

OFF SCHEDULE

CATEGORY- SUPPORT

For July 1, 2022- June 30, 2025

(Less than 260 day employees – September 1, 2022 – August 31, 2025)

PROFESSIONAL GROWTH STIPEND

Staff will receive the following stipend for continued education in an accredited institution in business, or in education, or in a field specifically related to the employee's position or in a subject or a service area provided by the district that would be applicable under the state certification process. Employees new to the school district, and/or employees who have attained professional growth in the past year, must have completed a minimum of six months in their current position to be eligible. The employee eligible for the stipend will be limited to the amount associated with their highest attained certificate/degree. This stipend is paid in June.

Associates of Arts Degree – \$350.00
Certification in Specific Field - \$350.00
Bachelor Degree - \$600.00
Master's Degree - \$800.00
Doctorate/PhD - \$1,000.00

SALARY AND STEP INCREASE

Each Off Schedule position has a 7-step salary schedule. The employee is moved up a step at the beginning of the contract year. (July 1 for 260-day employees, and Sept 1 for less than 260 day employees) Two longevity steps are also included, an additional 1.5% at 16 years and an additional 1% at 21 years of service.

Salary increases

2022-23 - IPD (5.5%)
2023-24 - IPD
2024-25 - IPD

HOLIDAYS (Less than 260 day employees receive no holidays)

13 holidays include the following:

New Year's Day
The day before or after New Year's
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day

Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
The day before or after Christmas

VACATION

260 day employees

12 Vacation days at end of first year (prorated). Additional one day per year up to 21 maximum days. Employees hired prior to December 31st will earn 13 days of vacation in their second contract year. Those hired after December 31st will earn 12 days of vacation in their second contract year.

Employees with a start date after the 1st of the month will earn 1 vacation day for that month if they work the majority of the days. Otherwise, no vacation is earned the first month.

Full Time 260 Day Off-Schedule Employees will accrue one vacation day a month equivalent to their contract hours per day. After three months of service the employee may request to use accrued vacation time subject to Manager approval.

Less than 260 day employees receive no vacation.

VACATION CARRYOVER

5 Vacation days may be carried over to December 31st. 5 days may be cashed out.

PERSONAL DAYS

3 personal days per year. One can be carried over to a maximum of four. Three personal days can be cashed out at 100% at end of contract year.

Less than 260 day employees may bank personal days up to 6 personal days, to be taken consecutively.

SICK LEAVE

12 days annual (prorated for less than 260 day employees) to be accumulated up to 180 days for purposes of sick leave cash out or an amount not in excess of on year for sickness.

MILEAGE

Paid for approved travel

INSURANCE

Effective January 1, 2020, all insurance; including medical, dental, vision, life, disability, etc., will be administered through the SEBB Program and be subject to coverage allowed under that program.