

**ARTICLE XVII  
SALARY ADMINISTRATION PROCEDURES  
FOR PESPA SALARY SCHEDULES**

**SALARY SCHEDULE**

The salary of each employee covered by this Agreement is set forth in Appendix B which is attached hereto and made a part thereof.

~~1. An increase of 1.5% will be added to the salary of each bargaining unit member for the 2012-2013 school year, effective November 1, 2012, as per Appendix B.~~

~~2. No increases on the salary schedule will be provided for the 2009-10 school year. However, the parties agree to an increase of 1.5% added to the schedule for the 2010-11 school year.~~

~~3. \$250 in compensation shall be provided for employees who have completed all three strands of the requirements for Certificate of Distinction II. This amount will be in addition to any compensation received for completion of Certification of Distinction I. Effective 2009-2010, payment for completion of Certificate of Distinction I shall be increased to \$225.~~

**Salary Schedule Implementation 2015-2016 work year: For the 2015-2016 work year employees shall be placed on Level A through Level N at the appropriate pay grade based on the following:**

- a. No employee shall be paid less than the employee's current base hourly rate.**
- b. Employees hired after February 1, 2015 shall be placed on the Level of the Salary Schedule closest to the employee's current base hourly rate of pay on the Salary Schedule.**
- c. Employees hired on or before February 1, 2015 shall be placed on the appropriate Level, B through N, by multiplying the employee's current base by three percent (3%) and then placing the employee at the next higher Level, B through N, for the employee's current pay grade.**
- d. For any Employee where the implementation of item c. 3 above results in a rate higher than the respective hourly rate at Level N for that pay grade, the employee shall be paid the three percent (3%) increase in pay.**
- e. Pay increases shall be effective, and paid retroactive to, July 1, 2015.**

**1. Effective Date**

The effective date of the provisions set forth in the following procedures and salary schedules shall be July 1 of the fiscal year, unless otherwise indicated. Only employees on the active payroll, or on approved leave of absence at the time the

40 annual increases are ratified and are approved by the Board, would be eligible to  
41 receive any new salary adjustments.

42  
43 Base salary/rate is defined as an employee's unequalized hourly rate of pay,  
44 exclusive of shift differential or any other applicable bonus.

45  
46 An individual's base rate of pay will not be less than **Level A for the pay grade of**  
47 **the assigned position** ~~the minimum of the salary range or over maximum~~, except  
48 when the intern procedure is recommended or in the case of temporary promotions.

49  
50 For consistency in administration, base hourly rates are used for calculation  
51 purposes in applying the following procedures.

## 52 53 2. Placement on Salary Schedule

54 a. A newly-hired individual may be placed on the applicable salary schedule  
55 as follows:

56 (1) At **Level A of the Pay Grade for the position** ~~the minimum of~~  
57 ~~the applicable salary range unless it is determined by the supervisor and~~  
58 ~~approved by Human Resources Personnel~~ that credit for outside experience  
59 **warrants initial placement at a higher pay Level.** ~~is necessary to obtain~~  
60 ~~the most qualified candidate.~~

61 (2) If outside experience credit is deemed **appropriate based on**  
62 **comparable work experience, an additional Level for each five years of**  
63 **comparable experience.** ~~necessary, an additional one percent (1.0%) above~~  
64 ~~minimum may be granted for each year of related job experience in excess~~  
65 ~~of the minimum qualifications up to a maximum of ten percent (10%). When~~  
66 salary credit is granted for outside experience, it is the supervisor's  
67 responsibility in conjunction with ~~Human Resources Personnel~~ to review  
68 the salaries of current incumbents of the same job within the department to  
69 ascertain the impact on internal equity.

70 The specific related experience must be indicated when applying for the job. After  
71 the job offer has been made, the related experience submitted may not be altered.

72 b. Intern Procedure: An **internal** applicant who does not meet all minimum  
73 qualifications for a job may be hired as or promoted to an intern ~~position~~ at a rate  
74 of pay ten percent (10%) below the applicable rate of pay for ~~the job for which the~~  
75 ~~employee is interning at position.~~ Payment at the intern rate is not to exceed one

76 (1) year. **When the minimum qualifications are met, the employee shall receive**  
77 **the appropriate rate of pay for the position.** If minimum qualifications are not  
78 met after one (1) year, employee is subject to termination or reassignment.

## 79 3. Procedures For **Salary** Increases

80 a. **Movement Within the Salary Structure Range** (Incremental): Each  
81 year a portion of the total salary increase may be designated for movement within  
82 the salary schedule range. Each employee eligible for this increase will move to  
83 **the next higher pay Level if funds are designated for this purpose.** ~~within the~~  
84 ~~salary range by the approved percentage.~~ In order to be eligible for this incremental  
85 increase, an employee must have been hired on or before February 1 and must be  
86 in an active pay status or on an approved leave of absence at the time the annual  
87 increases are approved by the Board.

88 b. **Cost of Living (COLA) Increase** (Structural): Each year a portion or all  
89 of the total salary increase may be designated for **a COLA increase. A COLA**  
90 **increase (whether a flat amount or a percentage increase) will be applied**  
91 **equally throughout the salary structure.**

92 c. **Part-Time Regular Employees:** Employees hired on or before February  
93 1 and in an active pay status or on an approved leave of absence at the time the  
94 annual increases are approved by the Board shall be **eligible for increases at the**  
95 **same hourly rate as full-time employees. prorated based on the number of**  
96 **hours worked.** ~~placed at the amount which provides the same percent increase~~  
97 ~~granted to full-time employees on the same salary schedule contingent upon~~  
98 ~~availability of funds.~~

99 d. **Retroactive Pay:**

100 (4) The above increases will be retroactive to the beginning date of the  
101 employee's annual payroll calendar, unless otherwise indicated. Part-time  
102 regular employees are included in the receipt of retroactive pay.

103 4. **Promotional Salary Increases**

104 a. **Promotion to a Higher Pay Grade**

105 When an employee ~~currently paid on the Exempt or Non-Exempt Salary Schedule~~  
106 is promoted to a position assigned a higher Pay Grade, the following will  
107 apply: from or within either schedule with a hourly midpoint, the employee shall  
108 receive an increase equal to the percent difference between the midpoints of the old  
109 and new pay grade. Any increase shall not be more than twelve percent (12%) or  
110 less than minimum.

- 111 i) if the new position is one Pay Grade higher, the employee shall be  
112 placed at the same pay Level at the higher Pay Grade;
- 113 ii) if the new position is two (2) or more Pay Grades higher, the  
114 employee will be placed at the higher of the minimum for the new Pay  
115 Grade or the Level which is closest to but does not exceed a 15%  
116 increase.

117 b. **In-Grade or Lateral Adjustments**

118 When an employee ~~currently paid on the Non-Exempt Salary Schedule~~ is  
119 transferred to a position within **the same Pay Grade, the employee shall be paid**

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120 at the same Pay Grade and Level of the prior position. which is determined to  
121 be a promotion by Compensation and approved by the Chief of Human Resources,  
122 the employee shall receive a five percent (5%) increase calculated on an hourly  
123 rate.

124 c. **Temporary Assignment to a Higher Pay Grade ~~Job Classification on~~  
125 ~~the Non-Exempt Salary Schedules~~**

126 Employees temporarily assigned to assume the duties of an absent employee in a  
127 higher Pay Grade, level job classification shall receive whichever is less: an  
128 increase of ten percent (10%) of their base salary (calculated on the hourly rate) or  
129 the amount he/she would have received had the employee actually been promoted  
130 to the position on a regular basis. ~~Employees who do not meet eligibility~~  
131 ~~requirements for the position shall receive an increase of five percent (5%) of their~~  
132 ~~base salary (calculated on an hourly rate). **The duration of a temporary assignment**~~  
133 ~~shall not be less than sixty (60) working days for classifications on the exempt~~  
134 ~~salary schedule or ten (10) working days, not to exceed ninety (90) calendar days,~~  
135 ~~for classifications on the non-exempt salary schedule and will require approval of~~  
136 ~~the appropriate Area Superintendent Cabinet member or his/her designee.~~

137 **5. Reclassifications**

138 Reclassification to a Higher Pay Grade: When a position is reclassified to a higher  
139 Pay Grade, the incumbent's current rate of pay shall be increased in accordance  
140 with the promotion guidelines. If there is a Reclassification to a Lower Pay Grade:  
141 Procedures for downgrade will apply.

142 **6. Procedures For Downgrade**

143 a. When an ~~Any~~ employee is moved to a lower Pay Grade, the following  
144 procedures shall apply: ~~shall maintain have the current base rate of pay until the~~  
145 ~~end of the work year.~~ decreased by the percent difference between the new and  
146 old pay grade midpoints (calculated on the hourly rate) effective on the date of  
147 entry into the new position.

148 i) if the new position is one Pay Grade lower, the employee shall be placed  
149 at the same pay Level at the lower Pay Grade;

150 ii) if the new position is two (2) or more Pay Grades lower, the employee  
151 will be placed at the higher of either the same Level in the new Pay Grade or the  
152 Level which is closest to but does not exceed a 15% decrease, but in no case will  
153 they be paid more than Level N.

154 b. If an employee is downgraded or promoted then returns to the previous  
155 job within one (1) year, the employee will revert to his/her previous rate of pay.

156 e. ~~If any employee due to a special cause was downgraded to a lower pay~~  
157 ~~grade and allowed to keep his/her hourly rate of pay, the employee will not be~~  
158 ~~eligible for any re-promotional salary increase until he/she exceeds the highest pay~~  
159 ~~grade previously held.~~

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160 **7. Lateral Move**

161 ~~When an employee is moved laterally from one salary schedule or job title to~~  
162 ~~another, **the employee shall be placed at the same pay Level within the new pay**~~  
163 ~~**grade** in a pay grade which has approximately the same midpoint (a midpoint~~  
164 ~~difference of less than one (1) percent), the employee shall retain the current base~~  
165 ~~rate of pay, provided the current base rate of pay is equal to or between the pay~~  
166 ~~grade minimum and maximum. If the employee's current base rate of pay exceeds~~  
167 ~~the new pay grade maximum, it will be reduced to the new pay grade maximum on~~  
168 ~~the effective date of the lateral move.~~

169 **7.8. Termination and Reinstatement**

170 a. An employee who terminates employment and is rehired within one (1)  
171 year in the same job classification ~~shall~~ ~~may~~ receive the previous rate of pay. In all  
172 other instances the procedures for regular employment shall apply.

173 b. A ~~substitute or temporary~~ employee who ~~returns within one year to a~~  
174 ~~previously held transfers from a substitute or temporary position into a~~ regular  
175 position ~~who has previously held a regular position~~, will be restored to the pay rate  
176 previously held and receive ~~any~~ adjustments ~~under this article. per the current~~  
177 ~~salary language.~~

178 **89. Overtime Eligibility**

179 Non-exempt employees required to work more than forty (40) hours in any single  
180 week shall be compensated at one and one-half (1-1/2) times their base rate of pay  
181 for those hours over forty (40), unless the compensatory time provision of these  
182 procedures is used.

183 a. **Work on Holidays:** Non-exempt employees required to work on paid  
184 holidays shall be compensated at a rate of one and one-half (1-1/2) times their base  
185 rate of pay for all hours worked in addition to their straight-time holiday pay. Non-  
186 exempt employees required to work on unpaid holidays shall be compensated at  
187 their straight time base rate of pay for all hours worked up to and including forty  
188 (40) in one week.

189 b. **Two or More Jobs at Different Rates of Pay:** A non-exempt employee  
190 who works over forty (40) hours in a work week with two (2) or more jobs at  
191 different rates of pay will receive the overtime rate of pay in accordance with  
192 applicable Fair Labor Standards Act (FLSA) regulations.

193 c. **Compensatory Time:**

194 (1) Compensatory time is defined as time required by management  
195 beyond an employee's normally scheduled hours to accomplish a specific  
196 task or to provide supervision under specified conditions. A non-exempt  
197 employee will be eligible for compensatory time off for hours worked in  
198 excess of the assigned workweek as approved in advance by his/her  
199 director/supervisor. Compensatory time may be offered in lieu of overtime

200 especially where overtime pay is not available due to financial restrictions.  
201 In this regard, it shall be the employee's choice to work offered overtime or  
202 additional hours beyond his/her regular shift for compensatory time as an  
203 alternative to overtime pay. The employee and the supervisor must mutually  
204 agree to how the time is to be earned and used within a six month prescribed  
205 time frame. **If agreement is not reached, all hours worked in excess of**

206 **forty (40) hours within a week shall be compensated as overtime.**  
207 ~~(2) Hours worked over the normal workweek schedule up to and~~  
208 ~~including forty (40) hours will taken on an "hour for hour" basis. Hours~~  
209 ~~worked over forty (40) hours in a workweek must be taken at "one and one~~  
210 ~~half (1 1/2) hours for each hour of overtime worked.~~

211 (23) Management approved compensatory time will be part of the  
212 payroll reporting process. Employees are responsible for providing written  
213 documentation of compensatory time approved by the appropriate  
214 administrator to the person responsible for departmental payroll  
215 administration. Compensatory time will be tracked using the TERMS system  
216 unless the compensatory time is earned and used within a single pay period.

217 (34) Employees who have requested the use of compensatory time  
218 shall be permitted to use the time within a reasonable period after making  
219 the request if the use of time does not unduly disrupt operations. An  
220 employee may use a full day as compensatory time if approved by his/her  
221 supervisor.

222 (45) Compensatory time for all employees must be used within six (6)  
223 months from the date on which the time is earned. It will be the supervisor's  
224 responsibility to keep track of this time limit. Compensatory time not used  
225 within six (6) months will be paid.

226 (56) Employees can accrue up to 240 hours of compensatory time  
227 (160 hours of overtime work). Any work performed over the 240 hours  
228 maximum must be paid overtime compensation.

229 (67) Compensatory time may be used for purposes of voting when  
230 approved by the appropriate administrator so long as release from  
231 assignment does not impact normal operations or essential services provided  
232 to students and staff.

233

234 **910. Facility Lease Hours (Excluding Administrative)**

235 When an organization leases School Board facilities that require the services of  
236 PCSB employees and said functions are conducted in a school facility on a  
237 Saturday, Sunday, holiday or any other non-scheduled workday, the employee  
238 assigned to said function shall be compensated as follows:

239 a. An affected employee shall receive either straight time or overtime for all  
240 hours worked whichever is appropriate. For non-exempts, this will depend on the  
241 total number of hours worked by the employee during the normally scheduled  
242 workweek.

243 b. An affected employee (~~non-exempts only~~) shall receive time and one-half  
244 (1-1/2) and appropriate shift differential for all hours worked regardless of the total  
245 number of hours worked during the workweek whenever the employee has not had  
246 the opportunity (excluding the use of sick, personal, or vacation hours) to  
247 accomplish the normal forty (40) “sweat” hour requirement for the computation of  
248 overtime, i.e., spring break, Thanksgiving, winter holiday period.

249 ~~11. Procedures For Payment of Additional or Temporary Positions~~

250 ~~a. If the additional or temporary position to which the employee is assigned~~  
251 ~~has a non-exempt job title, the employee will be paid at the employee’s regular~~  
252 ~~pay Level the minimum of the appropriate pay grade.~~

253 ~~b. When an employee is paid from funds outside of the primary budgeted~~  
254 ~~position and in the same job classification as the primary job, the employee will~~  
255 ~~receive the same rate of pay.~~

256 ~~c. When an employee is paid from funds outside of the primary budgeted~~  
257 ~~position and in a different job classification from the primary job, the employee~~  
258 ~~will receive the same Level minimum rate of pay in the appropriate pay grade~~  
259 ~~salary range for that job classification.~~

260 ~~d. Full-time regular supporting services personnel will be permitted to work~~  
261 ~~two (2) or more jobs only in those instances where prior approval has been granted~~  
262 ~~through the Associate Superintendent, Human Resources or designee. Except~~  
263 ~~where expressly approved by Human Resources, full-time regular supporting~~  
264 ~~services employees shall not be permitted to work in two (2) or more jobs where~~  
265 ~~the total number of hours worked exceeds forty (40) hours per week.~~

266 ~~12. Procedures for Payment of Substitutes~~

267 ~~a. Supporting Services substitute secretarial and clerical employees~~  
268 ~~shall be paid at one (1) of two (2) classification levels:~~

269  
270 ~~Classification I— Non-Exempt Pay Grade D-10 or lower shall be paid at Level A~~  
271 ~~the minimum of Pay Grade D-09~~

272 ~~Classification II— Non-Exempt Pay Grade D-11 or higher shall be paid at Level A~~  
273 ~~the minimum of Pay Grade D-11~~

274 ~~b. Classroom Assistant Sub—Supporting services substitutes who assist in~~  
275 ~~the classroom, except Interpreters, shall be paid at Level A the minimum of Pay~~  
276 ~~Grade D-06.~~

277 ~~c. Substitute teachers who work as substitutes in supporting services job~~  
278 ~~classifications shall be paid the substitute teacher rate for all hours worked in the~~



279 ~~supporting services job with the exception of Cafeteria Attendant, Interpreter~~  
280 ~~Hearing Impaired I and II, Food Service Assistant Sub, Bus Driver Sub, and~~  
281 ~~clerical substitutes—Classification I and II.~~

282 ~~d. All other classifications will be paid at Level A the minimum of their~~  
283 ~~corresponding pay grade.~~

284 **103. Shift Differential (Non-exempt)**

285 a) Any full-time or part-time ~~non-exempt~~ employee whose regularly  
286 assigned shift ends at 7 p.m. or after shall receive a shift differential of thirty-five  
287 cents (\$.35) per hour for all hours worked.

288 b) Any full-time or part-time ~~non-exempt~~ employee whose regularly  
289 assigned shift begins on or after 10 p.m. but before 5 a.m. shall receive a shift  
290 differential of forty-five cents (\$.45) per hour for all hours worked. Employees  
291 assigned to relocatable crews shall receive an additional fifteen cents (\$.15) per  
292 hour for all hours worked during the moving of relocatables during the year.

293 c) Shift differential does not apply to ~~Bus Drivers or~~ those positions that  
294 were changed to a higher pay grade to compensate for night work at the evening  
295 adult centers and community schools, i.e., Secretary III, Clerk Specialist II, Clerk  
296 Typist-Evening, and Bookstore Assistant.

297 d) Any hourly shift differential received by an employee shall be paid only  
298 on actual hours worked in any pay period and shall be excluded from holiday,  
299 vacation, and sick leave pay.

301 **114. Call-Back and Call-In Procedures (Excluding Administrative)**

302 a) An employee who is called to report for work at times other than the  
303 regularly scheduled hours shall receive the applicable rate of pay, or compensatory  
304 time, for all time worked. In no event will the employee receive less than two (2)  
305 hours straight time pay or compensatory time due to the inconvenience. It is not  
306 required that an employee work a minimum of two (2) hours if the task for which  
307 the employee was called to perform can be accomplished in less time.

308 b) An employee who reports for work at the regularly scheduled time shall  
309 receive a minimum of two (2) hours work at the applicable rate of pay, or two (2)  
310 hours pay at the straight-time hourly base rate unless:

- 311 • The employee leaves earlier based on their own decision
- 312 • The employee is suspended or dismissed
- 313 • Work is not available for reasons such as fire, flood, power failure,  
314 hurricane, tornado, explosion, strike, or civil disturbance

315  
316 **15. Requests to Create New Jobs**



317 New job title classifications must be requested by the appropriate Cabinet member,  
318 recommended by the Superintendent and approved by the Board. The classification  
319 and pay grade of each new job shall be recommended by the Compensation  
320 Administration Section of the Human Resources Department and submitted to the  
321 Cabinet for their concurrence. The Superintendent will then make a  
322 recommendation to the Board for approval. The new job title classification will  
323 become effective upon ratification.

324 Additional personnel slots must be requested through budget. Job title and  
325 pay grade will be determined by Compensation Administration.

326

### 327 | **12.6. Bus Assistant Supplements and Guidelines**

328 Support Professionals who are assigned to ride buses to supervise students with  
329 disabilities shall receive a supplement determined by appropriate parties.

330 1. The assignment of support professionals to assist on a bus will be the  
331 decision of the IEP Committee, and their primary responsibility is to the safety of  
332 those students.

333 2. Bus assignment is to be determined on the basis of seniority at the  
334 commencement of the school year OR a documented process by an all inclusive  
335 committee structure that provides for input from ESE Associates and  
336 administration. Bus assignments will be provided to ESE Associates first. If  
337 additional bus assignments exist, other support professionals may volunteer to be  
338 bus assistants.

339 3. The supplement for riding the bus shall be a maximum of \$6.50 per day or  
340 \$3.25 per shift and shall be paid only for those days when the **ESE Associates**  
341 ~~Assistants~~ rides the bus. On days when an **ESE Associates** ~~Assistants~~ is absent, the  
342 supplement shall be paid to the substitute.

343 ~~4. On early release days, effective only in the 2012-2013 school year,~~  
344 ~~associates who must ride the bus and miss professional education training at their~~  
345 ~~school, shall receive compensation for the full day but shall be required to provide~~  
346 ~~the equivalent amount of time as mutually agreed to by the employee and the~~  
347 ~~appropriate administrator. Approved compensatory time may be used for this~~  
348 ~~purpose.~~

349 5. Schools with Support Professionals ~~Assistants~~ who ride the bus will  
350 develop a plan to give adequate breaks to Support Professionals ~~Assistants~~ prior to  
351 boarding and after arrival from bus.

352 6. Bus drivers are responsible for writing bus referrals for all students.  
353 Referrals will be tied to behavior goal violations or a major violation of guidelines  
354 for all students. ESE Associates may give input to the referral and both parties may  
355 sign. If the bus driver is not aware of the incident, the bus driver will write the  
356 referral stating "as related to me by..." and both parties will sign.

357 7. If an intervention plan for bus behavior is written for a student both the  
358 bus driver and the teacher assistant will be informed.

359 8. Support Professionals should park on school board property whenever  
360 possible. If this is not an option, the driver and the support professional must agree  
361 on a safe location, get approval from the transportation department and obtain  
362 written approval from the management of the property.

363 9. Commitment of the worksite to return **Support Professionals Assistants**  
364 to their cars in cases of personal emergency: the school will develop a documented  
365 process that ensures that the **Support Professionals Assistants** will be returned to  
366 his/her car in cases of emergency. This process can state that another member of  
367 the staff provides the transportation or that paid transportation (taxi fare) will be  
368 provided.

369 10. Inclusion in celebrations and decision-making: each site/school will  
370 develop a documented process that will maximize participation in decision-making  
371 and that includes Associates in celebrations and recognition activities.

372 11. Language in the Handbook for Support Professionals Who Ride the  
373 School Bus shall be consistent with this contract and shall be revised only by both  
374 parties – PESPA and Transportation – with any contention language being brought  
375 to the appropriate bargaining team.

#### 376 **17. EXCEPTIONS**

377 ~~Any exceptions to the above procedures must be approved by the Superintendent~~  
378 ~~or designee.~~

379 ~~These procedures are intended to address the most common district~~  
380 ~~compensation issues and are not intended to cover all situations that could possibly~~  
381 ~~occur. For information pertaining to specific compensation issues, please contact~~  
382 ~~Compensation Administration in the Human Resources Department. For positions~~  
383 ~~covered by bargaining units, please refer to the applicable contract language for~~  
384 ~~more detail.~~