a. The Step levels (Steps 1 through 7) of Wage Schedules A and B of this Policy shall apply only to full-time and part-time employees. New hires or employees who are assigned to a different position shall be placed at an initial step level, as determined by the School District, based on the employee's background and experience.
- b. Full-time and part-time employees covered by Wage Schedule A and B shall be eligible for step advancement, as determined by the School District, based on assessment of the employee's performance. Step advancement shall be determined on July 1 of each fiscal year. Employees hired prior to January 1 shall be eligible for step advancement on July 1. Employees hired after January 1 shall not be eligible for step advancement until July 1 of the following calendar year.

**Additional Compensation.**

- a. Beginning July 1, 2015, employees who successfully complete ten (10) years of consecutive years of service in the Community Education Department as a full-time or part-time employee, as defined in this Policy, shall receive an additional \$1.00 per hour above their hourly base rate of pay. Employees who successfully complete fifteen (15) consecutive years of employment in the Community Education Department as a full-time or part-time employee, as defined in this Policy, will receive an additional \$1.50 per hour above their hourly base rate of pay. Employees who successfully complete twenty (20) years of consecutive years of service in the Community Education Department as a full-time or part-time employee, as defined in this Policy, shall receive an additional \$2.00 per hour above their hourly base rate of pay.
- b. Effective July 1, 2015, full-time and part-time employees, as defined in this Policy, who received longevity pay prior to July 1, 2015 shall continue to accrue longevity credit without loss of previous experience. Individuals that did not receive longevity pay will accrue credit beginning July 1, 2015.
- c. Effective July 1, 2011, seasonal, substitute or temporary employees, as defined in this Policy, who were employed prior to July 30, 2005 and who have successfully completed ten (10) years of consecutive years of service in the Community Education Department, shall receive an additional \$1.00 per hour above their hourly base rate of pay. Employees who have successfully completed fifteen (15) consecutive years of employment in the Community Education Department, will receive an additional \$1.50 per hour above their hourly base rate of pay.

**Daily Rate of Pay.** In the event the District needs to determine a daily rate of pay for an employee, the employee's annual salary will be divided by the number of duty days assigned to the employee.

**Holidays.** In the absence of an emergency or a change in the school calendar, employees are not expected to work on the following holidays:

- |                       |                              |
|-----------------------|------------------------------|
| 1. New Year's Eve Day | 6. Thanksgiving Day          |
| 2. New Year's Day     | 7. Day after Thanksgiving    |
| 3. Memorial Day       | 8. Christmas Eve Day         |
| 4. Independence Day   | 9. Christmas Day             |
| 5. Labor Day          | 10. One (1) Floating Holiday |

Holiday pay applies to 261 day, full-time employees. Holiday pay shall be prorated for full-time employees who are assigned less than an eight hour work day. Floating Holiday must be approved by supervisor prior to taking. Part-time and seasonal, substitute or temporary employees shall not be entitled to paid holidays.

**Insurance Benefits.** As described below, the District will contribute toward the cost of the premium for certain types of insurance for full-time employees who otherwise qualify for and enroll in the insurance policy, plan, or program. The District will select the insurance policies, plans, and programs. To the extent permitted by law, upon separating from employment with the District a former employee may continue to participate in a group health insurance plan, but such participation will be at the former employee's sole expense.

- a. **Single Health and Hospitalization Insurance.** The District will contribute an amount equal to 95% of the composite premium for an eligible employee who enrolls in the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$1,000 shall be redirected to the employee's HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- b. **Dependent Health and Hospitalization Insurance.** The District will contribute an amount equal to 70% of the composite premium for an eligible employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 shall be redirected to the employee's HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction. Effective July 1, 2019 this plan will only be available to employees currently enrolled in the plan prior to July 1, 2019.
- c. **Dental Insurance.** The District will pay the equivalent of 100% of the premium for single insurance toward either single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.

- d. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of twenty thousand dollars (\$20,000) for each full-time employee who qualifies for life insurance.
- e. **Long-Term Disability (LTD) Insurance.** Income Protection coverage will be provided each full-time employee at District expense. Disability pay will be governed by the policy in effect. After a Community Education employee has been ill or disabled for the qualifying period identified in the plan, the employee may use sick leave on a .33 fractional basis, together with the income protection plan. Twenty (20) full sick days per eligible illness may be used in this manner, provided the employee has sufficient accumulated days.
- g. **Disclaimer.** No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change in the discretion of the School Board. The eligibility any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

**Personal Time:** Personal Time applies to full-time employees. An employee may take up to two (2) days of paid personal leave each school year. The employee must obtain permission from his/her supervising administrator to take personal leave on a given day. The supervising administrator may deny any request for personal leave at a given time based upon the administrator's assessment of the needs of the District. Days of personal leave do not accumulate and will be forfeited if they are not used. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of personal leave.

**Sick Leave.** Each full-time employee will earn sick leave at the rate of thirteen (13) days per school year and may accumulate a maximum of 60 days of sick leave. Part-time employees will earn sick leave on a prorated basis. An employee's use of sick leave is subject to the following conditions:

- a. The Superintendent may allow an employee to use up to five days of annual sick leave in advance of the monthly accrual, but the advance of sick leave will be deducted from subsequent accrual in that year. Any absences due to illness that are in excess of the employee's accumulated sick leave and annual accrual will be without pay.
- b. An employee may use accumulated sick leave whenever he/she is absent due to illness or a serious health condition that prevents his/her attendance or the performance of his/her job duties; to care for a sick or injured child who is eighteen years of age or younger; and for any other reason expressly permitted by state or federal law. An

employee may use up to five (5) days of accumulated sick leave to care for a spouse who is suffering from an illness or serious health condition. In addition, an employee may use up to one (1) day of accumulated sick leave per school year to attend the funeral of an individual who is not in the employee's immediate family. Sick leave may not be used to conduct personal business.

- c. If the employee reports being absent due to illness or serious health condition, the District may require the employee to provide a certification from a qualified physician stating that the absence was due to an illness or a serious health condition. The District will make the final determination as to whether the employee is entitled to receive sick leave for a given absence.
- d. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of accumulated sick leave.
- e. Effective July 1, 2015, an employee who as of July 1 has accumulated leave time in excess of two hundred and eighty (280) hours determined as of June 15th of the same tax year, and has taken one (1) or less leave days in the concluding fiscal year shall have sufficient leave days converted at the rate equal to three hundred dollars (\$300) which shall be contributed to an active ISD 191 approved 403(b) plan by the July 15th payroll.

An employee who as of July 1 has accumulated leave time in excess of two hundred and eighty hours (280) hours determined as of June 15th of the same tax year, and has taken more than 1 leave day up to three (3) leave days in the concluding fiscal year shall have sufficient leave days converted at the rate of equal to one hundred fifty dollars (\$150) which shall be contributed to an active ISD 191 approved 403(b) plan by the July 15th payroll.

An employee that takes more than three (3) leave days during the measurement period is not eligible for the conversion of leave days to a 403(b) contribution.

"Leave days" include all absences except Vacation, Bereavement and paid days substituted for unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), as amended.

Effective July 1, 2015 the conversion rate for leave days shall be fifty dollars (\$50) per day.

**Bereavement Leave.** An employee may take up to five (5) days of paid bereavement leave per year for any death(s) that occurs in the employee's immediate family. For purposes of this Agreement, "immediate family" includes a spouse, children, parents, siblings, grandparents, grandchildren, and in-laws (mother-in-law, father-in-law, son-in-law, brother-in-law, and sister-in-law). The Executive Director of Human Resources may, in his/her sole discretion, grant up to ten (10) additional days of

bereavement leave per school year for reasons such as multiple deaths in the immediate family and out-of-state funerals.

**Vacation.**

- a. **Eligibility.** Vacation pay applies to 261 day, full-time employees. Employees scheduled to work less than 261 days, part-time and casual, substitute or temporary employees are not eligible for paid vacation.
- b. **Vacation Accrual and Use.** Ten (10) paid vacation days shall be credited to each eligible employee at the beginning of each fiscal year (July 1). A vacation day shall be paid in an amount equivalent to the hours of an employee's assigned work day. Vacation leave must be scheduled in advance with the employee's immediate supervisor. Vacation leave credited to an employee must be taken during the same fiscal year, or within the following twelve (12) months, or it is forfeited.
- c. **Additional Vacation Leave.** Eligible employees at Pay Grade 4 and above shall be credited with additional paid vacation leave each fiscal year as follows: eight (8) hours of paid vacation leave multiplied by the employee's consecutive years of employment with the Community Education Department, up to a maximum of an additional 64 hours of vacation leave in a fiscal year. Under no circumstances may an employee's paid vacation leave exceed 18 days.
- d. **Termination.** If an employee leaves the district in good standing, the employee shall be paid for unused vacation leave prorated by the actual time worked in the fiscal year of termination. If on the date of termination the employee has taken more vacation leave than his/her prorated vacation leave, he/she shall be required to pay the difference back to the District.

**Parental Leave.** Full-time and part-time employees may apply for an unpaid parental leave. Such applications must be submitted to the Executive Director of Human Resources, and leaves may be granted solely at the discretion of the School Board. The terms of unpaid parental leaves are as follows:

- a. A parental leave of absence may be granted for a period of time immediately subsequent to the birth of an employee's child, or in the case of adoption, for a period of time immediately after a child is physically placed with the employee.
- b. Under no circumstances will unpaid parental leave be granted pursuant to this Section unless the employee applies at least two (2) calendar months prior to the estimated date of the child's birth or adoption.
- c. The length of an unpaid parental leave pursuant to this Section is at the discretion of the School District. An employee may apply to extend a parental leave of absence; however, under no circumstances will a parental leave of absence exceed two (2) fiscal years. Employees on unpaid parental leave of absence pursuant to this Section shall be

eligible to continue coverage under the School District's group health/dental insurance plans, if the employee would otherwise be eligible as an active employee, subject to the limitations of the insurance carrier and COBRA. The employee shall be responsible for the full cost of premiums during continued participation in the School District's group health insurance plans during a parental leave of absence.

- d. Employees on unpaid parental leaves of absence pursuant to this Section shall not receive step advancement or any other increase in wages during the period of their leave, nor shall the period of the leave of absence be counted toward eligibility for longevity pay under the applicable Wage Schedule.

**Jury Duty.** An employee who is called for jury duty will be reimbursed for the difference between the amount paid for serving on the jury and the employee's regular salary during the period of service. To the extent possible, employees will be expected to report or otherwise perform their regular duties when temporarily excused from attending court.

**Other Types of Leave.** To the extent required by law, the District will grant other types of leave. In addition, the School Board may, in its discretion, grant additional types of leave that are not required by law.

**Emergency Dismissal.** If a Community Education employee is notified not to report to work due to inclement weather or an emergency situation, he/she shall not be paid for that work day(s). If a Community Education employee is dismissed during a work day by authority of the Executive Director of Human Resources, he/she shall be paid wages for actual time worked up to the time of notification of dismissal. Notification that school is cancelled or delayed for children is NOT notification that Community Education employees are excused from work, and they are expected to report to work unless otherwise directed by the Executive Director of Human Resources or his/her designee.

**Expense Reimbursement.** The District will reimburse employees for mileage and reasonable expenses of job related activities. Employees may be given time to participate in professional conferences and seminars, and will be reimbursed for reasonable expenses associated with attending such conferences and seminars, provided that the conference or seminar was approved in advance by the supervising administrator or the Superintendent. To obtain reimbursement, employees must submit the required forms in accordance with School Board policy.

**Flexible Benefit Plan.** The District has established a Flexible Benefit Plan under IRS Code 125. Regulations and procedures are available in the Human Resources Office. A School Board policy and accompanying regulations have been developed and will be updated annually to comply with IRS Regulations.

**Matching Contribution Eligibility.** Employees may participate in a tax- sheltered annuity pursuant to United States Public Law No. 87-370, Minnesota Statutes section 123B.02, subdivision 15, and School District policy. To the extent permitted by federal and state law, including Minnesota Statutes section 356.24, the District will match up to \$500.00 per year to an approved Minnesota deferred compensation program for an employee who has completed one year of service with the District. Part-



time employees will receive a pro-rated contribution to a Minnesota deferred compensation program based on their F.T.E. equivalency as of July 1.

- a. **Employees on Leave.** An employee on an unpaid leave of absence is not eligible to participate in the plan.
- b. **Plan Year Begins July 1.** The annual year for the School District contributions is July 1 through June 30. Changes in District matching amounts must occur on July 1 of each year.
- c. **Employee Application.** Employees must apply to participate in the eligible TSA plan by July 1 for upcoming school year. Once an eligible employee elects to participate in the TSA investment program, the election will remain in effect for that school year and for each subsequent year unless modified by the employee.
- d. **Compliance with Federal and State Laws.** The plan is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b).
- e. **Enrollment Limited to Participating Companies.** Tax sheltered annuity purchases will be limited to companies approved by the District.
- f. **Maximum District Contribution.** The amount the District contributes to an employee's matching TSA plan may not exceed thirty thousand dollars (\$30,000) during the employee's entire period of employment with the District.

**Section 457 Plan.** Employees are eligible to participate in Section 457 deferred compensation plans, subject to applicable state and federal law. Elective deferrals must be with vendors approved by the School District and on file with the Office of Human Resources. The School District shall not make matching contributions to a Section 457 Plan.

**Independent School District No. 191 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.**

**CHILD CARE PROGRAMS**  
 READY TO GROW, READY TO LEARN, PROJECT KIDS  
 261 DAY FULL AND PART-TIME EMPLOYEES

**Effective July 1, 2019**

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	CCP Coordinator III	\$24.20	\$25.85	\$27.50	\$28.70
7	CCP Coordinator I	\$19.35	\$21.00	\$22.25	\$23.45
6	CCP Supervisor	\$14.45	\$15.50	\$16.80	\$17.55
5	CCP Associate	\$13.10	\$14.05	\$15.05	\$15.90
4	CCP Assistant	\$10.00	\$10.85	\$11.25	\$11.85

**Effective July 1, 2020**

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	CCP Coordinator III	\$24.45	\$26.10	\$27.75	\$28.95
7	CCP Coordinator I	\$19.55	\$21.20	\$22.45	\$23.65
6	CCP Supervisor	\$14.60	\$15.65	\$16.95	\$17.70
5	CCP Associate	\$13.25	\$14.20	\$15.20	\$16.05
4	CCP Assistant	\$10.10	\$10.95	\$11.35	\$11.95

**CHILD CARE PROGRAMS**  
 READY TO GROW, READY TO LEARN, PROJECT KIDS  
 200 DAY FULL AND PART-TIME EMPLOYEES

**Effective July 1, 2019**

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	CCP Coordinator III	\$24.20	\$25.85	\$27.50	\$28.70
8	VPK Coordinator II	\$20.95	\$22.45	\$23.95	\$24.95
6	CCP Supervisor	\$14.45	\$15.50	\$16.80	\$17.55
5	CCP Associate	\$13.10	\$14.05	\$15.05	\$15.90
4	CCP Assistant	\$10.00	\$10.85	\$11.25	\$11.85

**Effective July 1, 2020**

Pay Grade	Title	Step 1/2	Step 3/4	Step 5/6	Step 7
9	CCP Coordinator III	\$24.45	\$26.10	\$27.75	\$28.95
8	VPK Coordinator II	\$21.20	\$22.70	\$24.20	\$25.20
6	CCP Supervisor	\$14.60	\$15.65	\$16.95	\$17.70
5	CCP Associate	\$13.25	\$14.20	\$15.20	\$16.05
4	CCP Assistant	\$10.10	\$10.95	\$11.35	\$11.95

**PART DAY EARLY CHILDHOOD PROGRAMS**  
 PRESCHOOL, PREKINDERGARTEN AND ECFE SUPPORT  
 208 DAY FULL AND PART-TIME EMPLOYEES

**Effective July 1, 2019**

<b>Pay Grade</b>	<b>Title</b>	<b>Step 1/2</b>	<b>Step 3/4</b>	<b>Step 5/6</b>	<b>Step 7</b>
8	<b>VPK Coordinator II*</b>	\$20.95	\$22.45	\$23.95	\$24.95
5	<b>EC Associate</b>	\$13.10	\$14.05	\$15.05	\$15.90

**Effective July 1, 2020**

<b>Pay Grade</b>	<b>Title</b>	<b>Step 1/2</b>	<b>Step 3/4</b>	<b>Step 5/6</b>	<b>Step 7</b>
8	<b>VPK Coordinator II*</b>	\$21.20	\$22.70	\$24.20	\$25.20
5	<b>EC Associate</b>	\$13.25	\$14.20	\$15.20	\$16.05

**PART DAY EARLY CHILDHOOD PROGRAMS**  
**(PRESCHOOL, PRE-KINDERGARTEN AND ECFE SUPPORT)**  
 PRESCHOOL, PREKINDERGARTEN AND ECFE SUPPORT  
 184 DAY FULL AND PART-TIME EMPLOYEES

**Effective July 1, 2019**

<b>Pay Grade</b>	<b>Title</b>	<b>Step 1/2</b>	<b>Step 3/4</b>	<b>Step 5/6</b>	<b>Step 7</b>
8	<b>VPK Coordinator II*</b>	\$20.95	\$22.45	\$23.95	\$24.95
5	<b>EC Associate</b>	\$13.10	\$14.05	\$15.05	\$15.90

**Effective July 1, 2020**

<b>Pay Grade</b>	<b>Title</b>	<b>Step 1/2</b>	<b>Step 3/4</b>	<b>Step 5/6</b>	<b>Step 7</b>
8	<b>VPK Coordinator II*</b>	\$21.20	\$22.70	\$24.20	\$25.20
5	<b>EC Associate</b>	\$13.25	\$14.20	\$15.20	\$16.05

\*VPK Coordinator II rates may be impacted pending renewal of VPK grant and funding. If the grant expires or funding is no longer available the rates will revert to the identified amounts in Schedules A and B.

**RATE SCHEDULE A  
FOR FULL AND PART-TIME EMPLOYEES**

**Effective July 1, 2019**

<b>Pay Grade</b>	<b>Title</b>	<b>Step 1/2</b>	<b>Step 3/4</b>	<b>Step 5/6</b>	<b>Step 7</b>
9	<b>Community Ed Coordinator III</b> • Youth Services	\$24.20	\$25.85	\$27.50	\$28.70
8	<b>Community Ed Coordinator II</b> • Gifted/Talented Institute	\$20.95	\$22.45	\$23.95	\$24.95
7	<b>Community Ed Coordinator I</b> • Pool Coordinator	\$19.35	\$21.00	\$22.25	\$23.45
6	<b>Community Ed Supervisor</b> • Water Safety Instructor	\$14.45	\$15.50	\$16.80	\$17.55
5	<b>Community Ed Associate</b> •	\$13.10	\$14.05	\$15.05	\$15.90
4	<b>Community Ed Assistant</b> • Lifeguard • Deck Guard • Water Safety Aide • Youth Services	\$10.00	\$10.85	\$11.25	\$11.85

**RATE SCHEDULE B  
FOR FULL AND PART-TIME EMPLOYEES**

**Effective July 1, 2020**

<b>Pay Grade</b>	<b>Title</b>	<b>Step 1/2</b>	<b>Step 3/4</b>	<b>Step 5/6</b>	<b>Step 7</b>
9	<b>Community Ed Coordinator III</b> • Youth Services	\$24.45	\$26.10	\$27.75	\$28.95
8	<b>Community Ed Coordinator II</b> • Gifted/Talented Institute	\$21.20	\$22.70	\$24.20	\$25.20
7	<b>Community Ed Coordinator I</b> • Pool Coordinator	\$19.55	\$21.20	\$22.45	\$23.65
6	<b>Community Ed Supervisor</b> • Water Safety Instructor	\$14.60	\$15.65	\$16.95	\$17.70
5	<b>Community Ed Associate</b> •	\$13.25	\$14.20	\$15.20	\$16.05
4	<b>Community Ed Assistant</b> • Lifeguard • Deck Guard • Water Safety Aide • Youth Services	\$10.10	\$10.95	\$11.35	\$11.95

**RATE SCHEDULE C  
FOR SEASONAL, SUBSTITUTE AND TEMPORARY EMPLOYEES**

**Effective July 1, 2019 - June 30, 2021**

<b>Pay Grade</b>	<b>Title</b>	<b>Hourly Wage</b>	
		<b>7/1/2019</b>	<b>7/1/2020</b>
9	<b>Coordinator III</b>	\$24.20	\$24.45
8	<b>Coordinator II</b>	\$20.95	\$21.20
7	<b>Coordinator I</b>	\$19.35	\$19.55
6	<b>Supervisor</b>	\$14.45	\$14.60
5	<b>Associate</b>	\$13.10	\$13.25
4	<b>Assistant</b>	\$10.00	\$10.10