

**ORANGE COUNTY
BOARD OF EDUCATION
AGENDA ITEM ABSTRACT**

Meeting Date: September 24, 2012

**AGENDA
ITEM No. 12-09-(2)-15
ACTION ITEM: (Y/N) N**

SUBJECT: Human Resources/Personnel Work Session

INFO. CONTACT Dr. Marcie Holland

PHONE: 919-732-8126

- ATTACHMENT:**
1. General Overview of Benefits
 2. Benefits Summary Table
 3. Benefits and Employment Policy Manual Table of Contents
 4. New Hire Benefits Packet
 5. Full-Time Personnel Report (SS-200) 2011-12
 6. Beginning Teacher Support Program/Mentor Program Information
 7. Various State Salary Schedules
 8. Orange County Schools' Classified Employees' Salary Classifications
 9. Local Salary Supplement Chart

PURPOSE: The purpose of this item is to provide the Board of Education an opportunity to hear about and discuss the benefits available to Orange County Schools' employees.

BACKGROUND: Orange County Schools' employees receive benefits through state, federal, and local funding sources. As public school employees, the majority of benefits such as leave, health insurance, retirement, etc. are the same as those that are provided for all other public school employees and state employees. Other benefits are specific to Orange County Schools including 'cafeteria benefits' such as dental insurance, vision insurance, supplemental life insurances, flexible spending account for health costs, supplemental retirement plan options, cancer insurance, disability insurance, and life insurance. Additionally, eligible Orange County Schools' employees have a \$5,000 life insurance policy coverage paid by the district.

The attached table provides a one page synopsis of the State benefits available to employees based on the individual's employment status. Details regarding each of these are provided in the *Benefits and Employment Policy Manual* available online through the Orange County Schools' website.

The General Overview of Benefits is a summary document prepared by staff to highlight the major points of each benefit available to school system employees. The full details of each are provided in other documents also included in the Board's materials, most of which are in the New Hire Benefits Packet. In the New Hire Benefits Packet, which is provided for every new permanent part-time and full-time employee, there are several documents that detail all of the benefits offered to our employees. Several documents from this packet will be referenced and reviewed with the Board during the presentation.

The Full-Time Personnel Report is provided to show the number of full-time equivalent positions in the Orange County Schools' district in October, 2011. This is a required state report that is completed in

continued

October each year and submitted to the NC Department of Public Instruction. At the time of this presentation for the Board, the school district employs 1,070 full-time, part-time, and hourly employees.

The Beginning Teacher Support Program/Mentor Program information provided is to outline the additional support provided as a benefit for our beginning teachers. The Beginning Teacher Support Program is required by State Board of Education Policy, but the specific format of the program is determined by each individual school system. Dr. Mark Dickerson, Human Resources Coordinator, oversees the program for Orange County Schools.

Several state salary schedules are provided as examples. The Orange County Schools' Classified Employees' Salary Classifications are provided. Also, the Local Salary Supplement Chart is provided which shows the amount each type of position receives as a local salary supplement. The Local Salary Supplement is paid to every permanent full-time and part-time employee, regardless of the funding source for the base salary. In 2011-2012, the school system spent \$3,984,683.93 in local supplements.

Finally, staff will refer to and demonstrate tools and other important website links available through the Orange County Schools' website at <http://www.orange.k12.nc.us/HR/employment.html>.

FINANCIAL IMPACT: Benefits such as health insurance, retirement contributions and liability insurance are provided by the state for state-paid employees. Likewise, federal monies are used to cover these costs for federally-funded employees. In 2011-2012, the school system spent \$3,394,592.03 to cover the same costs for locally-paid employees. Salaries and benefits constitute 85% of the Orange County Schools' budget.

RECOMMENDATION: The Superintendent recommends the Board of Education receive and discuss this report and provide direction to staff as needed.

General Overview of Benefits

State Benefits

1. Teachers' and State Employees' Retirement System (TSERS)
 - a. Automatic membership
 - b. Employee contributions – 6%; Employer contributions – 14.23%
 - c. Monthly payments at retirement based on salary, age, and years of credit; may be unreduced (full) or reduced (partial)
 - d. Disability Income Plan (Short Term Disability; Long Term Disability)
 - e. Survivor monthly income if member dies in active service with 20 years of service credit or after age 60 with 5 or 10 years of service credit (August 1, 2011 change)
 - f. Death benefit paid to beneficiary if member dies after 1 year of membership
2. State Health Plan
 - a. Two PPO (Preferred Provider Organization) Options
 - i. Basic 70/30 Plan – higher copays, coinsurance and deductibles; reduced premiums (Example: Benefit Year Deductible - \$933/individual; \$2,799/family)
 - ii. Standard 80/20 Plan – lower copays, coinsurance and deductibles; higher premiums and coverage level (Example: Benefit Year Deductible - \$700/individual; \$2,100/family)

Coverage Types	Basic 70/30			Standard 80/20			State Monthly Contribution
	Employee Monthly Premium	Dependent Monthly Premium	Total Monthly Contribution	Employee Monthly Premium	Dependent Monthly Premium	Total Monthly Contribution	
Employee	\$ 0		\$ 0	\$ 22.76	\$ 0	\$ 22.76	\$ 432.66
Employee + Child(ren)	\$ 0	\$ 198.06	\$ 198.06	\$ 22.76	\$ 263.40	\$ 286.16	\$ 432.66
Employee + Spouse	\$ 0	\$ 510.32	\$ 510.32	\$ 22.76	\$ 606.88	\$ 629.64	\$ 432.66
Employee + Family	\$ 0	\$ 543.54	\$ 543.54	\$ 22.76	\$ 643.42	\$666.18	\$ 432.66

Note: These rates are for 12-month employees; 10-month employees' rates are higher per month.

3. Longevity - Permanent full-time and part-time employees receive an annual longevity payment after completing 10 years of qualifying state service. (10-14 years = 1.5%; 15 – 19 years = 2.25%; 20 – 24 years = 3.25%; 25+ years = 4.5%) It is paid yearly on the employee's anniversary date (initial hire date in any qualifying position).
4. Holidays – School system employees observe the same holidays that all State employees observe. For 12-month employees, there are 11 or 12 paid holidays each year. (New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas)
5. Leave Benefits - Annual, Sick, Extended Sick (classroom teachers only), Voluntary Shared, Personal (classroom teachers only), Family-Medical Leave, Military, etc. When an employee is absent from work for 5 or more consecutive days, other than for normal sickness such as a cold or flu, we require them to complete paperwork to document their leave time. This is required by the Family Medical Leave Act as we are required to document whether or not a leave is FMLA-qualifying or not. We are providing the

following data regarding the number of requests for leave our department processed last school year, as well as the number we have processed so far this school year.

- a. 2011-12 Leave of Absence Data
 - i. Parental/Medical = 61
 - ii. Educational = 2
 - iii. Disability (Short Term and Long Term) = 4
- b. 2012-13 Leave of Absence Data (as of September 17, 2012)
 - i. Parental/Medical = 11
 - ii. Educational = 3
 - iii. Disability (Short Term and Long Term) = 3
- 6. Professional Liability Insurance Protection – A free policy that covers all employees and volunteers acting under the direction of the educational institution with excess liability coverage above what is provided by the school system. (Approved by the NC Legislators in July 2011.)
- 7. Supplemental Retirement Plans (optional)
 - a. NC 401(k) Plan (Prudential)
 - b. NC Deferred Compensation (457) Plan (Prudential)
 - c. 403(b) Annuity Plans (Multiple Companies)

Local Benefits

- 1. Flexible Benefits Plan (Provider: Pierce Group Benefits)
 - a. Health Care Flexible Spending Account
 - b. Dental Insurance
 - c. Vision Insurance
 - d. Cancer Policy
 - e. Disability Insurance
 - f. Life Insurance (Term, Universal, Whole)
- 2. Orange County Group Life Insurance – A free \$5,000 policy (paid by Orange County Schools) through the Hartford Insurance Company
- 3. Employee Assistance Program (EAP)
 - a. Administered through the Duke EAP
 - b. Four (4) free visits per plan year for eligible employees
- 4. Employee Discounts through Business Partnerships (available online)
- 5. Liability Insurance Coverage is provided through the NC School Boards' Association Trust

Employee Participation Information (as of September 17, 2012)

Benefit	Employee	Employee with Dependent Coverage
State Health Plan	844	197
Dental Insurance	527	159
Vision Insurance	315	119
Flexible Spending Account (medical/child care reimbursement account)	316	

Employee Wellness Activities

1. Flu Clinics – Flu shots and TDAP shots are offered to employees
2. Hepatitis B Vaccinations – Vaccinations are offered to employees in high-risk positions through the County Health Department in partnership with the school system
3. Weight Watchers classes are offered for employees
4. The school system has requested additional funding to offer exercise classes for employees to be taught by employees in our facilities in order to promote physical health and wellness.

NC: Dept. of Public Instruction, 1/2012 (This summary does not replace specific provisions found in the statutes and policies.)

Benefits Summary	Employment Status			
	Full Time Perm.	Part Time Perm.	Full Time Temp.	Part Time Temp.
Regular Hours Worked per Week	(30+)**	20-29.99	(30+)	Less than 20
LEAVE BENEFITS ***				
Vacation (based on state service)*	●	pro rata	X	X
Vacation for Catastrophic Illness	●	pro rata	X	X
Vacation for Newborn, Adoptive or Foster Child	●	pro rata	X	X
Sick (one day per month)	●	pro rata	X	X
Personal (teachers)	●	pro rata	X	X
20 Day Extended Sick (teachers)	●	●	X	X
Paid Holidays	●	pro rata	X	X
Voluntary Shared Leave	●	●	X	X
Sick Leave for Adoption (up to 30 days)	●	●	X	X
Sick Leave Bank	If LEA adopts, if employee participates, etc.			
FMLA (if emp. 1 yr & if 1,250 hrs in last 12 mos)	●	●	●	●
Parental Involvement	●	●	●	●
Episode of Violence	●	X	X	X
Contagious Disease	●	●	●	●
Susp. with Pay (investigation/dismissal)	●	●	●	●
Community Responsibility	●	●	X	X
Meetings for SBE, Gov., etc.	●	●	X	X
Jury Duty	●	●	X	X
Court Attendance (not for personal reasons)	●	●	X	X
Military Leave & Possible Differential Pay	●	●	X	X
Professional/Educational	●	●	X	X
OTHER BENEFITS ***				
Retirement** (& Charter, if Bd of Directors opts for it)	●	X	X	X
Death Benefit	●	X	X	X
Disability	●	X	X	X
Longevity	●	●	X	X
Health Insurance** (& Charter, if Bd of Dirs opts for it)	●	may purchase	cannot purchase	
Professional Liability Insurance	●	●	●	●
Tenure (teachers)	●	X	X	X
Comp. Time/Overtime (if FLSA non-exempt)	●	●	●	●
Social Security	●	●	●	●
Workers' Comp.	●	●	●	●
Unemployment Insurance	●	●	●	●

● = Yes eligible X = Not eligible

*Special vacation leave provision for bus drivers who work less than 20 hours per week.

**Permanent employees working at least 30hr/week participate in the retirement system and receive paid health insurance for self even if 30 is not full time for that class of work.

Employees 20hr/week in job-sharing position earn partial (1 yr for 2) retirement and have the option fo sharing the cost of the health plan.

FMLA qualification requires that an individual be employed for 1 year and have work 1,250 hours in the most recent 12 month period.

North Carolina Public Schools
Benefits and Employment
Policy Manual
2011-2012

Public Schools of North Carolina
Department of Public Instruction
Division of Human Resources
School Personnel Support
6312 Mail Service Center
Raleigh, North Carolina 27699-6312
<http://www.ncpublicschools.org/>

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Orange County Schools
Full Time Personnel Report (SS-200)
Summary by Classification Report

Race/Ethnicity and Gender

Activity Assignment Classification	Source of Funds			Hispanic or Latino		Not-Hispanic or Latino										Subtotal (C-N)				
	Total (a-c)	a. State	b. Federal	c. Local	Subtotal (A-B)	Male					Female									
						C. White	D. Black	E. Native Hawaiian or Other Pacific Islander	F. Asian	G. American Indian or Alaska Native	H. Two or more races	I. White	J. Black	K. Native Hawaiian or Other Pacific Islander	L. Asian		M. American Indian or Alaska Native	N. Two or more races		
01 - Officials, Administrators, Managers	19.00	9.00	1.13	8.87	0.00	5.00	1.00													19.00
02 - Principals	13.00	13.00			0.00	2.00	3.00													13.00
03 - Assistant Principals (Teaching)	15.00	10.00		5.00	0.00	5.00	3.00													15.00
04 - Assistant Principals (Non-Teaching)	259.00	182.00	33.50	43.50	3.00	32.00	3.00													259.00
05 - Elementary Classroom Teachers	106.34	97.81	4.07	4.46	3.00	40.00	4.00													106.34
06 - Secondary Classroom Teachers	162.00	128.00	26.50	7.50	2.00	29.00	3.00			2.00										162.00
07 - Other Classroom Teachers	25.00	18.00		7.00	0.00	3.00	1.00													25.00
08 - Guidance	5.00	5.00			1.00	2.00	1.00													5.00
09 - Psychological	12.00	8.00		4.00	0.00	2.00														12.00
10 - Librarians, Audiovisual Staff	5.00	2.00		3.00	0.00	1.00														5.00
11 - Consultants, Supervisors of Instruction	31.00	21.00	3.00	7.00	3.00	2.00														31.00
12 - Other Professional Staff	117.65	87.85	14.80	15.00	4.00	4.00	7.95													117.65
13 - Teachers Assistants	6.00	1.00		5.00	0.00	4.00														6.00
14 - Technicians	69.31	38.00	1.98	29.34	0.00	2.00	2.00													69.31
15 - Clerical, Secretarial Staff	96.00	15.00		81.00	1.00	14.00	19.00													96.00
16 - Service Workers	19.50	9.00		10.50	0.00	15.50	4.00													19.50
17 - Skilled Crafts	2.00	644.65	84.98	232.95	0.00	1.00	1.00													2.00
18 - Laborers, Unskilled	962.58				5.00	161.50	51.95													962.58
19 Total					17.00	161.50	51.95			2.00	571.65	154.65							2.00	146

962.46
962.46
b/c # were decimals per email from A Cox 11/29/11

In compliance with provisions established by the NC State Board of Education, the Human Resources Department implements the Beginning Teacher Support Program.

- **Monitor the progress of all beginning teachers through the required three year induction period.**
- **Beginning Teacher Institute (BTI)**
- **School Site Orientation**
- **Quarterly Beginning Teacher Meetings**
- **District Mentors**
- **Mentor Selection**
- **Professional Development Plan**
- **Hillsborough Chamber of Commerce Partnership**
- **21st Century Networking & Communication**

There are (70) teachers in the Beginning Teacher Support Program

- **First Year Beginning Teachers (BT1) = 27 teachers**
- **Second Year Beginning Teachers (BT2) = 20 teachers**
- **Third Year Beginning Teachers (BT3) = 23 teachers**

2012-2013
BACHELOR'S DEGREE CERTIFIED TEACHER SALARY SCHEDULE
Effective July 1, 2012

Years of Exp	Bachelor's Teacher			Bachelor's w/ NBPTS Certification		
	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)	Monthly Salary	12 Monthly Installments	Annual Salary (10 months)
0-2	\$3,080	\$2,566.67	\$30,800	N/A	N/A	N/A
3-4	\$3,080	\$2,566.67	\$30,800	\$3,450	\$2,875.00	\$34,500
5	\$3,122	\$2,601.67	\$31,220	\$3,497	\$2,914.17	\$34,970
6	\$3,167	\$2,639.17	\$31,670	\$3,547	\$2,955.83	\$35,470
7	\$3,303	\$2,752.50	\$33,030	\$3,699	\$3,082.50	\$36,990
8	\$3,445	\$2,870.83	\$34,450	\$3,858	\$3,215.00	\$38,580
9	\$3,580	\$2,983.33	\$35,800	\$4,010	\$3,341.67	\$40,100
10	\$3,711	\$3,092.50	\$37,110	\$4,156	\$3,463.33	\$41,560
11	\$3,816	\$3,180.00	\$38,160	\$4,274	\$3,561.67	\$42,740
12	\$3,865	\$3,220.83	\$38,650	\$4,329	\$3,607.50	\$43,290
13	\$3,914	\$3,261.67	\$39,140	\$4,384	\$3,653.33	\$43,840
14	\$3,965	\$3,304.17	\$39,650	\$4,441	\$3,700.83	\$44,410
15	\$4,015	\$3,345.83	\$40,150	\$4,497	\$3,747.50	\$44,970
16	\$4,066	\$3,388.33	\$40,660	\$4,554	\$3,795.00	\$45,540
17	\$4,118	\$3,431.67	\$41,180	\$4,612	\$3,843.33	\$46,120
18	\$4,171	\$3,475.83	\$41,710	\$4,672	\$3,893.33	\$46,720
19	\$4,226	\$3,521.67	\$42,260	\$4,733	\$3,944.17	\$47,330
20	\$4,282	\$3,568.33	\$42,820	\$4,796	\$3,996.67	\$47,960
21	\$4,337	\$3,614.17	\$43,370	\$4,857	\$4,047.50	\$48,570
22	\$4,397	\$3,664.17	\$43,970	\$4,925	\$4,104.17	\$49,250
23	\$4,456	\$3,713.33	\$44,560	\$4,991	\$4,159.17	\$49,910
24	\$4,515	\$3,762.50	\$45,150	\$5,057	\$4,214.17	\$50,570
25	\$4,577	\$3,814.17	\$45,770	\$5,126	\$4,271.67	\$51,260
26	\$4,639	\$3,865.83	\$46,390	\$5,196	\$4,330.00	\$51,960
27	\$4,706	\$3,921.67	\$47,060	\$5,271	\$4,392.50	\$52,710
28	\$4,771	\$3,975.83	\$47,710	\$5,344	\$4,453.33	\$53,440
29	\$4,836	\$4,030.00	\$48,360	\$5,416	\$4,513.33	\$54,160
30	\$4,903	\$4,085.83	\$49,030	\$5,491	\$4,575.83	\$54,910
31	\$4,972	\$4,143.33	\$49,720	\$5,569	\$4,640.83	\$55,690
32	\$5,044	\$4,203.33	\$50,440	\$5,649	\$4,707.50	\$56,490
33	\$5,116	\$4,263.33	\$51,160	\$5,730	\$4,775.00	\$57,300
34	\$5,215	\$4,345.83	\$52,150	\$5,841	\$4,867.50	\$58,410
35+	\$5,318	\$4,431.67	\$53,180	\$5,956	\$4,963.33	\$59,560

NOTE: "NBPTS" stands for National Board for Professional Teacher Standards.

2012-2013
SCHOOL PSYCHOLOGIST SALARY SCHEDULE
 (INCLUDING MASTER'S LEVEL SPEECH-LANGUAGE PATHOLOGISTS
 AND MASTER'S LEVEL AUDIOLOGISTS)

Effective July 1, 2012

Years of Exp	Master's		Advanced		Doctorate	
	Monthly Salary	12 Monthly Installments	Monthly Salary	12 Monthly Installments	Monthly Salary	12 Monthly Installments
0-2	\$3,938	\$3,281.67	\$4,064	\$3,386.67	\$4,191	\$3,492.50
3-4	\$3,938	\$3,281.67	\$4,064	\$3,386.67	\$4,191	\$3,492.50
5	\$4,082	\$3,401.67	\$4,208	\$3,506.67	\$4,335	\$3,612.50
6	\$4,198	\$3,498.33	\$4,324	\$3,603.33	\$4,451	\$3,709.17
7	\$4,252	\$3,543.33	\$4,378	\$3,648.33	\$4,505	\$3,754.17
8	\$4,305	\$3,587.50	\$4,431	\$3,692.50	\$4,558	\$3,798.33
9	\$4,362	\$3,635.00	\$4,488	\$3,740.00	\$4,615	\$3,845.83
10	\$4,417	\$3,680.83	\$4,543	\$3,785.83	\$4,670	\$3,891.67
11	\$4,473	\$3,727.50	\$4,599	\$3,832.50	\$4,726	\$3,938.33
12	\$4,530	\$3,775.00	\$4,656	\$3,880.00	\$4,783	\$3,985.83
13	\$4,588	\$3,823.33	\$4,714	\$3,928.33	\$4,841	\$4,034.17
14	\$4,649	\$3,874.17	\$4,775	\$3,979.17	\$4,902	\$4,085.00
15	\$4,710	\$3,925.00	\$4,836	\$4,030.00	\$4,963	\$4,135.83
16	\$4,771	\$3,975.83	\$4,897	\$4,080.83	\$5,024	\$4,186.67
17	\$4,837	\$4,030.83	\$4,963	\$4,135.83	\$5,090	\$4,241.67
18	\$4,902	\$4,085.00	\$5,028	\$4,190.00	\$5,155	\$4,295.83
19	\$4,967	\$4,139.17	\$5,093	\$4,244.17	\$5,220	\$4,350.00
20	\$5,035	\$4,195.83	\$5,161	\$4,300.83	\$5,288	\$4,406.67
21	\$5,103	\$4,252.50	\$5,229	\$4,357.50	\$5,356	\$4,463.33
22	\$5,177	\$4,314.17	\$5,303	\$4,419.17	\$5,430	\$4,525.00
23	\$5,248	\$4,373.33	\$5,374	\$4,478.33	\$5,501	\$4,584.17
24	\$5,320	\$4,433.33	\$5,446	\$4,538.33	\$5,573	\$4,644.17
25	\$5,393	\$4,494.17	\$5,519	\$4,599.17	\$5,646	\$4,705.00
26	\$5,469	\$4,557.50	\$5,595	\$4,662.50	\$5,722	\$4,768.33
27	\$5,548	\$4,623.33	\$5,674	\$4,728.33	\$5,801	\$4,834.17
28	\$5,628	\$4,690.00	\$5,754	\$4,795.00	\$5,881	\$4,900.83
29	\$5,737	\$4,780.83	\$5,863	\$4,885.83	\$5,990	\$4,991.67
30	\$5,850	\$4,875.00	\$5,976	\$4,980.00	\$6,103	\$5,085.83
31	\$5,944	\$4,953.33	\$6,070	\$5,058.33	\$6,197	\$5,164.17
32	\$6,039	\$5,032.50	\$6,165	\$5,137.50	\$6,292	\$5,243.33
33	\$6,136	\$5,113.33	\$6,262	\$5,218.33	\$6,389	\$5,324.17
34	\$6,234	\$5,195.00	\$6,360	\$5,300.00	\$6,487	\$5,405.83
35+	\$6,334	\$5,278.33	\$6,460	\$5,383.33	\$6,587	\$5,489.17

NOTE: Speech-language pathologists and audiologists who are not certified at the master's level in their field are to be paid on the teacher salary schedule according to their highest level of certification.

FY 2012-13 PRINCIPAL SALARY SCHEDULES
PRINCIPAL III
 22 - 32 Teachers
 Effective July 1, 2012

Combined Years of Exp	Schedule/ Pay Level	Base						
		Base Monthly Salary	Base + 1% Monthly Salary	Base + 2% Monthly Salary	Base + 3% Monthly Salary	Base + 4% Monthly Salary	Base + 5% Monthly Salary	Base + 6% Monthly Salary
0-16	0-11	\$4,634	\$4,680	\$4,727	\$4,773	\$4,819	\$4,866	\$4,912
17	0-12	\$4,695	\$4,742	\$4,789	\$4,836	\$4,883	\$4,930	\$4,977
18	0-13	\$4,757	\$4,805	\$4,852	\$4,900	\$4,947	\$4,995	\$5,042
19	0-14	\$4,819	\$4,867	\$4,915	\$4,964	\$5,012	\$5,060	\$5,108
20	0-15	\$4,885	\$4,934	\$4,983	\$5,032	\$5,080	\$5,129	\$5,178
21	0-16	\$4,951	\$5,001	\$5,050	\$5,100	\$5,149	\$5,199	\$5,248
22	0-17	\$5,017	\$5,067	\$5,117	\$5,168	\$5,218	\$5,268	\$5,318
23	0-18	\$5,085	\$5,136	\$5,187	\$5,238	\$5,288	\$5,339	\$5,390
24	0-19	\$5,154	\$5,206	\$5,257	\$5,309	\$5,360	\$5,412	\$5,463
25	0-20	\$5,229	\$5,281	\$5,334	\$5,386	\$5,438	\$5,490	\$5,543
26	0-21	\$5,300	\$5,353	\$5,406	\$5,459	\$5,512	\$5,565	\$5,618
27	0-22	\$5,373	\$5,427	\$5,480	\$5,534	\$5,588	\$5,642	\$5,695
28	0-23	\$5,447	\$5,501	\$5,556	\$5,610	\$5,665	\$5,719	\$5,774
29	0-24	\$5,524	\$5,579	\$5,634	\$5,690	\$5,745	\$5,800	\$5,855
30	0-25	\$5,603	\$5,659	\$5,715	\$5,771	\$5,827	\$5,883	\$5,939
31	0-26	\$5,684	\$5,741	\$5,798	\$5,855	\$5,911	\$5,968	\$6,025
32	0-27	\$5,794	\$5,852	\$5,910	\$5,968	\$6,026	\$6,084	\$6,142
33	0-28	\$5,909	\$5,968	\$6,027	\$6,086	\$6,145	\$6,204	\$6,264
34	0-29	\$6,027	\$6,087	\$6,148	\$6,208	\$6,268	\$6,328	\$6,389
35	0-30	\$6,148	\$6,209	\$6,271	\$6,332	\$6,394	\$6,455	\$6,517
36	0-31	\$6,271	\$6,334	\$6,396	\$6,459	\$6,522	\$6,585	\$6,647
37	0-32	\$6,396	\$6,460	\$6,524	\$6,588	\$6,652	\$6,716	\$6,780
38	0-33	\$6,524	\$6,589	\$6,654	\$6,720	\$6,785	\$6,850	\$6,915
39	0-34	\$6,654	\$6,721	\$6,787	\$6,854	\$6,920	\$6,987	\$7,053
40+	0-35	\$6,787	\$6,855	\$6,923	\$6,991	\$7,058	\$7,126	\$7,194

NOTES:

1. ADD \$126 per month for an earned advanced degree.
2. ADD \$253 per month for an earned doctorate degree.
3. Placement on one of the Base through Base + 6% salary schedules is determined by 1997-98, 1998-99 and 1999-2000 only ABCs and School Safety accomplishments.
4. Combined years experience include total years as an educator plus one for three as a principal. Provided, however, a principal who acquires an additional step for the 2011-2012 or 2012-2013 fiscal years shall not receive a corresponding increase in salary during the 2011-2013 fiscal biennium.

2012-2013

**CENTRAL OFFICE ADMINISTRATOR SALARY RANGES
ASSOCIATE SUPERINTENDENTS, ASSISTANT SUPERINTENDENTS,
DIRECTORS, SUPERVISORS, COORDINATORS, AND FINANCE OFFICERS**

Effective July 1, 2012

Classification	Minimum Monthly Salary	Maximum Monthly Salary
School Administrator I	\$3,349	\$6,281
School Administrator II	\$3,550	\$6,662
School Administrator III	\$3,769	\$7,068
School Administrator IV	\$3,920	\$7,349
School Administrator V	\$4,078	\$7,647
School Administrator VI	\$4,326	\$8,109
School Administrator VII	\$4,500	\$8,436

NOTES:

1. Salary determinations shall be made by the local board of education within the salary range which corresponds to the School Administrator assignment.
2. ADD \$126 per month for an appropriate advanced license.
3. ADD \$253 per month for an appropriate advanced license and an earned doctorate.
4. The range maximums do not include advanced (\$126) or doctoral (\$253) monthly supplements.

**2012-2013
SUPERINTENDENT SALARY RANGES**

Effective July 1, 2012

Classification	Minimum Monthly Salary	Maximum Monthly Salary
Superintendent I (Up to 2,500 ADM)	\$4,777	\$8,949
Superintendent II (2,501 - 5,000 ADM)	\$5,071	\$9,490
Superintendent III (5,001 - 10,000 ADM)	\$5,380	\$10,067
Superintendent IV (10,001 - 25,000 ADM)	\$5,710	\$10,679
Superintendent V (Over 25,000 ADM)	\$6,060	\$11,330

NOTES:

1. Salary Assignment: Superintendents are paid within salary ranges determined by the ADM of the local education agency (LEA) to which they are assigned. ADM is based on the higher of the best one of the first two months projected ADM, or the best one of the first two months prior year actual ADM. Placement within the ADM salary ranges is determined by the local board of education.
2. ADD \$126 per month for an advanced superintendent's certificate (AS).
3. ADD \$253 per month for an advanced superintendent's certificate based on an earned doctorate degree (DAS).
4. The range maximums do not include advanced (\$126) or doctoral (\$253) monthly supplements.

SECTION E NON-CERTIFIED PERSONNEL

I. Salary Determinations

A. DAILY RATE OF PAY

Effective July 1, 2005, school-based non-certified employees whose term of employment is exactly 10 months (215 days) will be paid based on 21.5 days in a month.

School-based non-certified employees whose term of employment is not exactly 10 months (215 days), and all central office non-certified employees will be paid based on the actual number of weekdays in a month.

EXCEPTION: All teacher assistants will be paid based on 21.5 days in a month.

B. NON-EXEMPT HOURLY RATE OF PAY

Compute the hourly rate of pay for non-exempt employees using the following calculations:

Step	Calculation
1	Monthly Salary x 12 = Annual Salary
2	Annual Salary ÷ 52 = Weekly Salary
3	Weekly Salary ÷ 40 = Hourly Rate

C. SALARY BASIS

Non-certified personnel must be paid within the salary range for their job classification, based on a 40-hour work week. If the established work week is less than 40 hours, the hourly rate of pay must be based on a 40 hour work week.

EXAMPLE: According to the Non-Certified Salary ranges in the salary schedule, the minimum allowed salary for a pay grade 55 employee is: \$1,875.09. This is based on the employee working 40 hours. If the employee works less than 40 hours, the individual has to be paid the same hourly rate as if they worked 40 hours, although they will not earn the \$1,875.09. If the employee worked 30 hours a week, the monthly salary would be \$1,406.32.

2012-2013
Public School Employees

<u>Grade</u>	<u>Monthly Amounts</u>	
	<u>Minimum</u>	<u>Maximum</u>
50	1,856.73	2,520.76
51	1,856.73	2,648.68
52	1,856.73	2,696.06
53	1,856.73	2,785.85
54	1,856.73	2,882.87
55	1,875.09	2,978.72
56	1,935.51	3,087.64
57	1,973.82	3,202.54
58	2,012.13	3,320.21
59	2,079.95	3,443.92
60	2,150.56	3,578.07
61	2,227.35	3,716.37
62	2,303.04	3,856.35
63	2,384.84	4,004.86
64	2,467.93	4,165.39
65	2,555.10	4,339.21
66	2,649.48	4,517.28
67	2,751.35	4,696.45
68	2,853.60	4,910.43
69	2,961.77	5,129.03
70	3,081.60	5,361.72
71	3,199.85	5,602.36
72	3,322.08	5,857.31
73	3,451.81	6,129.19
74	3,598.87	6,418.65
75	3,756.89	6,717.59
76	3,915.95	7,032.44
77	4,094.88	7,361.46
78	4,279.67	7,710.91
79	4,478.67	8,076.37
80	4,682.90	8,454.54
81	4,899.35	8,853.02
82	5,118.81	9,280.07
83	5,362.42	9,732.52
84	5,613.87	10,202.20
85	5,876.40	10,692.57
86	6,149.77	11,209.92

ORANGE COUNTY SCHOOLS

MASTER NON-CERTIFIED EMPLOYEE SALARY SCHEDULE
Revised 9/17/2012

Pay Grade	Position
53	Security Guard/Crossing Guard Courier
54	Child Nutrition Assistant Custodian Distance Learning Instructional Assistant
55	Elementary Clerical Assistant
56	Head Custodian I Teacher / Media Assistant Exceptional Children Crisis Assistant In-School Suspension
57	Office Support I High School Clerical Assistant/Receptionist Transportation Clerical/Radio Dispatcher
58	Office Support II Elementary School Secretary Middle School Secretary High School Secretary High School Attendance Secretary High School Guidance Secretary High School Athletic Secretary Human Resources Clerk School Community Relations Clerical Assistant CCC Lab Manager Technology Apprentice Head Custodian II Child Nutrition Manager
59	Office Support II - A Elementary School Secretary/Bookkeeper Elementary School NCWISE/Bookkeeper Elementary School Secretary/NCWISE Maintenance - Groundskeeper/Machine Operator Maintenance - HVAC Maintenance Assistant Maintenance - Plumber/Maintenance Helper

Pay Grade	Position
60	Office Support III Middle School Bookkeeper Middle School NCWISE
61	Office Support III - A Maintenance Secretary School Community Relations Secretary High School Bookkeeper NCWISE Data Manager I NCWISE/Testing Assistant Maintenance Warehouse Manager School Transportation Officer
62	Office Support IV Maintenance - Painter Maintenance – Athletic Facility Specialist
63	Office Support IV - A Director/Departmental Lead Office Support Human Resource Specialist Substitute Teacher Coordinator Transportation Payroll/Cost Clerk Transportation Parts Clerk Transportation - Bus Driver Manager Benefits Clerk/Secretary Accounts Payable Clerk Accounting Technician Purchasing/Payroll Clerk Purchasing Agent NCWISE Data Manager II
64	Office Support V Assistant Superintendent's Administrative Assistant Maintenance – Carpenter/Locksmith Benefits Specialist
65	Office Support V-A Superintendent's Administrative Assistant Payroll Technician Transportation – Mechanic I & Fuel Truck Driver (Mechanic) Technician I
66	Technology Technician
67	Maintenance – Electrician I Maintenance – Plumber Transportation – Mechanic II NCWISE Coordinator

Pay Grade	Position
68	School Nurse (Without National Certification) School Nutritionist Maintenance – Electrician II Technician II
69	Maintenance – HVAC Technician I Lead Payroll Specialist
70	Maintenance – HVAC Technician II Maintenance – Assistant Director Transportation – Shop Foreman
71	Accountant Assistant Finance Officer
72	Network Technician Technician III
73	
74	Network Manager
75	
76	Physical Therapist Assistant Occupational Therapist Assistant Wide Area Network (WAN) Engineer
77	
78	School Finance Officer Admin III Occupational Therapist Physical Therapist

LOCAL SUPPLEMENTS

Principals

Elementary	\$12,000
Middle	\$17,000
High	\$23,000

Assistant Principals

Employed less than 10 years in OCS	11.5%
Employed 10+ consecutive years in OCS	14%

Teachers

Probationary	10%
Tenured	11.5%
10+ consecutive years in OCS	14%

Directors 12%

Coordinators 8%

Psychologists 10%

Social Workers

Probationary	10%
Tenured	11.5%

Classified Staff

6% (Must be employed by October 1 of previous year)

Policy Reference(s): 8602