

SECTION I
ADMINISTRATIVE
MANAGERIAL
SUPERVISORY
CONFIDENTIAL
2012-2013

APPROVED:

September 20, 2012 (*pending*)

2012-2013 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 III	Transportation Specialist Insurance Specialist, Risk Management <i>Eff.: 07/01/2012</i>
Coordinator II	Fleet Maintenance Supervisor Coordinator of Internal Accounts/Purchasing/Accounts Payable Public Relations Officer Coordinator of Accounting Coordinator of Property Control Coordinator of Health Benefits Network Services Coordinator Purchasing Specialist, Buyer Coordinator of School Food and Nutrition Services
Coordinator I	Coordinator of Operations 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
Director III	Building Official
Director II	Director of Maintenance Director of Food and Nutrition Services Director of Purchasing/Accounts Payable & Material Management Director on Assignment Director of Facility Planning and Construction Director of Finance

Revised: 06/21/2012

Director I	Director of Information Services Director of Career & Technical Education Director of Exceptional Student Education Director of Student Services Director of Support Personnel Services Director on Assignment Director of Instructional Personnel Services Director of Secondary Education Director of Elementary Education Director of Transportation Director of Instructional Projects
Supervisor III	Supervisor of Student Services Supervisor of Exceptional Student Education Computer Operations Manager Supervisor of Title I Supervisor of Information Services Supervisor of Career & Technical Education Supervisor of ESOL and Assessment Supervisor of Certified Teacher Placement
Supervisor II	Supervisor of Adult/Community Education Supervisor of Instructional Personnel Services Supervisor of Curriculum Pre-K-12 Supervisor of School Improvement/Prof. Development & Assessment Reading/Language Arts Supervisor
Supervisor I	Supervisor of Instructional Support Services
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 Support Services Assistant Superintendent for Instruction
Deputy Superintendent	Deputy Superintendent

**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 ~~22~~ **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 ~~22~~ **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.

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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
250	Deputy 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.

**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

2012-2013 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 2012-2013 = \$38,500)*

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

<u>Administrator</u>	<u>Pay Grade</u>	<u>Range (Steps 0 – 2223)</u>
Assistant/Vice Principal	168	64,680 – 90,090 91,245
Principal	200	77,000 – 102,410 103,565

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 (Assistant/Vice Principal only)
III	Greater than 1799	.12 (Principal Only) .06 (Assistant/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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**TABLE IV-B
WEIGHTED FTE FACTORS FOR 2012-2013**

SCHOOL	UNWEIGHTED	WEIGHTED
Argyle Elementary	593	613.60
Charles E. Bennett Elementary	770	792.75
Clay Hill Elementary	458	472.43
Coppergate Elementary	684	72.51
Doctors Inlet Elementary	758	784.05
Fleming Island Elementary	808	908.15
Grove Park Elementary	519	55848
Keystone Heights Elementary	696	758.83
Lake Asbury Elementary	798	851.04
Lakeside Elementary	799	834.06
Middleburg Elementary	635	677.60
Montclair Elementary	531	550.858
McRae Elementary	470	515.71
Oakleaf Village Elementary	913	1014.95
Orange Park Elementary	504	513.43
Paterson Elementary	878	937.83
Plantation Oaks Elementary	879	930.35
RideOut Elementary	572	624.05
Ridgeview Elementary	550	682.93
S. Bryan Jennings Elementary	501	520.20
Shadowlawn Elementary	716	748.08
Swimming Pen Creek Elementary	509	530.83
Thunderbolt Elementary	1008	1126.93
Tynes Elementary	812	901.05
W. E. Cherry Elementary	625	471.77
Wilkinson Elementary	731	777.72
Green Cove Springs Jr. High	894	881.00
Lake Asbury Jr. High	1085	1094.88
Lakeside Jr. High	867	915.11
Oakleaf Jr. High	1283	1321.17
Orange Park Jr. High	705	688.07
Wilkinson Jr. High	739	730.22
Clay High	1346	1351.38
Fleming Island High	2037	2057.08
Keystone Heights Jr./Sr. High	1234	1228.55
Middleburg High	1755	1741.31
Oakleaf High	1806	1797.69
Orange Park High	1689	1698.46
Ridgeview High	1611	1750.55
Bannerman Learning Center	124	215.20
Clay Virtual	282	156.05

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TABLE V
SALARY RANGES FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY PERSONNEL
STEPS 0 – ~~22-23~~/ INDEX OF 1.000 = \$38,500 (Base)

Example of Application of Pay Grades/Indices

Pay Grade 193 = Range of Indices 1.930 - ~~2.59~~ **2.62** (Table III) For Steps 0 – ~~22~~ **23**

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

Step ~~22~~ **23** = ~~2.59~~ **2.62** X \$38,500 = ~~99,715~~ **100,870**

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

<u>PAY GRADE</u>	<u>SALARY SCHEDULE TITLE</u>	<u>RANGE (Steps 0 –22 23)</u>
112	Coordinator IV	43,120 – 68,530 69,685
125	Coordinator III	48,125 – 73,535 74,690
140	Coordinator II	53,900 – 79,310 80,465
155	Coordinator I	59,675 – 85,085 86,240
168	Assistant Principal (Base) Assistant Principal (Max)	64,680 – 90,090 91,245 69,685 – 95,095 96,250
168	Vice Principal (Base) Vice Principal (Max)	64,680 – 90,090 91,245 71,610 – 97,020 98,175
173	Supervisor III	66,605 – 92,015 93,170
173	Director III	66,605 – 92,015 93,170
193	Director II	74,305 – 99,715 100,870
193	Supervisor II	74,305 – 99,715 100,870
200	Principal (Base) Principal (Max)	77,000 – 102,410 103,565 79,695 87,395 – 112,805 113,960
200	Supervisor I	77,000 – 102,410 103,565
215	Director I	82,775 – 108,185 109,340
238	Assistant Superintendent	91,630 – 117,040 118,195
250	Deputy Superintendent	96,250 – 121,660 122,815

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2012-2013 SALARY SCHEDULE
TABLE VI
TITLE OF POSITION FOR CAFETERIA MANAGEMENT

<u>Salary Schedule Title</u>	<u>Position Definition</u>
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 2012-2013 projected data this includes Orange Park Elementary.
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 2012-2013 projected data this includes Ridgeview Elementary, Middleburg Elementary, Doctors Inlet Elementary, Swimming Pen Creek Elementary, Plantation Oaks Elementary, and Montclair Elementary.
Manager SAT I	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 699; based on 2012-2013 projected data this includes, Keystone Heights Elementary, Lakeside Elementary, W.E. Cherry Elementary, Wilkinson Elementary, and Green Cove Springs Junior High.
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 2012-2013 projected data this includes Clay Hill Elementary, McRae Elementary, and Argyle Elementary.
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 2012-2013 projected data this includes Paterson Elementary, Fleming Island Elementary, Coppergate Elementary, Lake Asbury Elementary, Grove Park Elementary and Shadowlawn Elementary.
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 2012-2013 projected data, this includes Charles E. Bennett Elementary, Lake Asbury Jr. High and Thunderbolt Elementary.
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 2012-2013 projected data this includes OakLeaf Junior High.
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 2012-2013 projected data, no schools were included in this category.
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 2012-2013 projected data, this includes Middleburg High and OakLeaf High School.

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 2012-2013 projected data, no schools were included in this category.
Manager SB V	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of less than 900; based on 2012-2013 projected data, no schools were included in this category.
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 2012-2013 projected data, no schools were included in this category.
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 on 2012-2013 projected data, this includes S. Bryan Jennings Elementary, RideOut Elementary, Tynes Elementary and Orange Park Junior High School.
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 2012-2013 projected data, this includes Oakleaf Village Elementary School, Lakeside Jr. High and Wilkinson Junior High.
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 2012-2013 projected data, this includes Ridgeview High and Keystone Jr./Sr. High.
Manager SB IA	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1799; based on 2012-2013 projected data, this includes Fleming Island High, Orange Park High School and Clay High School.

Revised: 06/21/12

TABLE VII
CAFETERIA MANAGER SUBSTITUTE

- I. Substitute Cafeteria Managers shall have had experience as a Cafeteria Manager in a School Food Service Program. A letter from the last Principal and/or School Food Service Director recommending the person as a substitute shall be required. In addition, to qualify as a Substitute Cafeteria Manager, a 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. Fingerprinting shall be required with one-day break in service, the cost to be borne by the employee.
- II. The rate of pay shall be \$90.00 per day for the Substitute Cafeteria Manager.

SCHOOL FOOD SERVICES SUBSTITUTE

- III. 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.

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

TABLE VIII
CAFETERIA MANAGEMENT
SALARY RANGES (Based on 196 days - 7 ½ hours per day)
(Index of 1.000 = \$16,122)

SALARY SCHEDULE TITLE	PAY GRADES	RANGE (0- 22 <u>23</u> Years of Approved Experience)
<u>Cafeteria Manager/Satellite</u>		
School Food Service Manager Intern	128	20,233.44 – 30,651.15 <u>31,760.34</u>
Manager SAT III	133	21,013.41 – 31,441.12 <u>32,566.44</u>
Manager SAT II	135	21,329.41 – 31,757.12 <u>32,888.88</u>
Manager SAT I	140	22,119.38 – 32,547.09 <u>33,694.98</u>
<u>School Food Service Manager/Self Contained</u>		
Manager SC V	150	23,699.34 – 34,127.05 <u>35,307.18</u>
Manager SC IV	158	24,963.30 – 35,391.01 <u>36,596.94</u>
Manager SC III	163	25,753.28 – 36,180.99 <u>37,403.04</u>
Manager SC II	168	26,543.26 – 36,970.97 <u>38,209.14</u>
Manager SC I	173	27,333.24 – 37,760.95 <u>39,015.24</u>
Manager SC IA	183	28,913.19 – 39,340.90 <u>40,627.44</u>
Manager SC IB	188	29,703.17 – 40,130.88 <u>41,433.54</u>
<u>Cafeteria Manager/Satellite Base</u>		
Manager SB V	163	25,753.28 – 36,180.99 <u>37,403.04</u>
Manager SB IV	173	27,333.24 – 37,760.95 <u>39,015.24</u>
Manager SB III	183	28,913.19 – 39,340.90 <u>40,627.44</u>
Manager SB II	188	29,703.17 – 40,130.88 <u>41,433.54</u>
Manager SB I	193	30,493.15 – 40,920.86 <u>42,239.64</u>
Manager SB IA	195	30,809.14 – 41,236.85 <u>42,562.08</u>

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.

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

School Board Attorney	\$145,000. 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)

Degree Differentials for Administrators

(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)
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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.

**TABLE X
CONFIDENTIAL EMPLOYEE SALARIES**

<u>TITLE</u>	<u>PAY GRADE ON CONFIDENTIAL TABLE</u>
Executive Secretary to Superintendent	B32
Executive Secretary to Deputy Superintendent	B31
Administrative Secretary, Sr., Human Resources	B24
Personnel Assistant	B23
Principal's Secretary	B23
Data Entry/Records Technician	B21
Clerical Support Assistant, Human Resources	A12

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

PAY GRADES	A12	B21	B23	B24	B31	B32
Step 1	9.30	10.68	12.06	12.80	13.87	15.65
Step 2	9.57	11.02	12.42	13.22	14.34	16.20
Step 3	9.84	11.37	12.82	13.64	14.83	16.75
Step 4	10.13	11.73	13.23	14.07	15.35	17.33
Step 5	10.43	12.10	13.68	14.52	15.86	17.92
Step 6	10.74	12.49	14.09	14.99	16.40	18.53
Step 7	11.03	12.87	14.53	15.46	16.98	19.17
Step 8	11.37	13.29	15.01	15.96	17.55	19.83
Step 9	11.70	13.71	15.47	16.44	18.14	20.51
Step 10	12.03	14.13	15.97	16.98	18.77	21.22
Step 11	12.38	14.58	16.46	17.51	19.45	21.96
Step 12	12.75	15.04	17.00	18.07	20.13	22.71
Step 13	13.13	15.52	17.53	18.65	20.84	23.51
Step 14	13.51	16.00	18.09	19.24	21.58	24.31
Step 15	13.91	16.51	18.67	19.85	22.34	25.15
Step 16	14.32	17.03	19.27	20.48	23.12	26.02
Step 17	14.75	17.56	19.88	21.13	23.94	26.91
Step 18	15.19	18.12	20.51	21.81	24.78	27.84
Step 19	15.62	18.63	21.10	22.43	25.49	28.63
Step 20	16.07	19.20	21.75	23.13	26.36	29.58
Step 21	17.03	20.38	23.09	24.56	28.08	31.49
Step 22	17.55	21.05	23.86	25.37	29.09	32.61
Step 23	18.18	21.84	24.75	26.32	30.25	33.89
Step 24	18.85	22.67	25.70	27.32	31.48	35.25
Step 25	19.57	23.58	26.73	28.42	32.84	36.75

A step increase for the 2012-2013 school year will become effective in the October 31, 2012, paycheck. There is no retroactivity for the 2012-2013 school year. Confidential employees on Step 25 during the 2011-2012 school year shall remain on Step 25 for 2012-2013. A \$500 supplement will be paid in equal installments during the 2012-2013 year to those confidential employees on step 25 in 2011-2012.

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