

School District of Clay County



Salary Schedule ~~2017-2018~~ 2018 - 2019

Pending School Board Approval:

June 7, 2018

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I. ADMINISTRATIVE/MANAGEMENT/SUPERVISORY/CONFIDENTIAL	
Table I -Title of Position for Administrative/Management/Supervisory Control Factors	I - 1 I - 3
Table II- Pay Grades	I - 4
Table III- Indices for Pay Grades	I - 5
Table IVA- Table of Factors	I - 7
Table IVB- Projected Weighted FTE Factors	I - 8
Table V- Salary Ranges	I - 9
Table VI- Title of Position for Cafeteria Management	I - 10
Table VII- Cafeteria Manager Substitute	I - 12
Table VIII- Cafeteria Management	I - 13
Table IX- Miscellaneous Administrative/Managerial Salaries	I - 14
Table X- Confidential Employee Salaries	I - 15
II. CERTIFICATED	
Term of Agreement	II - 1
Compensation	II - 2
Salary Schedule - Teachers	II - 7
Salary Schedule - School Psychologists	II - 8
Salaries – Occupation Therapists / Physical Therapists	II - 9
Salaries – Athletic Directors	II - 10
Salaries - Degree Differentials	II - 11
Salaries – Pay Differentials	II - 12
Salaries – ROTC Instructors	II - 15
Salaries – Academic and Athletic Differentiated Pay Schedule	II - 16
Community Education - Fee Based Salaries	II - 21
Memorandum of Understanding – New Instructional Personnel – 3 Year Hold	II - 22
III. SUPPORT	
Term of Agreement	III - 1
Compensation	III - 2
Table I-Rules for Implementation	III - 5
Table IIA- Support Salary Schedule	III - 9
Table IIB- Special Compensation OT/PT	III - 11
Table IIC- Special Compensation LPN/RN	III - 12
Table III- Transportation	III - 13
Table IV- Miscellaneous Salaries	III - 15
Table IVA- Incentive Pay Stipulations (Maintenance Position)	III - 17
Table IVB- Rules for Maintenance - On-Call List	III - 18
Table V- Classification/Band/Grade	III - 19
IV. MISCELLANEOUS SALARIES	
Substitutes	IV - 1
Substitutes (Non-Bargaining Unit Positions)	IV - 2
Staff Development	IV - 4
Insurance	IV - 5
Advanced Placement and International Baccalaureate Teacher Bonuses	IV - 6
Reimbursement for Internet Connection for Board Members	IV - 7
V. TRAVEL	V - 1

~~2017-2018~~ **2018-2019** SALARY SCHEDULE

TABLE I

**TITLE OF POSITION FOR ADMINISTRATIVE/MANAGEMENT
AND SUPERVISORY PERSONNEL SALARY SCHEDULE**

<u>SALARY SCHEDULE TITLE</u>	<u>POSITION TITLE</u>
Coordinator IV	Food Service Specialist Area Manager Coordinator of Secondary Programs Business Automation System Coordinator
Coordinator III	Transportation Specialist Technology Services Manager
Coordinator II	Fleet Maintenance Supervisor Coordinator of Purchasing/Accounts Payable Public Relations Officer Coordinator of Accounting Coordinator of Property Control Coordinator of Health Benefits Network Services Coordinator Coordinator of Procurement / <u>Buyer</u> Coordinator of School Food and Nutrition Services Project Budget and Purchasing Coordinator Chief of Staff Risk Manager
Coordinator I	Coordinator of Planning & Intergovernmental Relations Project Manager Maintenance Supervisor (Technical) Maintenance Supervisor (General) Coordinator of Payroll Activities Chief Building Inspector Design Architect Coordinator of Shop Operations Coordinator of Transportation Services Coordinator of Curriculum Pre-K-12 Coordinator of Communications and Media Partnerships Technology Services Coordinator Coordinator of Strategic Planning and Community Partnerships Coordinator of School Choice and Charter Schools Coordinator of Exceptional Student Education <u>Coordinator of Accounts Payable</u> <u>Coordinator of Health Benefits</u> <u>Coordinator of Accounting / Budget</u> <u>Coordinator or Risk Management</u> <u>Coordinator of Property Control</u>
Supervisor III	Supervisor of Exceptional Student Education Computer Operations Manager Supervisor of Title I Supervisor of ESOL and Assessment Supervisor of Certified Teacher Placement Supervisor of Transportation Services Maintenance Supervisor – Technical and General Supervisor of Purchasing & Material Management
Supervisor II	Supervisor of Adult/Community Education Supervisor of Instructional Personnel Services Supervisor of Curriculum Pre-K-12 Supervisor of School Improvement/Professional Development & Assessment Reading/Language Arts Supervisor Supervisor of Instructional Technology Pre K-12

Supervisor of Purchasing and Material Management

Supervisor of Student Services
Supervisor of Secondary Education
Supervisor of Elementary /Title I
Supervisor of Instructional Resources/**STEM**
Supervisor of Technology Services

Supervisor I	ESE SEDNET Supervisor Supervisor of Career & Technical Education, Community and Business Partnerships Supervisor of Career & Technical Education, Program Implementation
Director III	Building Official Director of Operations
Director II	Director on Assignment Director of Finance Internal Accounts Auditor
Director I	Director of Information Services Director of Exceptional Student Education Director of Student Services Director of Facility Planning and Construction Director of Support Personnel Services Director of Assessment, Accountability, and School Support Director on Assignment Director of Instructional Personnel Services Director of Secondary Education Director of Elementary Education Director of Transportation Director of Instructional Projects Director of ESE and Student Services Director of K12 Academic Support Services Director of Professional Development, School Improvement and Assessment Director of Maintenance Director of Food and Nutrition Services <u>Director of Finance</u>
Assistant Principal	Assistant Principal Assistant Principal on Assignment
Vice Principal	Vice Principal
Principal	Principal Principal on Assignment
Administrator on Assignment	Administrator on Assignment
Assistant Superintendent	Assistant Superintendent for Human Resources Assistant Superintendent for Business Affairs Assistant Superintendent for Operations Assistant Superintendent for Curriculum and Instruction Assistant Superintendent for Information and Technology Assistant Superintendent for Climate and Culture Chief of Secondary Education

Pending School Board Approval: 6/7/2018

**CONTROL FACTORS FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY
PERSONNEL SALARY SCHEDULE**

Unless otherwise recommended by the Superintendent, all persons being placed on the schedule for the first time will be assigned to step 0 for the pay grade appropriate to their position. The Superintendent may assign placement above step 0 subject to School Board approval to (a) insure that one who is a teacher in the district will not receive a “pay cut” when compared to their teaching salary projected for twelve months, or (b) provide an added incentive to a person with critically needed skills. Under no circumstances will a person being placed on the schedule for the first time be placed above step 23.

When a person already on the administrative salary schedule is assigned a new district level position on the schedule, the person will be placed on the salary schedule (pay grade/step) for the new position closest to their current salary, including supplements, if applicable. The person would not maintain the same step status for the new district level position unless a decrease in overall salary would result. This paragraph shall apply only to an administrator whose move is to a district level administrative position.

A district level administrator who accepts a school based administrative position shall maintain his/her step on the schedule when assigned to the new pay grade.

Unless the Superintendent takes overt action to withhold an increment, each person will advance one step on the schedule up through step 23 for each year of administrative/management experience within the Clay County Schools except as follows:

1. If an administrator (including a Cafeteria Manager) receives an unsatisfactory rating on his/her annual performance evaluation and the Superintendent recommends reappointment to an administrative position for the following year, the administrator will receive the same salary in the next school year as he/she received during the unsatisfactory year of service. Such administrator will be ineligible for any step, supplement or base salary pay increase. This freeze will apply for, at least, the school year following the administrator’s receipt of an unsatisfactory evaluation.
2. If, during the frozen salary year, the administrator earns a satisfactory evaluation, he/she will be placed back on the salary schedule for the following year and, if otherwise eligible, receive any step increase approved by the Board.
3. If the administrator referenced in 1. above receives satisfactory ratings on the final performance evaluations for each of the two (2) years following the receipt of an unsatisfactory rating, the administrator will be eligible, the third year, for any salary step and/or step amount that would have applied had the administrator never earned an unsatisfactory evaluation.

If the situation arises where the chief officer of a school makes less money than another person in that school, the situation shall be brought to the attention of the School Board to be considered on a case by case basis.

Administrative positions are 12-month positions unless otherwise approved in the allocation document. The salary and applicable supplement of a-less-than-12-month administrator shall be prorated based on the number of contract days times the daily rate of pay established in the Administrative Salary Tables contained herein.

The 10 or 11-month calendar for an administrator shall be the same as that established for other 10 (196 days) or 11 (216 days) - month employees.

Revised: 09/20/12

TABLE II

**PAY GRADES FOR ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY PERSONNEL
SALARY SCHEDULE TITLES**

PAY GRADE	SALARY SCHEDULE TITLE
112	Coordinator IV
125	Coordinator III
140	Coordinator II
155	Coordinator I
168	Assistant Principal (Base)
168	Vice Principal (Base)
173	Supervisor III
173	Director III
193	Supervisor II
193	Director II
200	Principal Special School (Base)
200	Principal (Base)
200	Supervisor I
215	Director I
See Below	Administrator on Assignment
238	Assistant Superintendent

* An administrator will maintain his/her contracted salary earned immediately prior to the transfer/redesignation as an Administrator on Assignment for the balance of the school year during which the transfer/redesignation takes place.

Revised : April 6, 2017

**TABLE III - INDICES FOR EACH PAY GRADE/STEP FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY
PERSONNEL SALARY SCHEDULE**

Pay Grades	STEPS															
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
100	1.000	1.030	1.060	1.090	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450
110	1.100	1.130	1.160	1.190	1.220	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550
112	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570
115	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600
125	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700
128	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730
133	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780
135	1.350	1.380	1.410	1.440	1.470	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800
140	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850
143	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880
145	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
150	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950
155	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
158	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030
163	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080
168	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130
173	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
175	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200
180	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
183	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280
188	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
193	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380
195	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
200	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
208	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
215	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600
225	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
238	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
250	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950
280	2.800	2.830	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250

Pay Grades	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
100	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
110	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
112	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020
115	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050
125	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150
128	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
133	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230
135	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
140	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300
143	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
145	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350
150	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
155	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
158	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480
163	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
168	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580
173	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630
175	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650
180	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
183	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730
188	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780
193	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
195	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730	2.760	2.790	2.820	2.850
200	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900
208	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950	2.980
215	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900	2.930	2.960	2.990	3.020	3.050
225	2.730	2.760	2.790	2.820	2.850	2.880	2.910	2.940	2.970	3.000	3.030	3.060	3.090	3.120	3.150
238	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280
250	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280	3.310	3.340	3.370	3.400
280	3.280	3.310	3.340	3.370	3.400	3.430	3.460	3.490	3.520	3.550	3.580	3.610	3.640	3.670	3.700

2017--2018 SALARY SCHEDULE

TABLE IV-A

TABLE OF FACTORS - SCHOOL BASED ADMINISTRATORS

Add the following supplements to the base salary for school administrators (principal, assistant principal, and vice principal). Supplements are stated in terms of indices of the base.* (Base for 2015-2016 = \$38,500)*

BASE SALARY: (Index X \$ 38,500):

<u>Administrator</u>	<u>Pay Grade</u>	<u>Range (Steps 0 – 22)</u>
Assistant/Vice Principal	168	64,680 – 90,090
Principal	200	77,000 – 102,410

PERFORMANCE PAY:

Salary adjustments will be made in compliance with Florida Statutes for school based administrators using the following performance pay model:

$$\text{Performance Pay dollars} = (\#HE)(1.34XZ) = (\#E)(X)$$

The base salary for school based administrators will be determined individually each year using the base salary of the administrator from the previous year and applying any performance pay salary adjustment for the following year.

SUPPLEMENTS:

A. <u>School level</u>	<u>Principal</u>	<u>Vice Principal</u>	<u>Assistant Principal</u>
Special School	.12	--	.07
Elementary	0	--	0
Middle/Junior High	.12	.10	.07
High School	.15	.12	.07
Virtual School	.15		

B. <u>Population of School</u>	<u>Weighted FTE**</u>	<u>Amount</u>
I	Less than 750	0
II	Greater than 749 & Less than 1800	.07 (Principal Only) .05 (Asst/Vice Principal only)
III	Greater than 1799	.12 (Principal Only) .06 (Asst/Vice Principal only)

* An administrator who is involuntarily transferred to a Principal on Assignment position will maintain his/her contracted salary and related supplement(s) for the balance of the school year during which the transfer takes place.

** See Table IV-B

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4/6/2017

**TABLE IV-B
WEIGHTED FTE FACTORS FOR 2017-2018**

SCHOOL	UNWEIGHTED	WEIGHTED
Argyle Elementary	721.56	792.34
Charles E. Bennett	718.80	760.48
Clay Hill Elementary	414.00	436.68
Coppergate Elementary	522.78	557.44
Doctors Inlet Elementary	639.06	675.12
Fleming Island Elementary	383.62	863.78
Grove Park Elementary	469.00	497.9
Keystone Heights Elementary	767.12	824.64
Lake Asbury Elementary	810.16	868.42
Lakeside Elementary	764.02	809.36
Middleburg Elementary	558.00	592.46
Montclair Elementary	532.12	569.32
McRae Elementary	527.74	580.46
Oakleaf Village Elementary	868.92	927.98
Orange Park Elementary	483.06	513.78
Paterson Elementary	1007.24	1069.42
Plantation Oaks Elementary	1373.10	1525.56
RideOut Elementary	498.78	560.2
Ridgeview Elementary	538.44	590.76
S. Bryan Jennings Elementary	496.30	530
Shadowlawn Elementary	675.16	715.7
Swimming Pen Creek Elementary	460.54	514.66
Thunderbolt Elementary	933.70	1013.14
Tynes Elementary	987.46	1088.42
W.E. Cherry Elementary	711.06	906.38
Wilkinson Elementary	785.98	839.58
Green Cove Springs Jr. High	753.06	755.46
Lake Asbury Jr. High	1059.64	1084.46
Lakeside Jr. High	776.14	823.06
Oakleaf Jr. High	1530.26	1548.98
Orange Park Jr. High	730.90	738.6
Wilkinson Jr. High	725.62	726.18
Clay High	1324.36	1342.26
Fleming Island High	2083.60	2093.48
Keystone Heights Jr./Sr. High	1104.96	1144.58
Middleburg High	1676.42	1736.46
Oakleaf High	2348.44	2372.74
Orange Park High	1510.32	1522.4
Ridgeview High	1550.34	1710.2
Bannerman Learning Center	142.78	247.9
Clay Virtual (7004)	514.52	517.16
Clay Virtual (7023)	13.64	13.66

TABLE V
SALARY RANGES FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY PERSONNEL
STEPS 0 – 23/ INDEX OF 1.000 = \$38,500 (Base)

Example of Application of Pay Grades/Indices

Pay Grade 193 = Range of Indices 1.930 - 2.62 (Table III) For Steps 0 – 23

Step 0 = 1.930 X \$38,500 = 74,305

Step 23 = 2.62 X \$38,500 = 100,870

Increment = .03 X \$38,500 = 1155

<u>PAY GRADE</u>	<u>SALARY SCHEDULE TITLE</u>	<u>RANGE (Steps 0 –23)</u>
112	Coordinator IV	43,120 – 69,685
125	Coordinator III	48,125 – 74,690
140	Coordinator II	53,900 – 80,465
155	Coordinator I	59,675 – 86,240
168	Assistant Principal (Base) Assistant Principal (Max)	64,680 – 91,245 69,685 – 96,250
168	Vice Principal (Base) Vice Principal (Max)	64,680 – 91,245 71,610 – 98,175
173	Supervisor III	66,605 – 93,170
173	Director III	66.605 – 93,170
193	Supervisor II	74,305 – 100,870
193	Director II	74,305 – 100,870
200	Principal (Base) Principal (Max)	77,000 – 103,565 87,395 – 113,960
200	Supervisor I	77,000 – 103,565
215	Director I	82,775 – 109,340
238	Assistant Superintendent	91,630 – 118,195

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4/6/2017

2017-2018 SALARY SCHEDULE
TABLE VI
TITLE OF POSITION FOR CAFETERIA MANAGEMENT

Salary Schedule Title	Position Definition
Manager Intern	Will be assigned to schools based on scheduled training activities.
Manager SAT III	Cafeteria Manager of a satellite school serving a projected average daily number of meals of less than 500; based on current year projected data.
Manager SAT II	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 499 but less than 700 meals; based on current year projected data.
Manager SAT I	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 699; based on current year projected data.
Manager SC V	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of less than 600; based on current year projected data.
Manager SC IV	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 599 but less than 900; based on current year projected data.
Manager SC III	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 899 but less than 1100; based on current year projected data.
Manager SC II	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1099 but less than 1300; based on current year projected data.
Manager SC I	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1299 but less than 1500; based on current year projected data.
Manager SC IA	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1499 but less than 1700; based on current year projected data.
Manager SC IB	Cafeteria Manager of self contained food service program serving a projected average daily number of meals of more than 1699; based on current year projected data.
Manager SB V	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of less than 900; based on current year projected data.
Manager SB IV	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 899 but less than 1100; based on current year projected data.
Manager SB III	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1099 but less than 1300; based current year projected data.

~~Manager SB II — Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1299 but less than 1500; based on current year projected data.~~

~~Manager SB I — Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1499 but less than 1800; based on current year projected data.~~

~~Manager SB IA — Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1799; based on current year projected data.~~

School Board Approval: 4/6/2017

Pending School Board Approval: 6/7/18

TABLE VII

SCHOOL FOOD SERVICES SUBSTITUTE

~~I. School Food Services Substitutes shall have a minimum of three years experience in a School Food Services operation performing all of the following duties:~~

- ~~1. Food preparation tasks in the areas of main dishes, baked products, salads, fruits and vegetables, and condiments following state, local and federal guidelines.~~
- ~~2. Set up serving line and serve food to students and adults.~~
- ~~3. Perform cashier duties, including accepting and posting prepayments, accounting for meals served, counting and verifying cash receipts.~~
- ~~4. Perform cleaning and sanitation tasks.~~

~~A letter from the School Food Services Director recommending the person as a School Food Services Substitute shall be required. In addition, to qualify as a School Food Services Substitute, fingerprinting and drug screening will be required if the request to be a substitute is received more than ninety (90) days after separation from employment from a qualified agency, per Florida Statute. The cost of initial drug screening and fingerprinting will be borne by the district. However, the person may serve as a substitute in a probationary status until the fingerprints are cleared.~~

~~II. The rate of pay shall be \$10.00 per hour for the School Food Service Substitute.~~

School Board Approval: 12-16-14

Pending School Board Approval 6/7/18

TABLE VIII
CAFETERIA MANAGEMENT
SALARY RANGES (Based on 197 days - 7 □ hours per day)
(Index of 1.000 = \$16,122)

SALARY SCHEDULE TITLE	PAY GRADES	RANGE (0-23 Years of Approved Experience)
<u>Cafeteria Manager/Satellite</u>		
School Food Service Manager Intern	128	20,636.16 — 31,760.34
Manager SAT III	133	21,442.26 — 32,566.44
Manager SAT II	135	21,764.47 — 32,888.88
Manager SAT I	140	22,570.08 — 33,694.98
<u>School Food Service Manager/Self Contained</u>		
Manager SC V	150	24,183.00 — 35,307.18
Manager SC IV	158	25,472.76 — 36,596.94
Manager SC III	163	26,278.86 — 37,403.04
Manager SC II	168	27,084.96 — 38,209.14
Manager SC I	173	27,891.06 — 39,015.24
Manager SC IA	183	29,503.26 — 40,627.44
Manager SC IB	188	30,309.36 — 41,433.54
<u>Cafeteria Manager/Satellite Base</u>		
Manager SB V	163	26,278.86 — 37,403.04
Manager SB IV	173	27,891.06 — 39,015.24
Manager SB III	183	29,503.26 — 40,627.44
Manager SB II	188	30,309.36 — 41,433.54
Manager SB I	193	31,115.46 — 42,239.64
Manager SB IA	195	31,437.90 — 42,562.08

EDUCATION:

Add \$1,030.00 to salary for Associate Degree in Food Service Technology and/or Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies, or, a certificate or diploma in Culinary Arts or related field from a technical school accredited by the Council on Occupational Education (COE).

NOTES:—

1. Effective October 30, 1995, employees placed on this schedule for the first time may be credited with up to 4 years of approved, non-administrative food service experience and may be credited with approved experience in administration in a quantity food service operation.
2. See Control Factors for Administrative/Management and Supervisory Personnel, regarding consequences of unsatisfactory evaluation on salary for following year(s).
3. Cafeteria Management personnel holding current, valid certification from the American School Food Service Association will receive an annual payment of \$100, contingent upon Human Resources Division's receipt of proof of current, valid certification no later than December 1 of each year.

Revised: 09/20/12, 11/20/12

TABLE VIII
CAFETERIA MANAGEMENT
SALARY RANGES (Based on 197 days-7.5 hours per day)
(Index of 1.000=\$17,572.00)

Salary Schedule Title	Pay Grade	Range (0-23)
<u>Food and Nutrition Services Manager Intern</u>	<u>133</u>	<u>23,370.76-35,495.44</u>
<u>Food and Nutrition Services Manager-Satellite SAT I</u>	<u>140</u>	<u>24,600.80-36,725.48</u>
<u>Food and Nutrition Services Manager-Self Contained SCI</u>	<u>173</u>	<u>30,399.96-42,524.24</u>
<u>Food and Nutrition Services Manager-Satellite Base SBI</u>	<u>193</u>	<u>33,913.96-46,038.64</u>
<u>Senior High Food and Nutrition Services Manager-Self Contained SCIB</u>	<u>195</u>	<u>34,265.40-46,390.08</u>
<u>Senior High Food and Nutrition Services Manager-Satellite Base SBIA</u>	<u>200</u>	<u>35,144.00-47,268.68</u>
<p><u>Education:</u> Add \$1,030.00 to salary for Associates Degree in Food Service Technology and/or Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies or a certificate or diploma in Culinary Arts or related field from a technical school accredited by the Council on Occupational Education (COE).</p> <p><u>Notes:</u></p> <p>1. <u>Effective October 30, 1995 employees placed in this schedule for the first time may be credited with up to 4 years of approved, non-administrative food service experience and may be credited with approved experience in administration in a quantity food service operation.</u></p> <p>2. <u>See Control Factors for Administrative/Management and Supervisory Personnel regarding consequences of unsatisfactory evaluation on salary for following year(s).</u></p> <p>3. <u>Cafeteria Management personnel holding current valid certificate from the American School Food Service Association will receive an annual payment of \$100.00 contingent upon Human Resources Division's receipt of proof of current, valid certificate no later than December 1 of each year.</u></p>		

Pending School Board Approval: 6/7/2018

**TABLE IX
MISCELLANEOUS ADMINISTRATIVE/MANAGERIAL/
EMPLOYEE SALARIES**

School Board Attorney	\$120,000-\$150,000 Annual Salary (To be paid in equal installments)
<u>School Board Bargaining Team Members</u>	
Clay County Education Association Negotiations:	\$1500 (to be paid when ratified)
Clay Educational Support Personnel Association Negotiations:	\$1500 (to be paid when ratified)
Intergovernmental Coordination	\$1800 (to be paid in equal installments)
<u>Degree Differentials for Administrators</u>	
(reflected on official transcripts from college or university recognized as accredited by the State Department of Education at the time the degree was granted)	
Specialist Degree	\$2700
Doctorate Degree	\$3300
Saturday School Administrator	Hourly rate based on regular salary (beyond work hours)

OTHER PROGRAMS (OTHER THAN 310 AGREEMENTS)

Employees employed in other programs beyond their scheduled day or during the summer shall be paid as follows at the discretion of the Superintendent or his/her designee:

1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
2. The rate of pay for the position employed in, based either on the Administrative, Teacher or Support Salary Schedule, or
3. A rate of pay selected from the rates determined for Temporary Adult Labor.

A former Clay County administrator who has retired or resigned from the School System with a satisfactory evaluation shall receive an hourly rate of pay for teaching Adult Education that is derived from the application of the administrator's years of previously-approved experience to the adopted salary schedule for teachers in effect at the time the administrator retired. However, for such retirees employed effective July 1, 1999, such hourly pay shall not exceed \$26/hr. Teachers of these Adult Education FTE courses in 1998-99 whose pay was greater than \$26/hr. in 1998-99 shall be frozen at the 1998-99 hourly rate as long as they continuously teach Adult Education FTE classes.

EMERGENCY SHELTER OPENINGS

(NOT as part of emergency closing of schools or district facilities. See policy 6GX-10-2.31 for salaries paid to employees assigned to work in shelters during emergency closings of school or district facilities.)

When an administrator is called by the Superintendent or his designee to assist in the opening of an emergency shelter during hours outside of the administrator's normal work day, the administrator will be paid at his/her normal hourly rate of pay. This additional pay shall apply to all work required in addition to the administrator's normal duties and responsibilities as a result of the emergency shelter opening and as authorized by the Superintendent or his designee.

Revision: 4/6/2017

**TABLE X
CONFIDENTIAL EMPLOYEE SALARIES**

<u>TITLE</u>	<u>PAY GRADE ON CONFIDENTIAL TABLE</u>
Executive Secretary to Superintendent	B32
Allocation and Accounting Assistant/ <u>Allocations</u>	B31- <u>B24</u>
Administrative Secretary, Sr., Human Resources	B24
Administrative Secretary, Sr. School Board Attorney Office	B24
Personnel Assistant	B23
Principal's Secretary	B23
Data Entry/Records Technician	B21

**THE SCHOOL DISTRICT OF CLAY COUNTY
CONFIDENTIAL PERSONNEL PAY STRUCTURE**

PAY GRADES	A12	B21	B23	B24	B31	B32
Step 1	9.35	10.73	12.11	12.85	13.92	15.70
Step 2	9.62	11.07	12.47	13.27	14.39	16.25
Step 3	9.89	11.42	12.87	13.69	14.88	16.80
Step 4	10.18	11.78	13.28	14.12	15.40	17.38
Step 5	10.48	12.15	13.73	14.57	15.91	17.97
Step 6	10.79	12.54	14.14	15.04	16.45	18.58
Step 7	11.08	12.92	14.58	15.51	17.03	19.22
Step 8	11.42	13.34	15.06	16.01	17.60	19.88
Step 9	11.75	13.76	15.52	16.49	18.19	20.56
Step 10	12.08	14.18	16.02	17.03	18.82	21.27
Step 11	12.43	14.63	16.51	17.56	19.50	22.01
Step 12	12.80	15.09	17.05	18.12	20.18	22.76
Step 13	13.18	15.52	17.58	18.70	20.89	23.56
Step 14	13.56	16.05	18.14	19.29	21.63	24.36
Step 15	13.96	16.56	18.72	19.90	22.39	25.20
Step 16	14.37	17.08	19.32	20.53	23.17	26.07
Step 17	14.80	17.61	19.93	21.18	23.99	26.96
Step 18	15.24	18.17	20.56	21.86	24.83	27.89
Step 19	15.67	18.68	21.15	22.48	25.54	28.68
Step 20	16.23	19.25	21.80	23.18	26.41	29.63
Step 21	17.08	20.43	23.14	24.61	28.13	31.54
Step 22	17.60	21.10	23.91	25.42	29.14	32.66
Step 23	18.23	21.89	24.80	26.37	30.30	33.94
Step 24	18.90	22.72	25.75	27.37	31.53	35.30
Step 25	19.62	23.63	26.78	28.47	32.89	36.80

A step increase for the 2017-2018 school year became effective July 1, 2017. This mirrored the step awarded in the Clay Educational Staff Professional Association Contract. A \$500 permanent longevity supplement was given to all employees who have completed 25 years of service and beyond.

Revised: ~~2/1/2018~~ 6/7/2018

**MISCELLANEOUS SALARY SCHEDULE SECTION IV
2017-2018
SUPPORT SALARY SCHEDULE
SUBSTITUTES (NON-BARGAINING UNIT POSITIONS)**

1. SUBSTITUTES:

Category:	
Secretarial/Clerical	\$8.25 per hour (Eff. 01/01/2018)
Noon Day Shuttle Bus Runs	\$8.25 per hour (Eff. 01/01/2018)
Substitute Bus Drivers for Field Trips/Extra Trips	\$ 11.00 per hour
Bus Driver Interns for Field Trips/Extra Trips	\$ 11.00 per hour
Bus Driver Intern	\$.25 per hour less than Step 7 hourly rate for regular bus drivers.
Bus Drivers	\$.50 per hour less than Step 7 hourly rate for regular bus drivers.
Substitute Licensed Practical Nurse	\$.50 per hour less than Step 1 hourly rate for regular Licensed Practical Nurse.
Substitute ESE Interpreter	\$.50 per hour less than Step 1 hourly rate for regular ESE Interpreter I.
Substitute Custodian	\$.50 per hour less than Step 1 hourly rate for regular Custodian.
Substitute Cafeteria Assistant	\$.50 per hour less than Step 1 hourly rate for regular Cafeteria Assistant.
Substitute Bus Monitor	\$1.00 per hour less than Step 1 hourly rate for regular Bus Monitor.
Substitute Clinic Assistant	\$.50 per hour less than Step 1 hourly rate for regular Health Assistant

A. Minimum Guaranteed Work Hours

- 1) Bus Driver Interns shall be guaranteed a minimum of 5.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar
- 2) Bus Driver substitutes shall be guaranteed a minimum of 4.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar

B. Benefits

Effective 9/20/02, Bus Driver Interns and Bus Driver substitutes are eligible to enroll in the District's comprehensive hospital-surgical-major medical and group life insurance policy at group rates equivalent to those of regular employees.

2. OTHER:

Temporary Adult Labor (when authorized by Superintendent)	\$8.25 per hour (Eff. 01/01/2018)
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3. SPECIAL GRANT PERSONNEL:

Part-time labor employed by the Superintendent under special grant or through inter-governmental agreements will be paid an amount to be determined by the School Board.

4. STUDENT LABOR (High School):

When used as part-time help, and authorized by the Superintendent, students shall be paid at the following rate:

\$8.25 per hour (Eff. 01/01/2018)

5. OTHER PROGRAMS (Other than 310 Agreements)

Individuals employed as supervisors of student workers or to complete special temporary assignments, shall be paid as follows at the discretion of the Superintendent or his/her designee:

1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
2. The rate of pay for the position employed in, based on Grade and Step of the Support Salary Schedule (not to exceed step 5), as determined by the Superintendent or his/her designee, or
3. A rate of pay selected from the rate determined for Temporary Adult Labor.

6. TRAINING BONUS - BUS DRIVERS

Following successful completion of all required pre-service training and screenings, bus drivers shall be paid a one-time bonus of \$1,000.00

In order to enroll in the training program, applicants must complete the following:

1. Fingerprinting
2. Background check
3. Drug Screening
4. DMV license check which meet requirements for hire
5. Physical Exam
6. Completion of 90 work days of service as a substitute or intern bus driver.

7. SCHOOL SAFETY OFFICERS (Non-Bargaining Unit Position)

1. School Safety Officers shall be paid an hourly rate of \$15.70.
2. Lead School Safety Officers shall be paid at an hourly rate of \$17.18.

School Board Approval: 5/3/2018

Pending School Board approval: 6/7/18