

CLASSIFIED EMPLOYEE EMPLOYMENT POLICY

July 1, 2024 – June 30, 2025

Derby Public Schools

USD 260



USD 260

DERBY BOARD OF EDUCATION

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All classified employees are employees at will, and the employee policy handbook does not create, and is not intended to create, a contract for employment.

Derby Public Schools is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Inquiries regarding compliance may be directed to the Assistant Superintendent of Human Resources, 1550 E. Walnut Grove Rd., Derby, KS 67037, (316) 788-8415. This position has been designated to coordinate compliance with non-discrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. See Board Policies GAAA and GAAB for more information.

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DERBY PUBLIC SCHOOLS

MISSION STATEMENT

Derby Public Schools strives to create a safe and inclusive culture and a comprehensive educational experience that propels students toward their fullest potential so they can positively impact their community.

BELIEFS

We believe integrity and transparency are the foundation of trust.

We believe each student deserves high quality instruction.

We believe in meeting the individual needs of students.

We believe in embracing our diversity and including everyone to unify our culture.

We believe positive relationships are essential to student growth.

We believe in prioritizing the safety and mental health of every student and staff member.

VISION

Every student, every day, preparing for the future

PURPOSE

This handbook was prepared to provide, in written form, Derby Public Schools policies, procedures, and practices pertaining to classified employees. The handbook has been written in order that uniform conditions of employment and the benefits received by classified employees, which have been accumulated over the years, might be more clearly defined and understood by Board of Education members, classified employees, staff, and patrons of the district.

The board shall adopt new policies and delete or modify existing policies. All rules and regulations found in student handbooks and supplements are to be approved by the board and will be considered a part of these policies and rules by reference.

ORGANIZATIONAL CHART

Refer to the chart in the Derby Public Schools policy CC.

ESTABLISHED POLICIES & PRACTICES

The classified employee handbook shall apply to personnel who have a work agreement (excluding Latchkey).

ADDRESS CHANGES

Any address changes will be made to the payroll office as soon as possible.

ANNUITY PLAN

All classified personnel are eligible to participate in a “tax sheltered” voluntary annuity plan. Only companies approved by the Benefits Study Committee designated by the district will be eligible for contributions. These companies will be determined by the Benefits Study Committee and a list will be maintained by the Derby Public Schools payroll office.

Changes and/or additions in annuity plans are allowed only within the following guidelines:

- a. Classified personnel are responsible for informing their annuity companies and the Derby Public Schools Payroll Office of changes in their annuity plans. Derby Public Schools will not notify the companies of such changes.

ASSAULT AND/OR BATTERY

Reporting – An employee who has suffered an assault and/or battery in connection with his/her employment – where such event occurs in school, on school grounds, or while the employee is engaged in duties at a scheduled school event – shall within two weeks thereafter, make a written report of the circumstances to their supervisor. The report will be forwarded by the supervisor to the superintendent.

Injury Benefits – Whenever an employee is absent as a result of personal injury caused by the assault and/or battery reported under paragraph 1, and the BOE finds that the employee has used reasonable judgment, he/she shall be paid his/her full compensation, less any other BOE provided benefits, without having such absence charged to PTO. Such payments shall not extend beyond the end of the employee's current contract year. The BOE may require medical reports in verification of the disability.

COMPLIMENTARY TICKETS

Classified employees will be issued one nontransferable identification card. Identification cards may be used by employee, spouse, and minor children only. Family members must be accompanied by the employee. One guest pass will be issued per district employee to be used by an immediate family member only. The immediate family member will be subject to providing a drivers license or student ID in order to gain complimentary entry to applicable district events. All identification cards must be returned upon termination of employment.

DISABILITY INCOME PROTECTION

Long term disability is covered under KPERS. Short-term disability is offered under the Derby Public Schools cafeteria plan.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use, sale or distribution of illicit drugs, and the possession, use, sale or distribution of alcohol by students or school employees at school on or in school property or at a school sponsored activities or events is prohibited.

EMERGENCY SCHOOL CLOSING

All 12-month employees are required to report for work on days when there are emergency school closings. In the event an employee is unable to report for work, he/she may use personal leave or vacation.

Employees who work less than 12 months and who work only when students are in school will not be paid for days not worked. In the event that an employee has been paid for a day not worked, an adjustment will be made in their final paycheck. Less than 12-month employees whose work calendar includes days outside of the students' school year may have an adjustment made in their final paycheck or may make up lost work days at the discretion of the administration.

NON-UNIFORM SCHOOL DAYS

Classified staff will have the option to use any of the employee's accrued leave (sick, personal, or vacation) when schools have special events when school is not in session.

DISTRICT INCLEMENT WEATHER

Inclement weather differs from emergency school closing days. An inclement weather day is defined as a day whereby the superintendent declares that ice and/or snow or temperature/wind chill are the major factors for closing schools.

Essential/Non-Essential Employees: Classified employees will be designated either “essential” or “non-essential” at the beginning of each school year by their supervisor. Essential employees must report to work each snow day, and will receive pay for their scheduled hours as holiday pay plus the full value of hours worked. In the event schools are closed for weather or other reasons during a normal working day non-essential employees, 12 month and less than 12 month employees; scheduled to work will be excused for the day and paid for their scheduled hours up to the number of designated make up days on the school calendar. Classified employees on extended leave, including FMLA, will still be required to use their available PTO or Vacation and the day will not be reimbursed.

Snow Removal: Essential employees who are designated in advance by the maintenance supervisor as active members of the district’s snow removal team will be compensated at their daily rate plus one-half on each snow day.

Snow Removal: Essential employees who are designated in advance by the maintenance supervisor as active members of the district’s snow removal team will be compensated at their daily rate plus one-half on each snow day.

EVALUATIONS

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file in the Human Resource Office.

Classified employees shall be evaluated on the following criteria as it relates to their job description: job knowledge, quality of work, versatility, initiative, communication and cooperation, compliance with procedures and policies, and professionalism. Evaluations will be completed by department, building and/or district administration with input from direct supervisors as applicable. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee’s personnel file.

Licensing of Drivers:

It shall be the responsibility of all school transportation providers to register with the supervisor of transportation annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider’s license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall receive a copy of this policy annually on registering their driving certification with the supervisor of transportation.

FRINGE BENEFITS

A Board contribution to health insurance premiums will be paid for classified employees who participate in the district sponsored health insurance plan.

Contributions will be determined in November of each year. Contributions will be prorated on a per pay period basis starting in January. Employees who work 20 or more hours per week will be eligible for the full benefit and those who are employed less than 20 hours per week will be eligible for a .5 benefit annually. Substitute personnel will not be eligible for this benefit.

The Board of Education will enter into an agreement for \$20,000 of group term life and accidental death insurance for each full-time classified employee. The original basic life insurance amount will reduce by the following percentages:

| At Age: | Original Benefit Amount Reduces: |
|---------|----------------------------------|
| 65 | 35% |
| 70 | 65% |
| 75 | 75% |
| 80 | 85% |

All classified employees will have the option of purchasing additional group term life and accidental death insurance for themselves, spouse and children subject to insurance company approval. The Board of Education will enter in an agreement for \$10,000 of group term life and accident insurance for half-time employees, which are employees working at least 10, but less than 20 hours per week.

GRIEVANCE

Definition – A complaint by a classified employee based on an alleged violation, misinterpretation, or misapplication of the Employment Policy.

Any employee who believes that any part of the Employment Policy handbook has not been followed correctly may submit a complaint either orally or in writing to their immediate supervisor. If the complaint is against the employee's supervisor, the complaint should be submitted to the supervisor's supervisor.

The supervisor shall review the complaint with the employee and investigate as needed. The supervisor shall make a determination for resolution of the complaint and inform the employee within 10 working days of the decision.

HEALTH EXAMINATIONS

As a condition to entering employment, all new employees are required to complete a health examination, which includes a tuberculin test, drug test, and submit the Certification of Health for Classified Personnel form to the office of the Assistant Superintendent/Human Resources. If at any time there is a reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (K.S.A. 72-6266)

HEALTH WELLNESS PROGRAM

The district shall pay the cost of the employee's adult individual membership to the Derby Recreation Commission centers as offered by the Derby Recreation Commission corporate plan. This benefit will begin on September 1 of each year for employees who have properly declared their intention to participate.

The Derby Public Schools Wellness Program is designed to help employees adopt and maintain healthy behaviors as a way of life. It aims to increase awareness for personal health while providing opportunities and resources for health management and improvement.

Employees on the district health insurance plan who participate in the biometric screening or submit a physician form and earn 200 points will receive \$300 annually towards their medical premium contributions for the following year.

Employees will be responsible for tracking and submitting their own wellness points. There will be tracking sheets as well as additional, required forms that will be made available at the Derby Public Schools webpage. All information that is submitted will be kept confidential.

EMPLOYEE ASSISTANCE PROGRAM

New Directions is an Employee Assistance Program (EAP) the district is providing for ALL district staff. In addition to private, licensed counseling services for personal issues, this program provides financial consultation, legal consultation, Work-Life Plus + program, and access to a critical incident crisis intervention team. New Directions has been working in behavioral health through EAPs for 35 years. All services through New Directions are completely confidential and at no cost to Derby Public Schools employees.

HIRING

The board shall hire all employees on the basis of ability and the district's needs. The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin.

I. Background Check

A background check will be conducted on all individuals considered for employment.

II. Drug Testing & Medical Examinations

All new employees will be required to take and pass a drug test and physical. Employment status is contingent upon these results. Testing will be done by the district doctor at the district expense. The prospective employee must pay for any testing needed beyond the initial test.

At any given time, in the opinion of the director, an incident/accident is sufficiently serious to warrant a drug test, the director may petition the Assistant Superintendent/Human Resources to direct a drug test on any classified employee. Any director petitioned test approved by the Assistant Superintendent/ Human Resources will be conducted by the district doctor and paid at district expense.

The Board reserves the right to have an employee examined by a physician of his/her choice to determine if the employee is mentally and/or physically able to fulfill the obligations of the employment contract and/or the policies and rules of the Board. The costs of any examination required will be borne by the Board of Education.

HOLIDAYS – Paid/Non-Paid

Holiday is defined as board designated, paid non-working days. The holidays designated by the board will be: Independence Day 1; Labor Day 1; Veteran's Day 1; Thanksgiving 2; Winter Break 2 (4 for 12 month employees); New Year's 1; Martin Luther King Jr.'s Day 1; President's Day 1; Spring Break 2; and Memorial Day 1 (depending upon the calendar committee).

To receive holiday pay, an employee must be in pay status their scheduled working day before and following the holiday(s). "Pay status" is defined as physically on the job or on "paid leave" or on "paid vacation" for the full scheduled working day or meet your scheduled work week hours.

Employees are only eligible to receive the paid holidays between the start and end dates of their normal school year schedule, a minimum of nine months. This includes all food service employees working a nine-month schedule and bus drivers.

INSUFFICIENT FUNDS

Should funds available to the Board of Education be insufficient to meet the pay schedule or policies herein, the wages of each employee shall be lowered on a pro rata basis.

LEAVES AND ABSENCES

Classified employees must be in one of the following duty statuses each day covered by their work agreement. Employees must use accumulated leave before going into unpaid status for absences, unless approved by the Asst. Superintendent of Human Resources.

| | | |
|-------------------|-----------------------------|--------------------------|
| Present for Duty | | Family Medical Leave Act |
| Vacation | Legal Leave | (FMLA) of 1993 |
| Paid Time Off | Suspension | Leave of Absence |
| Bereavement Leave | Jury Duty | (advance approval in |
| Disability Leave | Military Leave (short term) | writing required) |

I. Accumulation of Paid Time Off (PTO)

PTO shall be applicable to employees who work a minimum of twenty hours per week, including bus drivers. PTO is defined as a time when classified employees may be absent from duty. PTO shall not be a condition of any employment period of less than nine months or of a wage agreement with temporary or student employees.

Classified employees shall accrue PTO at the rate of 1.33 days per month. Employees who start after the 15th of the month will only receive a partial accrual for that month. If an employee starts between the 15th-20th of the month, they receive half an accrual (.67). If an employee starts between the 21st-25th of the month, they receive a third of an accrual (.44). If an employee starts between the 26th-31st of the month, they receive a fourth of an accrual (.33). PTO days are accrued the last working day of each month. Employees are not paid for absences occurring prior to the accumulation of PTO. If the school year starts prior to August 15, nine month employees will accrue .67 days in August and .66 days in May.

Limitation of Use: PTO during the first five (5) or last five (5) days of the professional year, on the day before or after an authorized school holiday, or as limited by the employee's supervisor, will be restricted to personal or family affairs but shall not be used for recreational or vacation purposes. Reasons for requesting PTO during these days will be stated on the anticipated absence management system at the time the PTO is requested. In the event of emergency situations, PTO limitations may be waived by the superintendent or designee.

If the employee uses PTO for injury or illness, under certain circumstances the employee may be required to provide documentation from a physician identifying the nature of the illness. Employees must have a physician's written permission to return to their normal working assignment after an extended absence due to an injury or illness.

Employees who accumulate more than 180 unused PTO days will be reimbursed for these days at $\frac{3}{4}$ of their daily rate of pay. This reimbursement to be made annually with the final payroll of the fiscal year. Upon termination employees will be reimbursed for the first 180 days of accumulated sick leave at $\frac{1}{3}$ of their daily rate of pay. Leave over 180 days will be paid at $\frac{3}{4}$ of daily rate.

PTO shall not be accumulated during any period of absence of 20 or more consecutive days for which an employee is compensated. PTO shall be taken in increments of $\frac{1}{2}$ day minimums.

II. Bereavement Leave

Classified employees will be allowed bereavement leave of up to a maximum of five (5) days for funeral services for members of the immediate family. One day bereavement leave shall be allowed for funeral services of a personal friend (one day per occurrence). Extended leave provisions may be granted for very close relatives to include spouse, parents, children, brothers and sisters, grandparents, grandchildren, and counterparts thereof of the spouse, and members of the immediate household. Special requests for bereavement leave that do not meet the above guidelines may be submitted directly to Assistant Superintendent/Human Resources for consideration. All bereavement leave will be deducted from the employee's accumulated PTO and must be approved by the administration.

III. Disability

Classified employees may be entitled to extended leaves for reason of personal disability. Prior to return from disability leave, the employee shall present to their supervisor a statement from their physician that they are able to resume normal duties.

IV. Vacations (all full time 12- month personnel)

- A. Vacation is defined as paid non-working days granted to 12-month employees. It shall be taken at a time mutually agreed upon by the employee and their supervisor.
- B. Accumulation of Vacation Days
 1. Employees with less than one year will accrue vacation at the rate of .42 days per month, accrued as of the last day of the month.
 2. Employees with one to nine years continuous full-time employment will accrue .84 days' vacation per month, accrued as of the last day of the month.
 3. Employees with ten to fifteen years continuous full-time employment will accrue 1.25 days' vacation per month, accrued as of the last day of the month.
 4. Employees with fifteen to twenty years continuous, full-time employment will accrue vacation at the rate of 1.67 days' vacation per month, accrued as of the last day of the month.
 5. Employees with more than twenty years continuous, full-time employment will accrue vacation at the rate of 1.83 days' vacation per month, accrued as of the last day of the month.
 6. A maximum of 25 vacation days may be carried over after June 30 of each year, and annually, any balance over 25 vacation days as of June 30 will be rolled into the classified employee's general PTO balance. Vacation days over 25 days as of June 30 will not be eligible for reimbursement. More than 25 vacation days may be accumulated during the fiscal year. Vacation will not be accumulated during each period of absence of twenty consecutive days for which the employee is to be compensated. Reimbursement for unused vacation at the time of resignation will be paid to a maximum of 25 days.
 7. Yearly vacations will be scheduled with the appropriate supervisor.
 8. It's the employee's responsibility to notify the payroll department within three months of any discrepancies. After that date no adjustments will be made in this area.

V. Legal Leave, Including Subpoena

Classified staff may use PTO or vacation for legal matters. In the absence of PTO or vacation, the superintendent or designee will grant legal leave, without pay, to attend to the following legal matters:

- Subpoena (*see explanation)
- Personal lawsuits;
- Tax issues;
- Divorce actions;
- Such other legal matters which the classified staff member cannot reasonably conclude other than during the working day.

*When a classified staff member is served a court subpoena and he/she has no PTO days or vacation, said staff member may apply to the superintendent or designee for the use of accumulated PTO days for this purpose.

VI. Jury Duty

Classified personnel must request a jury duty/professional day in order to obtain regular pay while serving jury duty. This can be done in the same manner as paid leave requests through Employee Access. The employee must check in with his/her supervisor daily while serving jury duty. The jury card received from the courts showing proof of service should be submitted to the payroll department upon receipt.

VII. Extended Leave

Classified personnel may apply for, subject to approval of the board, extended leaves for study, health, illness of spouse, child or parent, maternity, paternity, adoption or military service. Typical leave for maternity, paternity, and adoption at the time of birth or adoption is six weeks and may be approved by the superintendent. Such leaves beyond this limit will follow the provisions of the Family and Medical Leave Act. Other extended leaves shall normally be for one semester or one school year. No extended leave shall be considered a termination of employment. The superintendent may authorize, subject to the approval of the BOE, an extended leave for any other purpose not expressly identified above.

A classified employee shall:

- a. Receive no pay or benefits from Derby Public Schools when on extended leave.
- b. Be subject upon return from extended leave to the pay schedule of the current school year.
- c. Retain accumulated leave days, but additional leave days shall not accumulate during the term of extended leave.
- d. Be permitted to retain membership, during extended leave, in the district's health insurance group for the period of time allowable by the insurance company. However, it is the employee's responsibility to make arrangements for payment of premiums in advance with the business office, and the BOE shall make no contribution.
- e. Be reassigned in a position, which is at least comparable to the one, which was held when the extended leave commenced. If the date of return from extended leave is other than the beginning of a school year, the effective date of return shall be subject to a vacancy for which the classified employee on leave is qualified.
- f. Prior to resuming duties on return from an extended leave for maternity or health, present to the personnel office a statement from a physician that the classified employee is physically able to resume normal duties required of his/her assignment. If requested by the personnel office, confirmation of the physician's statement by another physician selected by the BOE may be required at the expense of the BOE. Maternity, as used herein, includes pregnancy,

childbirth, false pregnancy, and termination of pregnancy and recovery. Maternity leave without pay shall extend for a reasonable period of time subject to (e).

VIII. Family Medical Leave (FMLA) Information

Eligible employees are entitled to Family and Medical Leave according to district policy GARI and Military Leave according to district policy GARID. To learn more visit www.derbyschools.com, click on “District” and then “Human Resources” where a link with additional details is provided or call Human Resources at (316) 788-8415 to learn more about Family Medical Leave.

IX. Paid Parental Leave

Classified employees will be provided up to five days of paid parental leave following the birth of an employee’s child or the placement of a child, age 17 or younger, with an employee in connection with adoption or foster care. The purpose of this paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Any leave days taken pursuant to this provision, will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

An employee is not eligible for more than 5 days of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Classified employees who adopt a spouse’s child are not eligible for paid parental leave as outlined in this provision.

The classified employee will provide his or her supervisor and the human resource department with notice of the request for paid parental leave at least 30 days prior to the proposed date of leave (or if the leave was not foreseeable, as soon as possible). The classified employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

This policy will be in effect for births, adoptions or placements of foster children occurring on or after July 1, 2023.

CLASSIFIED LEAVE BANK

The purpose of the leave bank is to assist classified personnel who suffer prolonged illness or disability. Guidelines for enrollment can be obtained from the leave bank committee.

LONGEVITY

A career classified employee is a classified employee who:

1. Will have completed 25 years in the employment of Derby Public Schools, as defined in the classified employee employment policy book, at the end of the current contract year; and
2. Is currently employed by the board as of May 1.
3. This will be prorated based on daily hours worked.

All career classified employees who meet the above requirements shall be paid a one-time longevity amount of \$2,500.00.

All longevity payments are separate from all work agreements of the career classified employee and are not to be considered to be any part of the base pay of the career classified employee.

All longevity payments shall be made in the remaining checks of the current contract year, beginning May 1, and shall be subject to all applicable deductions.

EMPLOYEE ORGANIZATIONS

The Board of Education and administration are receptive to the organization of Derby Public Schools' classified groups. At the request of each group, the Board of Education may agree to meet and confer.

The purpose of the meet and confer session is to have an opportunity for dialogue between the Board of Education members and the various groups. The Board members will hear requests from these groups but will make unilateral decisions.

All classified groups will meet at a single meet and confer session. Two members will be allowed for each group. (maximum 20)

ORGANIZATIONAL MEETINGS

Monthly organizational meetings may be held by any group for a maximum of one hour of district time providing:

- a. an equal amount of personal time is matched,
- b. the meeting is for benefit of the entire group and
- c. 75% of that group is in attendance.

A monthly meeting of bus drivers as required by the State Highway Commission shall be held. Drivers are required by the state to attend 75% of all such meetings.

PAYROLL DIRECT DEPOSIT

Derby Public Schools provides a payroll direct deposit program to its employees at no charge. All employees are required to participate. For those employees that fail to designate a financial institution for deposit, a payroll debit card will be used. Employees are responsible for the replacement cost of any lost card. The employee is required to reapply and pay any applicable fees for lost debit cards.

PAYROLL AND HUMAN RESOURCE INFORMATION

Classified personnel must file with the payroll office forms W-4 and K-4. Classified personnel must file with the Assistant Superintendent of Human Resources form I-9 with appropriate identification documents.

POSITIONS

1. All classified positions will be determined by the superintendent or her designee and as approved by the Board of Education.
2. The Board of Education will approve the employment of classified personnel.
3. The Board, or its representative, reserves the right to assign or reassign all classified personnel.
4. Full-time positions: twenty hours per week based on a nine-month schedule.

RESIGNATION

An employee must give at least ten working days' notice to their immediate supervisor before the expected date of resignation. Employees who give less than ten days' notice will not receive pay for unused leave. Any exceptions must be approved by the superintendent or designee.

RETIREMENT

All permanently employed personnel working at least 17.5 hours per week, nine months per year, will have retirement benefits.

Although there is no mandatory retirement age under KPERS, the BOE retains the right to retire its employees if the BOE has doubt in good faith the employee can fulfill the essential functions of their job description and/or BOE policies and rules due to a mental or physical infirmity.

RETIREMENT (EARLY)

For the purpose of this policy, early retirement shall be defined as retirement in or after the school year that the employee reaches the age of 55, but before the school year the employee reaches the age of 67. To qualify for early retirement, employees would have to meet each of the following criteria:

1. be at least 55 years old within the next school year;
2. have a minimum of ten years employment with Derby Public Schools and KPERS.

Any employee who meets the criteria and wishes to apply for early retirement must submit written notice containing the following information:

- a. a statement of the applicant's desire to take early retirement;
- b. the anticipated date of retirement;
- c. the applicant's birthday and age on the date of retirement;
- d. the applicant's current mailing address and telephone number;
- e. the number of years the applicant has been employed by the district;
- f. the total number of years of service credit recognized by KPERS;
- g. whether the applicant wishes federal and state taxes withheld, Form W4P;
- h. all retirement benefits will be made by direct deposit on the last day of each month following the retirement date (employee financial institution and account number will be needed);
- i. whether the applicant continues health insurance coverage through the school district's health insurance program by deduction of monthly premium from early retirement benefit;
- j. signature of employee.

The district will maintain a life insurance policy for the retiree while they are still an active employee. Retirees may continue voluntary life insurance deduction in effect at retirement date by porting the policy directly through the carrier. Retirement payments are made the last working day of the month.

The following formula will be used in the calculation of annual early retirement benefits:

Formula

Age at end of fiscal year in which the employee:

| a) End of fiscal year | Factor |
|-----------------------|--------|
| 55 | .0085 |
| 56 | .0085 |
| 57 | .0085 |
| 58 | .0085 |
| 59 | .0085 |
| 60 | .008 |
| 61 | .0075 |
| 62 | .007 |
| 63 | .0065 |

| | |
|-----------|------|
| 64 | .006 |
| 65 | .006 |
| 66 | .006 |

The first check is made the month the employee turns 55 or the retirement month, whichever is later. Employees whose 67th birthday comes after June 30 will receive retirement benefits at the same rate as provided in the 65-66 age group (.006 factor), on a pro rata basis, for the number of months up to and including the month before their 67th birthday. The calculation of early retirement benefits will be determined by the highest pay of the last four calendar years' wages, multiplied by the number of years' experience in KPERS, times the decimal of the age at the end of the fiscal year the employee makes application. Each year thereafter, the early retirement benefit will be recalculated based on the factor for the individual's age at the end of that fiscal year.

If the employee has worked both part-time and full-time, the method for calculating the base salary upon which retirement benefits will be calculated as follows:

1. If the employee has been a full-time employee for 60 percent or more of the last four years, the employee will be considered to have been a full time employee and the guidelines for a full-time employee will apply; but
2. If the employee has worked less than 60 percent of the last four years as a full-time employee, the wages for retirement purposes will be determined by dividing the total wages for the last four years by four to establish the average annual pay.

The school year in which the individual reaches age sixty-six will be the last year in which an employee may participate in the early retirement program, except as otherwise provided. An employee taking early retirement benefits shall have no claim to re-employment in Derby Public Schools once retirement goes into effect. All early retirement benefits will terminate should the individual become deceased.

SAFETY EXPECTATIONS

The establishment and maintenance of a safe working environment is the shared responsibility of the district and all district employees at every level. The district will attempt to do everything within its control to ensure compliance with federal, state and local safety regulations and to provide a safe working environment for employees. It is the district's expectation each employee will follow sound safety practices, wear safety equipment when required and operate district owned equipment and vehicles in a safe manner. Additionally, employees are expected to correct or report unsafe conditions immediately. All accidents that result in injury must be reported to the appropriate supervisor in a timely manner.

VACANCY NOTICES WITHIN DISTRICT

The superintendent, or designee, shall post electronically any classified vacancies for at least three days during which district administrative offices are open, excluding winter break, before filling said vacancies. District personnel shall be given consideration for the position upon receipt of their request to transfer positions.

VOLUNTARY PAYROLL REDUCTION PLAN

In addition to statutory deductions, the BOE will permit payroll deductions to be made and paid into the following accounts provided authorization is received on the appropriate forms: (a) annuity, (b) IRC 125 "Cafeteria" Fringe Benefit Plan, (c) United Way, (d) Derby Education Foundation, (e) U.S. Savings Bonds, and (f) Learning Quest.

Derby Public Schools employees may participate in a payroll reduction plan (IR' 125 'Cafeteria' Fringe Benefit Plan). One or more of the following options may be designated: (1) apply toward

qualified dependent/childcare; (2) apply toward a group health/dental/cancer insurance plan; (3) apply toward medical out-of-pocket expense; or (4) apply toward payroll protection.

A participant may elect to terminate their Voluntary Payroll Reduction Agreement or change the benefits elected if they have a "Qualified Life Event" as defined in the yearly benefits guide. The participant shall supply written verification to the district of such change. This must be 30 days from the date of such change in family status which has occurred. A participant desiring to make such change may discontinue participation or reduce benefits but an election of new or increased benefits shall be subject to the requirements of the particular nontaxable benefit selected.

SUPERVISION

The superintendent or designee is responsible for the supervision of all classified employees not directly under the supervision of the building principal. Building principals will work with the appropriate supervisor in the supervision of personnel assigned to the respective building.

SUSPENSION

Classified personnel may be suspended with or without pay by the superintendent or designee. Classified employees may be placed on a 45-calendar day probation upon the recommendation of their supervisor and approval of the superintendent or designee. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

TERMINATION

Derby Public Schools will give two weeks' notice before termination of any employee. However, under adverse conditions, the BOE and administration reserve the right to terminate an employee immediately. Terminated employees may not be eligible for accumulated leave reimbursement.

Failure of any classified employee to implement board policies may result in suspension, demotion, hourly-rate freeze, non-renewal or termination of employment in accordance with procedures set forth in the policies and rules of the Board of Education Derby Public Schools Policy Handbook. The following acts shall be considered grounds for termination of a classified personnel:

1. Conviction of a felony;
2. Any act which causes or results in any persistent disruption of the operation of a school building or the school district;
3. Unauthorized conversion of the district property for personal or non-district purposes;
4. Substantial or persistent violation of BOE policies, rules, or regulations;
5. Persistent or willful insubordination;
6. Incompetence;
7. Immoral conduct which results in a classified personnel being unable to work effectively;
8. Inefficiency;
9. Other just causes which are not arbitrary, irrational, unreasonable, or irrelevant to the BOE's task of building up and maintaining an efficient school system.

TRAVEL EXPENSES (ALL PERSONNEL)

Classified personnel may be permitted to attend state, regional and national meetings. Guidelines for payment of expenditures and reimbursements are defined in the Travel and Business Expense Guide adopted by the Board of Education.

VANDALISM CONFRONTATION & PERSONAL PROPERTY DAMAGE AND/OR LOSS

If a classified employee's clothing or personal effects worn or on their person are damaged or destroyed as a result of a physical attack or willful malice, which occurs due to an incident relating to their employment duties, the district will reimburse the employee for the cost of repair or reasonable replacement value in an amount not to exceed \$500.00 provided that:

1. The superintendent or designee determines the employee has used reasonable judgment in the incident.
2. Any property damage covered by insurance will be excluded from the amount paid by the BOE.
3. The employee furnishes the district with a signed statement that he or she either has no insurance to cover the loss or that a claim filed has been denied by their insurance company.
4. A police report must be filed at the time of the incident or when the damage is discovered.

WORKERS' COMPENSATION

Derby Public Schools provides workers' compensation insurance for all employees. When an employee is injured on the job, they are encouraged to contact the district's Work Comp Specialist to coordinate an appointment with one of the following physician services in order to be assured of receiving full coverage of the costs of such services:

Derby Family Med Center 788-6963
1101 North Rock Road

Tanglewood Med Center* 788-3787
606 Mulberry
*Only if a current patient

Derby Public Schools employees may choose to see their own physician in case of an on the job injury. In such case the workers' compensation insurance carrier will cover the costs of service only up to a maximum benefit of \$500.

Within 24 hours of the accident, the workers' compensation accident form must be completed and given to the work comp specialist in the Payroll Office.

PTO pay will be reduced by the amount of the workers' compensation benefit received.

Return to Work

It is the goal of Derby Public Schools to enhance the employee's rehabilitation and facilitate their return to work following a work-related injury until the employee is able to return to his/her usual duties.

Employees who receive signed work restrictions from qualified health care providers must present their supervisor with the restrictions and provide their supervisor with any additional information requested. Depending on the severity of the restrictions, abilities of the employee and availability of work, the employee may qualify for work accommodations at their full (hourly) rate of pay. These accommodations may or may not involve work in the employee's normal work center. While on restricted work for a work-related injury, an employee's healing progress will be reviewed frequently, and work assignments may be adjusted as necessary to address any changes.

Employees found working outside of their restrictions will be subject to disciplinary action up to and including termination.

The district reserves the right to make the final determination on work accommodations.

EMPLOYEE COMPENSATION AND SCHEDULES

I. Transportation: Activity Trips

The activity route pay rate will be the same as bus driver pay as placed on the hourly rate schedule. On overnight trips, the bus drivers will be off the payroll from the time the students are delivered to their final destination for the evening until they are picked up the morning of the following day.

The driver is to be used as driver only and not as a supervisor at any time while on the trip, except for emergencies or as approved by the director of operations.

Driver trainers will receive their regular hourly rate while performing trainer duties. Overtime will be paid only for drivers who work beyond a 40-hour week on regular duty for the school and does not include waiting time.

II. Stipulations for Meal Payments

Refer to the Travel and Business Expense Guide adopted by the Board of Education.

III. Trade License

The district will reimburse employees for the cost of trade licenses or commercial driver's licenses in excess of \$25.00 per issuance. The employee is responsible for providing evidence of payment to their supervisor who will arrange with the business office for reimbursement.

IV. Overtime

For those personnel of Derby Public Schools who work on a regular, supervised, total hours basis per week, any hours worked over the regular 40-hour week (regular work hours) will be considered overtime. All overtime hours shall have prior approval of the appropriate classified supervisor. All overtime so approved will be paid at the rate of time and one-half.

1. Call Backs – Classified employees requested by the supervisor to physically return to work after normal scheduled hours for emergency business will be called back for a minimum of two hours, and a minimum of three hours will be paid on Saturdays, Sundays, and holidays. Holidays worked will be compensated at regular holiday pay plus regular hourly wage.
Working on a Holiday with Advance Notice – Classified employees requested by the supervisor with advance notice to work on a day that is designated as a paid holiday will receive time for their hours worked and the holiday pay. For classified staff working on a weekend with a holiday during the week, classified staff are paid overtime (if over 40 hours), which is time and a half. The district holiday will count as time worked, instead of a leave day.

A form requiring supervisor approval must be completed and submitted to the Director of Finance within 7 days of the overtime event to process within the existing pay schedule.

2. Work hours paid in an employee's absence due to paid holiday (if eligible) will count as "regular work hours" for calculating overtime during weeks that include those days.

During declared emergencies, supervisors are authorized to change any work schedule deemed necessary to maintain a working force to meet the emergency, but no more than a 12-hour duration. Every effort will be made to minimize disruption to an employee's regular duty hours.

V. Professional Advancement Program, Stipend

In order to qualify for the professional advancement program, continuing education must be documented. The point system is established as follows:

- One point for each clock hour in attendance
- Each one hour of college course credit equals 20 points

The appropriate building administrator, director (alternative learning, communications, finance, operations, special services, technology), assistant superintendent (human resources, teaching and learning), or superintendent must approve all courses in advance. An official transcript and/or a certificate indicating successful completion of the course are acceptable documents to verify the course has been completed. Classes/workshops for which points are received must be commensurate with the employee's position. Completed forms must be signed by the employee's immediate supervisor and then turned in to the Payroll department. An annual stipend of \$225 will be paid on the first December payroll (documentation must be submitted by November 1) for the completion of the first 75 points. This stipend will continue to be awarded as long as an additional 30 hours is completed every four years or until the employee leaves the district. The additional 30 hours must have been completed within 4 years prior to expiration date. If you have received a bachelor's degree and those hours were applied to your salary, you may not use those hours towards the stipend.

VI. Miscellaneous

Effective date of the pay schedule shall be July 1 of each year, and paydays shall be every other Friday (26 pay periods). If employed prior to January 1, employees will be eligible for receiving experience credit on the following July 1. Current employees changing pay schedules or levels during the school year will be eligible for any BOE approved pay increases on the following July 1. If a payday falls on a holiday, employees will be paid the last work day before the holiday.

Records of employment (time records) will be turned into the payroll office by noon of the second working day after the close of the pay period. All time cards must reflect the amount of hours specified in an employee's work agreement, unless they have prior approval from their immediate supervisor for extended time. Time cards record variances will result in rounding to the nearest quarter hour (Federal Regulations Section 785.48).

Pay raises are effective July 1 of each year.

VII. Experience Credit, Schedule Placement

Staff members are placed on the appropriate schedule for the job being performed according to years of applicable, paid experience except on schedules where noted otherwise. If previous experience is part-time, more details may be considered such as length of employment, frequency of job attendance, type of work performed, etc.

Completed degrees count towards years of credit. Documentation may be requested to verify degree completion. Employees completing degrees after employment starts can notify Human Resources by June 15 to be reflective in hourly wages for the following school year.

- Associate's Degree - 1 year
- Bachelor's Degree - 3 years
- Master's Degree - 5 years
- Doctorate Degree - 7 years

For those who complete a degree after being placed at 18+ or are considered "grandfathered", on the hourly rate schedule, additional hourly compensation will be provided as outlined below.

Documentation may be requested to verify degree completion.

- Associate's Degree - \$1.00
- Bachelor's Degree - \$1.50
- Master's Degree - \$2.00
- Doctorate Degree - \$2.50

A staff member may be placed on more than one type of hourly rate schedule at a time if they're working multiple jobs, but their placement on one schedule may be a different experience level than what they receive on a different type of schedule. Experience doesn't necessarily carry from one schedule to another.

Grandfathered Employees

Employees labeled as "grandfathered" when placed on schedules in July 2019 will remain grandfathered while they remain in that position. They will be eligible for Board-approved percentage raises.

VIII. Hourly Rate Schedules

Number next to job title indicates Job Description number.

CUSTODIANS

| | Evening Asst Custodian 720e | HS, MS Daytime Asst Custodian 720d | Elem Head Custodian 719d MS Evening Lead Custodian 718c | HS Evening Lead Custodian 718b MS Head Custodian 719b | HS Head Custodian 719 Admin. Center Head Custodian 721 |
|------------------------------|--------------------------------|---------------------------------------|--|--|---|
| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
| Base Pay | \$13.22 | \$13.59 | \$16.21 | \$16.61 | \$17.47 |
| 1-2 years | \$13.46 | \$13.81 | \$16.44 | \$16.84 | \$17.70 |
| 3-5 years | \$13.93 | \$14.29 | \$16.91 | \$17.31 | \$18.16 |
| 6-8 years | \$14.64 | \$15.00 | \$17.62 | \$18.02 | \$18.87 |
| 9-11 years | \$15.35 | \$15.71 | \$18.33 | \$18.72 | \$19.57 |
| 12-14 years | \$16.29 | \$16.66 | \$19.28 | \$19.69 | \$20.52 |
| 15-17 years | \$17.23 | \$17.59 | \$20.25 | \$20.63 | \$21.47 |
| 18+ years | \$18.29 | \$18.65 | \$21.27 | \$21.67 | \$22.52 |
| Substitute/Temporary \$13.17 | | | | | |

TRANSPORTATION/SUPPLY

| | Bus Monitor 801 Seasonal Bus Washer/Helper 813 | Delivery/Shipping/ Receiving Agent 811 | Mechanic 803 Van Driver 812 | Transportation Assistant 799 Transportation Dispatcher 800 Supply Specialist 808 | Bus Drivers 804 Activity Route Drivers 804 |
|-------------|--|---|--------------------------------|--|--|
| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
| Base Pay | \$13.36 | \$15.26 | \$15.97 | \$16.68 | \$18.15 |
| 1-2 years | \$13.60 | \$15.50 | \$16.21 | \$16.92 | \$18.38 |
| 3-5 years | \$14.06 | \$15.97 | \$16.68 | \$17.39 | \$18.85 |
| 6-8 years | \$14.77 | \$16.68 | \$17.39 | \$18.10 | \$19.55 |
| 9-11 years | \$15.48 | \$17.39 | \$18.10 | \$18.80 | \$20.26 |
| 12-14 years | \$16.42 | \$18.33 | \$19.04 | \$19.75 | \$21.20 |
| 15-17 years | \$17.36 | \$19.27 | \$19.98 | \$20.69 | \$22.15 |
| 18+ years | \$18.42 | \$20.34 | \$21.04 | \$21.75 | \$23.22 |

FOOD SERVICE

| | Food Server 615 Food Service Worker 621 | Cook 613 Food Svc Cashier II 612 Lead Food Server 614 Summer Feeding Program - Meal Prep, Distrib. Worker 616 | Food Service Delivery/Kitchen Asst 617 Food Svc Cashier I 619 | Receiving and Delivery Coordinator 620 Lead Cook 609 | Central Kitchen Manager 608 Kitchen Manager HS 610 Food Service Admin Asst. 601 |
|-------------------------------|---|--|---|---|--|
| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
| Base Pay | \$13.36 | \$13.77 | \$14.47 | \$15.18 | \$16.78 |
| 1-2 years | \$13.60 | \$14.00 | \$14.71 | \$15.42 | \$17.02 |
| 3-5 years | \$14.06 | \$14.47 | \$15.18 | \$15.89 | \$17.49 |
| 6-8 years | \$14.77 | \$15.18 | \$15.89 | \$16.61 | \$18.20 |
| 9-11 years | \$15.48 | \$15.89 | \$16.61 | \$17.32 | \$18.90 |
| 12-14 years | \$16.42 | \$16.83 | \$17.55 | \$18.26 | \$19.84 |
| 15-17 years | \$17.36 | \$17.79 | \$18.49 | \$19.20 | \$20.79 |
| 18+ years | \$18.42 | \$18.84 | \$19.55 | \$20.25 | \$21.85 |
| Substitute/Temporary: \$13.30 | | | | | |

MAINTENANCE

| | Grounds Maintenance-Seasonal Yard Worker 699 | Grounds Maintenance – Yard Worker Level II 706e Maintenance Worker 712e Energy Manager 723 | Carpenter and General Worker 704 Grounds Maintenance – Yard Worker Level III 706c General Maintenance Helper 710 Maintenance Worker 712c | Lead Painter 711 Preventive Maintenance 717 Grounds Maint. & Small Engine Repair 697 |
|-------------------------------|--|---|--|--|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Base Pay | \$12.29 | \$14.97 | \$17.72 | \$19.49 |
| 1-2 years | \$12.53 | \$15.21 | \$17.96 | \$19.73 |
| 3-5 years | \$12.99 | \$15.68 | \$18.42 | \$20.20 |
| 6-8 years | \$13.70 | \$16.39 | \$19.13 | \$20.91 |
| 9-11 years | \$14.30 | \$17.11 | \$19.83 | \$21.61 |
| 12-14 years | \$15.35 | \$18.05 | \$20.78 | \$22.56 |
| 15-17 years | \$16.29 | \$18.99 | \$21.72 | \$23.49 |
| 18+ years | \$17.36 | \$20.05 | \$22.78 | \$24.56 |
| Substitute/Temporary: \$12.24 | | | | |

LICENSED TRADE

| | Locksmith/Small Equipment Repair 708 Lead Welder 715 Lead Carpenter 705 Lead Automotive Mechanic 802 | Lead HVAC 714 Lead Mechanical Maintenance 722 Lead Plumber 709 Lead Electrician 707 |
|-------------|---|--|
| | Level 1 | Level 2 |
| Base Pay | \$21.82 | \$25.35 |
| 1-2 years | \$22.06 | \$25.59 |
| 3-5 years | \$22.53 | \$26.06 |
| 6-8 years | \$23.24 | \$26.77 |
| 9-11 years | \$23.95 | \$27.47 |
| 12-14 years | \$24.89 | \$28.42 |
| 15-17 years | \$25.82 | \$29.36 |
| 18+ years | \$26.88 | \$30.42 |

INSTRUCTIONAL SUPPORT

| | Instrumental Music Ed Para 445 Lunchroom/Recess Para 461 | Instructional Para 502 | Title 1 Family Engagement Educator 503a Media Clerk 468 Health Room Aide 460 Alternative Room Para 446 | HS Music Para 443 Online Classroom Mentor 447 |
|---|---|------------------------|--|---|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Base Pay | \$12.79 | \$13.49 | \$14.90 | \$15.57 |
| 1-2 years | \$13.02 | \$13.73 | \$15.13 | \$15.80 |
| 3-5 years | \$13.49 | \$14.19 | \$15.61 | \$16.26 |
| 6-8 years | \$14.19 | \$14.90 | \$16.31 | \$16.95 |
| 9-11 years | \$14.90 | \$15.61 | \$17.02 | \$17.65 |
| 12-14 years | \$15.84 | \$16.55 | \$17.97 | \$18.57 |
| 15-17 years | \$16.79 | \$17.49 | \$18.91 | \$19.50 |
| 18+ years | \$17.86 | \$18.56 | \$19.97 | \$20.53 |
| Substitute/Temporary: \$12.74, except for Health Room Aides which are \$14.85 | | | | |

SPECIAL EDUCATION

| | Special Ed Para 501 | Special Ed Para 500 | Para for Visually Impaired 497 | Behavior Tech Para 493 School Psych Para 498 | Medical Attendant 496 |
|-------------------------------|---------------------|---------------------|--------------------------------|---|-----------------------|
| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
| Base Pay | \$13.61 | \$14.31 | \$14.49 | \$15.43 | \$17.03 |
| 1-2 years | \$13.85 | \$14.55 | \$14.72 | \$15.67 | \$17.27 |
| 3-5 years | \$14.31 | \$15.02 | \$15.20 | \$16.14 | \$17.74 |
| 6-8 years | \$15.02 | \$15.73 | \$15.90 | \$16.86 | \$18.45 |
| 9-11 years | \$15.73 | \$16.43 | \$16.61 | \$17.57 | \$19.15 |
| 12-14 years | \$16.67 | \$17.38 | \$17.57 | \$18.51 | \$20.09 |
| 15-17 years | \$17.61 | \$18.32 | \$18.51 | \$19.45 | \$21.04 |
| 18+ years | \$18.67 | \$19.37 | \$19.56 | \$20.50 | \$22.10 |
| Substitute/Temporary: \$13.55 | | | | | |

TECHNOLOGY

| | IT Network Technician I 297 DTA I – Software and Hardware Support to the District Tech Coord 508 | DTA II – Network Asst. to the District Data Center Mgr 298 DTA II – Virtual Environ. Asst. to the District Data Center Mgr 296 DTA II – Software and Hardware Support to the District Tech. Coord. 299 |
|-------------------------------|---|--|
| | Level 1 | Level 2 |
| Base Pay | \$20.66 | \$23.78 |
| 1-2 years | \$20.89 | \$24.01 |
| 3-5 years | \$21.37 | \$24.49 |
| 6-8 years | \$22.07 | \$25.19 |
| 9-11 years | \$22.78 | \$25.90 |
| 12-14 years | \$23.72 | \$26.84 |
| 15-17 years | \$24.67 | \$27.78 |
| 18+ years | \$25.73 | \$28.85 |
| Substitute/Temporary: \$20.61 | | |

SECURITY

| | Security Guard 511 | District Safety and Security Officer 108 |
|-------------|--------------------|--|
| | Level 1 | Level 2 |
| Base Pay | \$19.33 | \$24.48 |
| 1-2 years | \$19.57 | \$24.71 |
| 3-5 years | \$20.04 | \$25.19 |
| 6-8 years | \$20.75 | \$25.90 |
| 9-11 years | \$21.44 | \$26.61 |
| 12-14 years | \$22.39 | \$27.56 |
| 15-17 years | \$23.33 | \$28.49 |
| 18+ years | \$24.40 | \$29.55 |

INTERPRETERS

| | Interpreter, Sign-Language 503 Braille Transcriber 495 |
|-------------------------------|--|
| | Level 1 |
| Base Pay | \$14.16 |
| 1-2 years | \$14.43 |
| 3-5 years | \$14.90 |
| 6-8 years | \$15.62 |
| 9-11 years | \$16.32 |
| 12-14 years | \$17.26 |
| 15-17 years | \$18.22 |
| 18+ years | \$19.27 |
| Substitute/Temporary: \$14.10 | |

PARENTS AS TEACHERS

| | PAT Outreach and Special Projects 204 | Office Clerk/PAT 202 | PAT Parent Educator 201 |
|-------------|--|----------------------|-------------------------|
| | Level 1 | Level 2 | Level 3 |
| Base Pay | \$13.98 | \$14.92 | \$17.20 |
| 1-2 years | \$14.21 | \$15.16 | \$17.43 |
| 3-5 years | \$14.69 | \$15.63 | \$17.90 |
| 6-8 years | \$15.39 | \$16.34 | \$18.60 |
| 9-11 years | \$16.10 | \$17.05 | \$19.31 |
| 12-14 years | \$17.05 | \$17.99 | \$20.25 |
| 15-17 years | \$17.99 | \$18.94 | \$21.20 |
| 18+ years | \$19.05 | \$19.99 | \$22.26 |

RELATED SERVICES

| | Certified Occupational Therapy Asst 494 | Occupational Therapist 132 | Physical Therapist 137 |
|-------------|--|----------------------------|------------------------|
| | Level 1 | Level 2 | Level 3 |
| Base Pay* | \$23.58 | \$43.62 | \$46.57 |
| 1-2 years | \$24.17 | \$44.80 | \$47.75 |
| 3-5 years | \$25.34 | \$47.15 | \$50.09 |
| 6-8 years | \$27.12 | \$50.68 | \$53.63 |
| 9-11 years | \$28.87 | \$54.21 | \$57.17 |
| 12-14 years | \$30.64 | \$57.76 | \$60.70 |
| 15-17 years | \$32.42 | \$61.30 | \$64.25 |
| 18+ years | \$34.18 | \$64.83 | \$67.77 |

*Only licensed experience and degree experience credit are counted towards years.

BUILDING CLERICAL

| | Office Clerk 472 MS Attendance Clerk 454 | HS Attendance Clerk 435 MS Office and Activities Clerk 453 DHS Receptionist 433 | DHS Bookkeeper 434 Admin Asst. to Director of Alternative Learning 437 | District Athletics/Activities Admin Asst. 440 HS Asst Principal(s) Admin Asst. 431 HS/ Attendance & Discipline Admin Asst. 436 HS Counselor Admin Asst. 438 HS Registrar 432 MS/ Registrar Admin Asst. 451 | Secondary Head Admin Asst. 430 MS Principal/ Bookkeeper Admin Asst. 450 Elementary Admin Asst. 470 |
|-------------------------------|--|---|---|--|--|
| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
| Base Pay | \$12.98 | \$13.45 | \$14.39 | \$15.10 | \$16.41 |
| 1-2 years | \$13.21 | \$13.68 | \$14.63 | \$15.34 | \$16.64 |
| 3-5 years | \$13.68 | \$14.16 | \$15.10 | \$15.81 | \$17.11 |
| 6-8 years | \$14.39 | \$14.86 | \$15.81 | \$16.52 | \$17.81 |
| 9-11 years | \$15.10 | \$15.57 | \$16.52 | \$17.22 | \$18.52 |
| 12-14 years | \$16.04 | \$16.52 | \$17.46 | \$18.17 | \$19.46 |
| 15-17 years | \$16.99 | \$17.46 | \$18.40 | \$19.11 | \$20.41 |
| 18+ years | \$18.05 | \$18.52 | \$19.46 | \$20.17 | \$21.46 |
| Substitute/Temporary: \$12.93 | | | | | |

DISTRICT CLERICAL

| | | | | | | |
|-------------------------------|---|---|---|---|--|---|
| | | | Admin Asst. to the Director of Finance/Student Records 313 Accounting Asst. 314 Public Information Asst. 315 Substitute Coord./Busn. Office Asst 308 Recep./Medicaid Clerk for Sp Svcs 329 Payroll/Benefits Asst. I 330A HR Assistant 334 Admin Asst. to the Director of Operations 724 Purchasing/Payable Asst. 306 Admin Asst. to the Director of Sp. Services 305 Admin Asst. to the Director of Tech. 332 Transportation Coordinator 806 | | | |
| | District Graphics Clerk 304 Admin. Center Receptionist 318 | Maintenance, Custodial Admin Asst 701 Receptionist/Clerk for Sp. Services 316 Management Information System (MIS) and Student Data Clerk 328 Title 1, PDC Admin Asst 333 Data, Media Services Clerk 307 | | HR Generalist/Certified 303 Payroll/Benefits Asst. II 330 Student and Data Services 335 | Purchasing, Payable Coord. 311 Budget Finance Coordinator 310 | Board Clerk 300a Exec Admin Asst. to the Superintendent 300 Exec Admin Asst. to the Asst. Supt. of HR /HR Generalist/Classified 301 Exec Admin Asst. to the Asst. Supt. of Teaching & Learning 302 |
| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Level 6 |
| Base Pay | \$12.98 | \$15.10 | \$16.41 | \$19.58 | \$22.29 | \$23.86 |
| 1-2 years | \$13.21 | \$15.34 | \$16.64 | \$19.82 | \$22.53 | \$24.10 |
| 3-5 years | \$13.68 | \$15.81 | \$17.11 | \$20.29 | \$23.00 | \$24.57 |
| 6-8 years | \$14.39 | \$16.52 | \$17.81 | \$21.00 | \$23.71 | \$25.28 |
| 9-11 years | \$15.10 | \$17.22 | \$18.52 | \$21.69 | \$24.42 | \$25.99 |
| 12-14 years | \$16.04 | \$18.17 | \$19.46 | \$22.64 | \$25.35 | \$26.92 |
| 15-17 years | \$16.99 | \$19.11 | \$20.41 | \$23.58 | \$26.29 | \$27.86 |
| 18+ years | \$18.05 | \$20.17 | \$21.46 | \$24.65 | \$27.37 | \$28.99 |
| Substitute/Temporary: \$12.93 | | | | | | |

