

PERSONNEL POLICY
for
NON-ALIGNED EMPLOYEES



Independent School District #152
Moorhead, Minnesota

July 1, 2020 – June 30, 2022

Table of Contents

Article	Title	Page
I	Definitions	3
II	Basic Salary Schedule	3
III	Insurance	4
IV	Leave Provisions and Vacations	6
V	Travel and Miscellaneous Reimbursement	14
VI	Holidays	15
VII	Vacation Time	16
VIII	Deferred Compensation	16
IX	Conformity to Law and Savings Clause	16
	Signature Page	17
Appendix A		
	2020-2021 Salary Schedule	18
	2020-2022 Salary Schedule	18
Appendix B		
	Definition of new lane designation	19

**ARTICLE I
DEFINITIONS**

- Section 1. Description of Appropriate Group - For purposes of this policy, the appropriate group shall mean all workers employed by the School District excluding the following:
- a. Confidential employees;
 - b. Part-time employees whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the normal workweek;
 - c. Employees who hold positions of a temporary nature for a period of less than sixty-seven (67) work days in any calendar year;
 - d. Emergency employees (i.e., those employees who are employed for emergency work caused by natural disaster); or
 - e. Employees who belong to a bargaining group recognized by PELRA.
 - f. Administrators/Supervisors/Principals who are in local Associations.
- Section 2. School Board or School District - Any reference to the School Board or School District in this policy shall mean the School Board of Moorhead Independent School District #152 or its designated officials or representatives.
- Section 3. Full-Time Employee - An employee who works eight (8) hours a day, five (5) days per week.
- Section 4. Regular Employee - An employee who works six (6) hours or more per day but less than eight (8) hours per day, five (5) days per week.
- Section 5. Part-Time Employee - An employee who works fourteen (14) hours per week or more, but less than six (6) hours per day, five (5) days per week.
- Section 6. Casual Employee - An employee who is not required to work a regular schedule, five (5) days per week.

**ARTICLE II
BASIC SALARY SCHEDULE**

- Section 1. The rates of pay reflected in Appendix A and B shall be a part of this policy. Payroll checks will be distributed on the day designated by the school calendar.
- Section 2. Anyone hired by the District prior to January 1 of a respective year, shall be advanced one step on the salary schedule on the following July 1.

Section 3. Advanced Certifications. The Director of Human Resources in consultation with the employee's direct supervisor shall approve advanced certifications. Approved certifications that are deemed current will be paid a stipend of \$1,000 per annum, pro-rated according to date completed. If applicable, the district shall reimburse up to \$125 for the successful completion of a certification test upon receiving documentation of the test results and the receipt of the cost of the certification test. Employees in the Non-Aligned group may receive a maximum of two (2) certifications.

Section 4. Method of Payment

- A. Members of Non-Aligned group working less than 12 months shall be given the option of choosing to receive their annual salary in 10 or 12 equal payments.
- B. Eligible Members must select a payment option prior to the start of their work year. The annual payment option selected shall remain in effect from year to year or until the member informs the employer of the desire to change payment options for a subsequent year. In no event shall the payment option of a unit member be changed after the start of the first day of the members work year.
- C. In the event a member fails to inform the employer of his/her desired payment option prior to start the members work year that the member shall be paid on 12 equal payments.

Section 5. Snow Days/Inclement Weather

Once an employee reports for work on a storm day, they will receive pay for all hours scheduled that day if school is cancelled by the superintendent or his/her designee. If school is called off before school starts, all twelve (12) month employees must work their regular hours, use personal leave, vacation leave, compensatory days, or make up the day.

ARTICLE III INSURANCE

Section 1. Selection of Carriers - The selection of the insurance carrier and policies shall be made by the School District.

Section 2. Claims Against the School District - Any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District. It is further understood that the School District's only obligation is to provide an insurance policy. No claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Eligibility - Full-time and regular employees as defined in Article I shall be eligible for group insurance as set forth in this Article. The effective date of coverage will be the first day of the month coincident to or next the date of hire.

Section 4. Duration of Insurance Participation - An employee is eligible for District insurance contributions and payroll deductions as provided in this Article as long as the employee is employed by Independent School District No. 152. When employment is terminated, group insurance benefits may be continued at the employee's option and expense, consistent with State and Federal law.

Section 5. Health-Related Insurance - The District agrees to make available health-related insurance for each eligible employee. Such employees may elect to purchase either single or family health-related coverage. The District contribution for district sponsored health, dental or vision (if available) insurance coverage will be \$775 per month for the 2020-21 school year and \$800 per month for the 2021-22 school year.

If the employee chooses a district plan option that offers a qualified saving account (ex. Health Savings Account (HSA) or Voluntary Employees Beneficiary Association (VEBA)), the District shall put the difference of the district contribution and the premium for the plan into the employee's qualified savings account not to exceed applicable IRS guidelines.

Employees choosing not to participate in medical hospitalization will be given the following options for district provided funding in to a flexible spending account effective with the January 1, 2021 enrollment:

1. Medical
 - a. \$500 annually provided into a flexible spending account to spend on approved medical expenses, and
 - b. The district will match any additional employee contribution up to \$2500 annually, with all contributions not to exceed the identified IRS guideline of \$5400, **or**
2. Dependent Care:
 - a. A sum of \$230 per month into a flexible spending account to spend on approved dependent care expenses.

All additional costs will be paid by the employee through payroll deductions.

Section 6. Life

Subd. 1.

The Board agrees to provide group life insurance totaling \$50,000 for each eligible employee at district expense. This life insurance coverage will include Accidental Death and Disability provisions for active employees. The effective date of coverage will be the first day of the month coincident to or after the date of hire.

Subd. 2. Life and Accidental Death & Dismemberment Reductions

Benefits will be reduced per policy for active employees beginning at age sixty-five (65), subject to a minimum benefit of \$2,000. All life and AD&D options cancel upon retirement.

Subd. 3. Dependent Life Insurance

The District will make available Dependent Life Insurance Coverage to be paid by the employee through payroll deduction.

Dependent Coverage

Spouse Only	\$10,000
Spouse	\$7500
Children 14 days to 19 years	\$2500

Section 7. The District shall provide, at its expense, long-term disability insurance. Long-term disability insurance shall commence on the sixty-first (61st) working day of illness and shall be in effect until age sixty-five (65), and thereafter, as required under option B of the Age Discrimination in Employment Act (ADEA). All claims shall be subject to the terms and conditions of the policy.

**ARTICLE IV
LEAVE PROVISIONS AND VACATIONS**

Section 1. Sick Leave

Subd. 1

Effective July 1, 2011, employees will be granted one (1) sick day per month. A day, as defined in this article will be the employee's workday. Sick leave may accumulate to a maximum of sixty (60) days and shall be coordinated with Long Term Disability insurance.

Subd. 4.

Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness, which prevented attendance and performance on that day or days as defined by Minnesota Statute Section 181.9413 and/or federal law provided the employee has unused sick leave available at the time of absence. Sick leave with pay shall also be allowed by the School District in the case of injury or illness to the employee's minor children; in the situation where both father and mother are employed by the School District, only one individual can use such leave unless there exists an emergency.

Subd. 5.

In order to qualify for sick leave pay, the School District may require an employee to furnish a medical certificate from a qualified physician, as evidence of injury or illness, in order to qualify for sick leave pay.

Subd. 6.
Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7.
Sick leave pay shall be approved only upon submission of a signed absence verification form available at the Human Resources Office.

Subd. 8.
Employees are required to give notice to their Supervisor when sick leave is to be taken in order to allow time to obtain replacements.

Subd. 9.
At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, such employee shall continue on long-term disability compensation.

Subd. 10.
Non-emergency doctor and dental appointments are to be scheduled after the workday to the extent possible. Paid sick leave for appointments scheduled during the workday is limited to the time of the appointment and travel time to and from the appointment. Employees are expected to work before and/or after appointments scheduled during the workday and are to schedule appointments to cause as little disruption as possible to the workday.

Section 2. Child Care/Parenting Leave

Subd. 1.
A child care/parenting leave may be granted by the School District to an eligible employee to provide parental care to the employee's child, including birth and adoption.

Subd. 2.
An "employee," for purposes of this Section, means a person who performs services for at least twelve (12) consecutive months preceding the request for a leave under this Section, and for an average of twenty (20) or more hours per week during those twelve (12) months.

Subd. 3.
A "child," for purposes of this Section, means an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school.

Subd. 4.
An employee making application for child care/parenting leave inform the Assistant Superintendent of Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave, except in emergency circumstances.

Subd. 5.

The employee and the School District shall discuss the appropriate timing for a child care/parenting leave considering the availability of substitutes, the duration of the leave and other matters as may be pertinent to the leave. Unless there is a conflict caused by the use of sick leave as set forth in Subd. 6 below, the School District may adjust the proposed beginning and/or ending date of the child care/parenting leave so that the dates of the leave are coincident with a natural break in the school year, i.e., winter vacation, spring vacation, semester or quarter break, end of grading period, end of the school year, or the like. In any case, such child care/parenting leave shall be no longer than six (6) weeks.

Subd. 6.

An employee who elects a child care/parenting leave for reasons of pregnancy may, in addition, elect to use sick leave pursuant to the provisions of Section 1 of this Article to cover the period of disability incident to the pregnancy. After the birth of a child, a certificate of disability from the employee's physician is required. In the event that child care/parenting leave is elected, the period of child care/parenting leave must immediately follow the use of such sick leave and may not exceed six (6) weeks in duration.

Subd. 7.

In making a determination concerning the commencement and duration of a child care/parenting leave, the School District shall not, in any event, be required to:

- a. Grant any leave more than six (6) weeks in duration.
- b. Permit the employee to return to his/her employment prior to the date designated in the request for child care/parenting leave.

Subd. 8.

An employee returning from child care/parenting leave shall be reinstated in the employee's former position, or in a position of comparable duties and pay, unless previously terminated. An employee is not entitled to reinstatement if, during the period of leave, the School District experiences a layoff and the employee taking the leave would have been laid off had the employee not been on such a leave. The employee retains all rights regarding layoff and recall as may otherwise be set forth in this Policy.

Subd. 9.

Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the School District and the employees mutually agree in writing to an extension of the leave.

Subd. 10.

The parties agree that the applicable periods of probation for employees as set forth in this Policy are intended to be periods of actual service enabling the School District to have the opportunity to evaluate performance. The parties

agree, therefore, that periods of time for which the employee is on child care/parenting leave shall not be counted in determining the completion of the probationary period.

Subd. 11.

An employee who returns from child care/parenting leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Policy at the commencement of the beginning of the leave. The employee shall accrue additional credit or leave time during the period of absence for child care/parenting leave.

Subd. 12.

An employee on child care/parenting leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the child care/parenting leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the District pursuant to this Section.

Subd. 13.

Leave under this Section shall be without pay or fringe benefits.

Section 3. Family/Medical Leave

Subd. 1.

An employee, as defined herein, will be granted an unpaid leave of absence for a total period of up to twelve (12) workweeks during any twelve (12) month period for any of the following:

- a. The birth and first-year care of a child;
- b. The adoption or foster placement of a child;
- c. To care for the spouse, child, or parent of the employee if such spouse, child, or parent has a serious health condition; or
- d. A serious health condition that makes the employee unable to perform his/her job.

Subd. 2.

An "employee," for purposes of this Section, means any individual employed by the School District for twelve (12) months preceding the request for a leave under this Section, and who has worked for at least 1,250 hours during that twelve (12) month period.

Subd. 3.

A "child," for purposes of this Section, means the employee's son or daughter, which includes biological, adopted, foster, step, legal ward, or a child of a person standing in loco parentis who is under eighteen (18) years of age, or eighteen (18)

years of age or older and incapable of self-care because of a mental or physical disability.

Subd. 4.

" Spouse ," for purposes of this Section, means husband or wife, but does not include unmarried domestic partners.

Subd. 5.

A " parent, " for purposes of this Section, means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a youth.

Subd. 6.

A "serious health condition," for purposes of this Section, means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with inpatient care, or continuing treatment by a health care provider. A "health care provider" is defined as a doctor of medicine or osteopathy, who is authorized to practice medicine or surgery by the State of Minnesota.

Subd. 7.

In the event a leave is requested under this Section, an employee must provide the employer written notice at least thirty (30) days in advance of when the leave is to begin. This written notice must be submitted to the Director of Human Resources if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of the employee's family member. If thirty (30) days notice is not practicable, because of a lack of knowledge of approximately when the leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. "As soon as practicable" means as soon as both possible and practical, taking into account all of the facts and circumstances for the individual case, and ordinarily would mean at least verbal notification to the Director of Human Resources within one (1) or two (2) business days prior to when the need for leave becomes known to the employee.

Subd. 8.

In the event that the foreseeable leave is in connection with the care for the spouse, child, or parent of the employee, or a serious health condition that makes the employee unable to perform his or her job, the employee must make a reasonable effort to schedule treatment, including taking leave intermittently or on a reduced hours basis, as to not unduly disrupt the operations of the School District, subject to the approval of the employee's or family member's health care provider.

Subd. 9 .

In the event that the leave is in connection with the care for the spouse, child, or parent of the employee, or a serious health condition that makes the employee

unable to perform his/her job, the School District may require the employee to provide timely certification from the employee's health care provider, or a family member's health care provider, addressing:

- A. The approximate date on which the serious health condition commenced;
- B. The probable duration of the serious health condition, including the probable duration of the patient's present incapacity;
- C. The appropriate medical facts, within the knowledge of the health care provider, regarding the serious health condition;
- D. In the event that the leave is in connection with the care for the spouse, child or parent of the employee, a statement that the employee is needed to care for the spouse, child or parent, and an estimate of the amount of time the employee is needed to care for the spouse, child or parent;
- E. In the event the leave is in connection with a serious health condition that makes the employee unable to perform his/her job, a statement that the employee is unable to perform the functions of his/her job; and
- F. In the case or certification for intermittent leave for planned medical treatment, the dates on which such treatment is expected to be given, and the duration of such treatment.

Subd. 10.

In the event that the School District doubts the certification provided pursuant to

Subd. 9 of this Section, the School District may, in its discretion, require, at its own expense, that the employee obtain the opinion of a second health care provider (other than a School District employee) designated by the School District. If the second opinion provided for herein differs from the certification provided pursuant to Subd. 9 of this Section, the School District may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved by both the School District and the employee, which opinion shall be final and binding on both the School District and the employee.

Subd. 11.

The School District may require, or the employee may elect, the substitution of the employee's accrued paid vacation leave, personal leave or emergency leave for any part of the twelve (12) week period of such leave. The School District may require, or the employee may elect, substitution of paid medical or sick leave to care for the child of the employee who has a serious health condition or in the event of a serious health condition of the employee himself/herself which makes the employee unable to perform his/her job. In addition, any leave provided pursuant to this Section shall not be in addition to any other child care/parenting leave. Substitution of paid medical leave for an eligible spouse or parent under

FMLA will be defined by Minnesota Statute Section 181.9413 and/or federal law, provided the employee has unused sick leave available at the time of absence.

Subd. 12.

In the event that the leave is in connection with a serious health condition that makes the employee unable to perform his/her job, the School District may require the employee to provide certification from the employee's health care provider that the employee is able to resume work.

Subd. 13.

During the period of a leave as provided for herein, the employee shall retain all seniority, salary and fringe benefits which had been accrued prior to the taking of such a leave.

Subd. 14.

The School District shall maintain coverage for the employee under any group health insurance plan for the duration of any leave provided for herein at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. The employee shall pay that portion of the premium as otherwise set forth in this Policy. The School District may recover any premium that the School District paid for maintaining such coverage for the employee pursuant to this Subdivision if the employee fails to return to work after the leave has expired for reasons other than the continuance, recurrence or onset of a serious health condition or other circumstances beyond the control of the employee.

Subd. 15.

Upon return from a leave as provided for herein, the employee shall be restored to the position held by the employee when said leave commenced, or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. The School District is not required to reinstate the employee if it can show that the employee would have been subject to layoff at the time reinstatement is requested.

Subd. 16.

In the event that both a husband and wife are employed by the School District, the aggregate number of work weeks of leave for the birth or adoption of a child, or to care for a sick child or parent, to which both may be entitled shall be limited to twelve (12) work weeks during any twelve (12) month period.

Subd. 17.

Except as provided in Subd. 11 of this Section, Family/Medical Leave is without pay.

Subd. 18.

An employee who attempts to use leave provided in this Section, and also Child Care/Parenting Leave, shall have the amount of Child Care/Parenting Leave count against the leave provided in this Section.

Section 4. Emergency Leave

Employees will be entitled to a maximum of seven and one-half (7 and 1/2) days of emergency leave of absence with full pay each school year in addition to sick leave. This will not be cumulative. Such leaves will be granted for the following:

Subd. 1 Extended Family Illness

Up to seven and one-half (7 and 1/2) days of paid leave may be used for the emergency or serious illness requiring bedside or household attention by the employee of the employee's spouse, child, son-in-law, daughter-in-law, parents, father-in-law, mother-in-law, sibling, or member of the immediate household..

Subd 2 Emergency Leave

Up to two (2) days of paid time off may be used for emergencies. An emergency will be defined as a crisis over which the individual has no control, and cannot be attended to during non-school hours. The employee will be required to state the reason for the leave. The Superintendent or his/her designee will decide whether or not the leave is approved. The decision will not be subject to the grievance process.

Subd. 3 Bereavement Leave

Up to seven and one-half (7 and 1/2) days of paid leave may be used for the death of an employee's spouse, child, son-in-law, daughter-in-law, parents, father-in-law, mother-in-law, sibling, or member of the immediate household.

Up to three (3) days of paid leave may be used in the event of death of an employee's grandfather, grandmother, grandchild, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew.

One (1) day of paid leave may be used for the funeral of a friend

Section 5. Medical Leave

Subd. 1.

Employees who are unable to perform their duties because of personal illness or disability and who have exhausted all accumulated sick leave, or have become eligible for long-term disability compensation, may receive a leave of absence without pay for the duration of such illness or disability up to one (1) year.

Subd. 2.

In accordance with state law, the employee while on medical leave of absence shall be permitted to continue with the School District's insurance program by paying the full premium.

Subd. 3.

At the expiration of the leave, if the disability still exists and the leave is not extended, the employee's employment is terminated. When employment is terminated in such a circumstance, group insurance benefits may be continued at the employee's option and expense consistent with State and Federal laws.

Section 6. Personal Leave

An employee may be granted leave at full pay for personal business, which cannot be attended to when school is not in session and is not covered under other provisions of this Policy.

The School District will grant two (2) personal leave days per year to be taken at the discretion of the employee. The first personal leave day requested of the two days provided annually will be deducted from the employee's sick leave bank.

Requests for leave shall be made to the immediate Supervisor no later than three (3) days prior to the requested leave, except in cases of emergency. This may be accumulated up to five (5) days. In cases of conflict, the most senior employee's request shall prevail. Personal leave will be deducted from accumulated sick leave. Upon resignation or retirement any leave not taken will be lost.

Section 7. Other Leave

The School Board may allow leaves of absence for reasons other than those listed in this Article. If the leave is for six (6) months or less, the employee shall return to the same position. If the leave is for more than six (6) months, the employee shall return to a comparable position.

The maximum time allowed under this provision is one (1) year. Deduct days may be granted according to the staffing needs of the school district.

Section 8. Salary Deductions

Absences not covered by leave policies will result in a salary deduction at the employee's regular daily compensation rate.

**ARTICLE V
TRAVEL AND MISCELLANEOUS REIMBURSEMENT**

Section 1. Out-of-District Travel - Reimbursement for out of district travel, professional meeting and conference will be done in accordance with School Board Policy #824: Reimbursement of Travel, Professional Meeting and Conference.

**ARTICLE VI
HOLIDAYS**

Section 1. All employees assigned within this group working 260 days annually shall have the following paid holidays:

- | | |
|------------------------------|----------------------|
| 1. Labor Day* | 7. Christmas Day* |
| 2. Memorial Day* | 8. New Year's Eve |
| 3. July 4th | 9. New Year's Day* |
| 4. Thanksgiving* | 10. Presidents' Day* |
| 5. Friday after Thanksgiving | 11. Good Friday* |
| 6. Christmas Eve | |

Employees within this group who work under 260 days annually will be eligible for all holidays noted by the asterisk*.

Section 3. Changing Holiday Dates.

Subd. 1. Compensation for Paid Holidays

Employees shall have the days off listed above with pay. If an employee is required to work on any of these days, the compensation shall be the holiday pay, plus the regular pay for those hours worked.

Subd. 2. Presidents Day will an observed holiday as long as students and employees are not required to be in the building. In the event that students and teachers are required to be in the building, the employee will be provided a floating holiday to use upon advanced approval of the employee's immediate supervisor.

The floating holidays must be utilized by June 30 in the school year the holiday was provided.

Subd. 3. Change of Holidays

The School District reserves the right, if school is in session, to change any of the above holidays and establish another holiday in lieu thereof. Any legal holiday, which falls within an employee's vacation period shall not be counted as a vacation day.

Subd. 4. Holidays on Weekends

Holidays that fall on weekends will be observed on a day established by the School Board.

Section 4. Eligibility

In order to be eligible for holiday pay, an employee must have worked his/her regular workday before and after the holiday unless he/she is on an excused illness or leave under these provisions.

**ARTICLE VII
VACATION TIME**

- Section 1. All full-time employees will be granted vacation per annum:
- | | |
|------------|---------|
| 0-2 Years= | 12 Days |
| 3-9 Years= | 15 Days |
| 10+ Years= | 20 Days |

Vacation time cannot be accumulated from year to year, and must be scheduled with approval of the Superintendent or his/her delegated representative.

Vacation will be provided on a pro-rata basis for those full-time employees working less than twelve (12) months in a year.

- Section 2. Non-aligned employees must take vacation no later than six (6) months after the year in which it is granted. Vacation not taken by that time will be lost unless carryover is pre-approved by the supervisor.

**ARTICLE VIII
DEFERRED COMPENSATION**

- Section 1. Each eligible member of the non-aligned contract, who is currently employed by the School District or who is hired after July 1, 2008 will be given a matching contribution by the School District of up to 3% of their annual salary (maximum of \$2000) to an I.R.S. approved 403 (b) plan offered by the School District (Minnesota Statute 356.24) as of the effective date of this contract. Eligible members are defined under Article I., Section 3. Full-time Employee and Section 4. Regular Employee of the current contract.

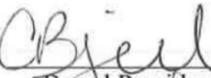
**ARTICLE IX
CONFORMITY TO LAW AND SAVINGS CLAUSE**

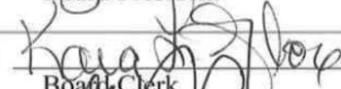
- Section 1. Statement - If it is determined any provision(s) of this policy is (are) or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.

SIGNATURE PAGE

Dated in Moorhead, MN this 2nd day of November 2020.

INDEPENDENT SCHOOL DISTRICT
NO. 152

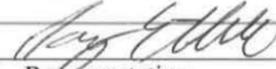
By: 
Board President

By: 
Board Clerk

By: 
Administrative Representative

NON-ALIGNED EMPLOYEE
REPRESENTATIVE

By: 
Representative

By: 
Representative

Appendix A

2020-2021 Salary Schedule

STEPS	NA1	NA2	NA3	NA4	NA5	NA6	NA7	NA8	NA9	NA10	NA11	NA12	NA13	NA14	NA15	NA16	NA17
0-2	17.91	18.44	19.00	20.58	21.83	23.58	25.40	26.55	27.75	29.05	31.07	33.07	35.07	37.07	39.07	41.07	43.07
3	18.10	18.92	19.74	21.25	22.46	24.25	25.90	27.05	28.25	29.55	31.57	33.57	35.57	37.57	39.57	41.57	43.57
4	18.41	19.19	19.96	21.50	22.75	24.54	26.40	27.55	28.75	30.05	32.07	34.07	36.07	38.07	40.07	42.07	44.07
5	18.68	19.44	20.19	21.75	23.04	24.83	26.90	28.05	29.25	30.55	32.57	34.57	36.57	38.57	40.57	42.57	44.57
6	18.96	19.69	20.42	22.01	23.30	25.12	27.56	28.78	30.02	31.38	33.44	35.44	37.44	39.44	41.44	43.44	45.44
7	19.26	19.96	20.65	22.27	23.60	25.38	28.27	29.49	30.79	32.20	34.34	36.34	38.34	40.34	42.34	44.34	46.34
8	19.53	20.20	20.87	22.52	23.88	25.68	28.95	30.22	31.53	33.02	35.21	37.21	39.21	41.21	43.21	45.21	47.21
9	19.80	20.46	21.11	22.79	24.17	25.96	29.69	31.00	32.35	33.76	36.08	38.08	40.08	42.08	44.08	46.08	48.08
10	20.10	20.72	21.33	23.05	24.46	26.25	30.38	31.69	33.12	34.59	36.93	38.93	40.93	42.93	44.93	46.93	48.93
11	20.39	20.96	21.53	23.28	24.76	26.54	31.05	32.42	33.88	35.42	37.82	39.82	41.82	43.82	45.82	47.82	49.82
12	20.68	21.23	21.78	23.54	25.02	26.84	31.74	33.16	34.63	36.24	38.69	40.69	42.69	44.69	46.69	48.69	50.69
13	20.95	21.48	22.00	23.80	25.30	27.10	32.42	33.88	35.38	37.04	39.58	41.58	43.58	45.58	47.58	49.58	51.58
14	21.22	21.73	22.23	24.06	25.60	27.38	33.12	34.59	36.16	37.86	40.45	42.45	44.45	46.45	48.45	50.45	52.45
15	21.52	21.98	22.44	24.30	25.88	27.68	33.79	35.31	36.90	38.67	41.32	43.32	45.32	47.32	49.32	51.32	53.32
16	21.80	22.24	22.67	24.55	26.16	27.96	34.48	36.05	37.67	39.50	42.19	44.19	46.19	48.19	50.19	52.19	54.19
17	22.10	22.51	22.91	24.83	26.43	28.24	35.09	36.66	38.33	40.22	42.93	44.93	46.93	48.93	50.93	52.93	54.93
18	22.33	22.73	23.13	25.07	26.75	28.51	35.60	37.21	38.90	40.83	43.56	45.56	47.56	49.56	51.56	53.56	55.56
19	22.54	22.96	23.37	25.29	27.21	29.08	36.31	37.95	39.68	41.64	44.42	46.64	48.64	50.64	52.64	54.64	56.64
20	22.98	23.41	23.84	25.70	27.55	29.63											

2021-22 Salary Schedule

STEPS	NA1	NA2	NA3	NA4	NA5	NA6	NA7	NA8	NA9	NA10	NA11	NA12	NA13	NA14	NA15	NA16	NA17
0-2	18.56	19.09	19.65	21.23	22.48	24.23	26.05	27.20	28.40	29.70	31.72	33.72	35.72	37.72	39.72	41.72	43.72
3	18.75	19.57	20.39	21.90	23.11	24.90	26.55	27.70	28.90	30.20	32.22	34.22	36.22	38.22	40.22	42.22	44.22
4	19.06	19.84	20.61	22.15	23.40	25.19	27.05	28.20	29.40	30.70	32.72	34.72	36.72	38.72	40.72	42.72	44.72
5	19.33	20.09	20.84	22.40	23.69	25.48	27.55	28.70	29.90	31.20	33.22	35.22	37.22	39.22	41.22	43.22	45.22
6	19.61	20.34	21.07	22.66	23.95	25.77	28.21	29.43	30.67	32.03	34.09	36.09	38.09	40.09	42.09	44.09	46.09
7	19.91	20.61	21.30	22.92	24.25	26.03	28.92	30.14	31.44	32.85	34.99	36.99	38.99	40.99	42.99	44.99	46.99
8	20.18	20.85	21.52	23.17	24.53	26.33	29.60	30.87	32.18	33.67	35.86	37.86	39.86	41.86	43.86	45.86	47.86
9	20.45	21.11	21.76	23.44	24.82	26.61	30.34	31.65	33.00	34.41	36.73	38.73	40.73	42.73	44.73	46.73	48.73
10	20.75	21.37	21.98	23.70	25.11	26.90	31.03	32.34	33.77	35.24	37.58	39.58	41.58	43.58	45.58	47.58	49.58
11	21.04	21.61	22.18	23.93	25.41	27.19	31.70	33.07	34.53	36.07	38.47	40.47	42.47	44.47	46.47	48.47	50.47
12	21.33	21.88	22.43	24.19	25.67	27.49	32.39	33.81	35.28	36.89	39.34	41.34	43.34	45.34	47.34	49.34	51.34
13	21.60	22.13	22.65	24.45	25.95	27.75	33.07	34.53	36.03	37.69	40.23	42.23	44.23	46.23	48.23	50.23	52.23
14	21.87	22.38	22.88	24.71	26.25	28.03	33.77	35.24	36.81	38.51	41.10	43.10	45.10	47.10	49.10	51.10	53.10
15	22.17	22.63	23.09	24.95	26.53	28.33	34.44	35.96	37.55	39.32	41.97	43.97	45.97	47.97	49.97	51.97	53.97
16	22.45	22.89	23.32	25.20	26.81	28.61	35.13	36.70	38.32	40.15	42.84	44.84	46.84	48.84	50.84	52.84	54.84
17	22.75	23.16	23.56	25.48	27.08	28.89	35.74	37.31	38.98	40.87	43.58	45.58	47.58	49.58	51.58	53.58	55.58
18	22.98	23.38	23.78	25.72	27.40	29.16	36.25	37.86	39.55	41.48	44.21	46.21	48.21	50.21	52.21	54.21	56.21
19	23.19	23.61	24.02	25.94	27.86	29.73	36.96	38.60	40.33	42.29	45.07	47.29	49.29	51.29	53.29	55.29	57.29
20	23.63	24.06	24.49	26.35	28.20	30.28											

Appendix B

JOB TITLE	Salary Schedule
Student Wellness Facilitator	NA14
Technology Trainer	NA14
Early Riser Family Advocate/Behaviorist	NA10
Licensed Practical Nurse	NA10
Technical Production Director	NA10
Web & Application Development & Virtualization Engineer	NA10
Applications Systems Administrator	NA9
Database Systems Administrator	NA9
Communications Specialist	NA9
Network Administrator	NA9
Youth Development Coordinator	NA9
ECFE Outreach Coordinator	NA9
Instructional Consultant	NA7
Home and School Liaison, American Indian Education I	NA7
Certified PC Mac Support	NA4
Audio Visual Data Service Technician	NA4
Home and School Liaison Alternative Education	NA2
Home and School Liaison English Learners	NA2
Home and School Liaison, American Indian Education II	NA2
Unassigned	

Job Evaluation is subject to change based on a change to decision making or job responsibility and will be changed according to policy. This is for informational purposes only.