



ATAS



POLICY

*Between the Bay-Arenac ISD Board of Education and the
Academic, Technical, and Administrative Support Group
July 1, 2022 through June 30, 2025*

THE ACADEMIC, TECHNICAL, AND ADMINISTRATIVE SUPPORT GROUP POLICY

This agreement covers persons employed by Bay-Arenac ISD who are not members of any bargaining unit, known as the Academic, Technical, and Administrative Support Group. Positions may be added or removed as recommended by the Superintendent/Designee. The actual work days required will be determined by the Superintendent/Designee. This agreement is effective July 1, 2022 and expires on June 30, 2025.

POSITIONS

ACADEMIC SUPPORT - Early Childhood and K - 12 Education - The following positions are considered exempt from overtime pay through provisions of Section 13(a) (1) of the Fair Labor Standards Act (FLSA).

K - 12 Education (185, 190, 195, 205, or 210 working days)

Curriculum Consultant (Math)
Guidance Counselor
Career Development Counselor
Placement Specialist
Behavior Intervention Specialist
Career Navigator
Early Literacy Coach
Technology Integration Specialist
MiMTSS Implementation Specialist
Student Success Coordinator
31N Mental Health Counselor
Health Education Coordinator
Family Liaison
Parent Liaison
Starting Strong
Home Visitors
Lead Home Visitor

EXEMPT ADMINISTRATIVE SUPPORT - Technology and Application Services - The following hourly positions are considered non-exempt from overtime pay through provisions of Section 13(a) (1) of FLSA.

BUSINESS SERVICES (52 Week Employees)

Accountant

TECHNICAL SERVICES (52 Week Employees)

Network Engineer

COMPUTER TECHNICIAN and APPLICATION SERVICES (52 Week Employees)

Computer Technician
Application Support Specialist
Graphic and Digital Media Design Specialist

ADMINISTRATIVE SUPPORT (52 Week Employees)

Administrative Assistant to Superintendent
Administrative Assistant to Director of Career and Technical Education
Administrative Assistant to Director of Human Resources
Administrative Assistant to Director of Instructional Services
Administrative Assistant to Director of Special Education
Administrative Assistant to Director of Technology
Administrative Assistant to Director of Early Childhood

WORK DAYS

Academic Support - The length of the Academic Support Employee's calendar is determined by the Director/Designee. All other days are considered non-compensable/non-working days unless authorized by the Director/Designee. The Academic Support Employee will develop their calendar with the program Director/Designee for the actual number of days worked. The calendar shall be submitted no later than July 1 of the school year. Employees shall get permission from the Director/Designee of the program prior to making any changes to the calendar they initially submitted. All calendars must be on file with the department Director.

Exempt Administrative Support and Technology and Application Services - The length of an exempt employee's work year is determined by the Superintendent/Designee and is shown in actual days. All other days are considered non-compensable/non-working unless authorized by the Superintendent/Designee. Upon leaving the employment of Bay-Arenac ISD, those who are paid on a 26 week basis will have their final check adjusted to reflect actual days worked during the year.

HOLIDAYS

- A. All Exempt Administrative Support, Technology, Application Services, and Starting Strong employees covered by this agreement are paid for the following holidays:

Independence Day
Labor Day
Thanksgiving Day
The Friday after Thanksgiving
Christmas Eve Day
Christmas Day
New Years Eve Day
New Years Day
Good Friday
Memorial Day

- B. Should the holiday fall on a Saturday, Friday shall be considered the paid holiday. Should the holiday fall on a Sunday, Monday shall be considered the paid holiday.
- C. Should a holiday, for which the employee is eligible, occur during the employee's vacation or other approved leave, the holiday shall not be counted against the employee's accrued leave.

VACATIONS

Employees who work a minimum of 30 hours/week, 52 weeks/year shall be entitled to 23 paid vacation days per year. An additional 2 vacation days will be granted after 5 years of unbroken ATAS employment with the board.

- A. Vacation days shall not accrue from one year to the next.

Employees shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the ISD. All scheduling of vacation days is subject to the approval of the Superintendent/Designee.

- B. Employees, who terminate employment prior to completion of the fiscal year, shall be paid a prorated portion of unused days. As an example, an employee with 20 days of paid vacation shall be paid for 5 days if the employee terminates before 3 months in the fiscal year, from 3 to 6 months - 10 days, from 6 to 9 months – 15 days, and after 9 months – 20 days.

FACILITIES CLOSURE

When conditions not within the control of the Superintendent cause the complete or partial closure of district facilities, Exempt Administrative Support Technology and Application Services Employees shall be notified of the closure and whether they shall report.

Academic Support Employees shall follow the calendar of the district they work. Should there be an individual building closure within a district, the Academic Support Employee shall contact their administrator for direction on where to report that day.

LEAVES OF ABSENCE

Sick leave with pay will be granted in cases of illness to the employee, spouse or dependent children. Employees may use twelve (12) sick leave days per year for the care of the employee's spouse, son, daughter, or parent(s). Employees will receive twelve (12) paid sick days per fiscal year and three (3) personal days. The total number of sick days accrued shall not exceed one hundred sixty (160) days on June 30 of the year accrued. A reconciliation of each sick leave account will be made on July 1 of each year.

An employee is to notify their supervisor as early as possible on the day they become sick and complete required documents within the time period the days were taken. The Superintendent/Designee may require a doctor's statement for any or all sick days used. Personal business days may be taken only upon prior approval of the Superintendent/Designee. At the end of the school year, any unused personal days will be rolled over into sick days up to a maximum of 160 days.

Up to five (5) days leave will be granted in case of the death of employee's spouse, children, step-children, employee's parents, brothers or sisters, grandparents or grandchildren, up to three (3) days leave will be granted in case of the death of the employee's brothers-in-law or sisters-in-law, spouse's parents, grandparents or grandchildren providing employee attends funeral. Funeral leave will be paid for normal working days only. Additional time may be granted at the discretion of the Superintendent or his/her designee

TERMINAL PAY

If an employee has ten (10) continuous years of service with Bay-Arenac ISD, upon retirement from Michigan Public School Employees' Retirement System, the employee will receive \$30.00 per day for all unused sick leave up to 160 days. Any employee that notifies the board 6 months prior of their intent to retire or termination of employment, except for disciplinary reasons, will receive (\$85) per day for a maximum of 160 days.

LEAVE OF ABSENCE WITHOUT PAY

When a prolonged serious illness beyond the provisions of the Family Medical Leave Act (FMLA), Michigan Paid Medical Leave Act (PMLA) MCL 408.961 et seq., for hourly Employees and/or the accrued sick leave allowance necessitates personal illness/disability leave up to one (1) year may be granted by the Superintendent/Designee upon a written statement from a physician. Application for such leave shall be made 30 days prior to the commencement of the leave. The administration has a right to receive periodic recertification from the employee's health care provider during the leave period and a medical certification of the employee's fitness to return to duty at the expiration of the leave period. An employee returning from leave provided for in this paragraph shall be given benefits provided by the Board benefit plan subject to the limitation of the benefits provider and with no advancement on the salary schedule. The administration shall make every effort to return the employee to their position if it still exists or an equivalent position within the limits of state and federal statute and Board Policy.

A. Family Medical Leave Act (FMLA):

1. The District agrees to follow the provisions of the Family Medical Leave Act of 1993 (FMLA).
2. The twelve-week allowance referred to in the FMLA will be based from July 1st to the following June 30th of each year.
3. As prescribed and required by the FMLA, the District will provide insurance benefits as per the ¶ A, of the Insurance section of this agreement.
4. If an employee does not return to work after the leave, any co-payment for fringe benefits owed the District shall be deducted from any severance pay to which the employee is entitled, as provided by the FMLA.
5. Before allowing any leaves for medical purposes under FMLA, the District may require the employee to obtain a second and/or third medical opinion or provide any necessary documentation of the need for such a leave from a District appointment physician. Any second or third opinion will be paid for by the District, if not covered by insurance.
6. Any paid leave provided for in this agreement shall count toward the 12-week period provided for in the FMLA. Any paid leave provided for under the Master Agreement must be exhausted before the employee is eligible for an unpaid leave (to a combined maximum of 12 weeks as per the FMLA).
7. FMLA leave must be applied for. The application should be completed and approved prior to leave whenever possible.

B. Michigan Paid Medical Leave Act (PMLA) MCL 408.961 et seq (hourly Employees):

1. In accordance with PMLA, an eligible non-exempt (hourly) Employee may use up to forty (40) hours of paid medical leave for any of the following for the Employee or family member per fiscal year:
2. Mental or physical illness, injury, or health condition, including related medical diagnosis, care, treatment, or preventative medical care.
3. For a victim of domestic violence or sexual assault, any related medical care or counseling; victim services or legal services; judicial proceedings, or relocation.
4. For closure of the Employee's primary workplace by order of a public official; for an Employee's need to care for a child whose school or place of care has been closed by order of a public official; or a determination by health authorities that the presence of the Employee or family member in the community would jeopardize the health of others due to exposure to a communicable disease.

A family member includes a child, parent, spouse, grandparent, grandchild, or sibling as defined by PMLA. This provision shall be interpreted and applied consistent with PMLA, and shall not provide greater benefits than that allowed by the statute.

To be eligible, the non-exempt (hourly) Employee must be employed for more than twenty-five (25) weeks in a calendar year, worked an average of at least 25 hours per week during the immediately preceding calendar year.

BENEFITS

The Board shall make premium payments on behalf of employees covered under this agreement for group life insurance protection in the amount of \$30,000.00 that will be paid to the employee's designated beneficiary. In the event of accidental death, the insurance benefit will double the specified amount. Any employee will be eligible for the \$30,000.00 group term package who is employed on a 185 to 52-week schedule.

Health Insurance Medical Coverage and Costs: Full-time employees who work thirty (30) hours each week on a regularly scheduled basis shall be eligible for the fringe benefits provided in this Article.

To the extent allowable by law or regulation, upon proper application and acceptance for enrollment by the appropriate insurance underwriter, and/or carrier, the Board shall make payments for health insurance coverage (the "plan") for all eligible Employees (those not taking cash-in-lieu), their spouse and eligible dependents, toward the Association's preferred insurance plan(s) in a combined monthly amount not to exceed the maximum monthly amounts of the State of Michigan determined hard cap paid by the District per eligible Employee for the plan year from January 1 through December 31. The ISD's contribution shall be the hard cap paid on a twelve (12) month basis, as provided in the Publicly Funded Health Insurance Contribution Act, Public Act 152 of 2011 (PA152).

From the monthly contributions, the Board shall deduct in a prorated amount per employee, where applicable, any payments already made, or that will be made, by the Board during the "medical benefit plan coverage year" toward Board reimbursement of co-pays, deductibles, or payments into health reimbursement arrangements, health savings accounts, flexible spending accounts, or similar accounts used for health care costs, health insurance-related taxes or fees, and any portions of cash-in-lieu or stipend payments required to be accounted for pursuant to Public Act 152 of 2011 (collectively the "Supplementary Payments"). If the total value of the Supplementary Payments already made, or that will be made, during the "medical benefit plan coverage year", exceeds the aggregate Monthly Contributions, the Board shall reduce the payments that will be made during the "medical benefit plan coverage year" toward the Supplementary Payments in an amount necessary to avoid exceeding the aggregate Monthly Contributions cap. The Board may use its discretion in determining which future Supplementary Payments to reduce, and further, may deduct from employee wages any past Supplementary Payments already made which are necessary to comply with Public Act 152 of 2011. The Monthly Contributions in Section B are subject to change

pursuant to Public Act 152 of 2011. The Board shall confer with the Association regarding changes to the contributions.

The plan shall conform to all requirements of the Patient Protection and Affordable Care Act (PPACA) and Public Act 152 of 2011 (PA 152); including any requirements necessary to avoid penalties, taxes, or other liabilities for the Board; the Board is specifically authorized to make any adjustments to this Article necessary to fully comply with the PPACA and PA 152, including to avoid any penalties, taxes, or other liabilities chargeable to the Board.

The health care plan specifications set forth in this Article shall not include coverage for services which the Board is prohibited from funding under Section 166d of the State School Aid Act or its successor provision.

If the plan involves reimbursement of co-pays, deductibles, or payments into health reimbursement arrangements, health savings accounts, flexible spending accounts, or similar accounts used for health care costs, health insurance-related taxes or fees, and any portions of cash-in-lieu or stipend payments required to be accounted for pursuant to PA 152, to the extent allowable by law or regulation, the Board shall fund the reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, health insurance-related taxes or fees, and any portions of cash-in-lieu or stipend payments required to be accounted for pursuant to PA 152, first, before paying any health insurance premiums or non-health insurance-related costs (i.e., dental, vision, etc.); but only to the maximums set forth above in subsection B.

Any necessary amounts beyond the Board's contribution, as specified above, which are required to maintain the selected coverage(s) are the responsibility of the Employee and shall be payroll deducted or, when payroll does not cover the deduction, paid directly by the individual Employee. To the extent allowable by law or regulation, the Employee may sign an agreement authorizing that any such premium amounts be payroll deducted through the Board's Section 125 Plan. If making direct payment, the Employee shall present payment directly on the 1st of each month prior to the date at which the payment becomes due. Failure of an Employee to pay their portion of the costs shall alleviate the Board of any duty to pay insurance contributions. The Board shall have the right to make Health Care deduction of any amounts due from the Employee's wages, above the Board's hard cap, and shall be held harmless from any liability arising from the deduction.

Employees who have access to another Employee's Board-funded insurance which complies with the PPACA shall not be eligible for Board-provided health insurance. Exceptions shall be made for employees who are less than 26 years of age and who are covered by a parent's PPACA-compliant insurance but have dependents of their own. Those individuals may take the Board funded insurance.

Unless otherwise noted within this Agreement, or as required by law or regulation, Employees on unpaid leave status or who have exhausted leave allowed under this Agreement are financially responsible for the Board's portion of insurance contributions for those days. (COBRA)

Employees who are eligible for Board paid insurance contributions under this Article may make a written waiver of that coverage and instead elect to receive cash-in-lieu of health benefits (less applicable taxes). Employees may apply (1/2) one-half of the Board's monthly hard-cap contribution for a single subscriber per month toward the following options provided through the District's Section 125 Plan: Cash, Group Term Life, or a tax shelter annuity of the Board's choice.

Employees are hereby advised that they may have a right pursuant to Section 4438 of the Insurance Code of 1956, MCL 500.4438, to convert their life insurance policy and that the Employee must make an application to the life insurance carrier within 31 days of any termination of their employment status.

To the extent permitted by law or regulation, and/or insurer's policies, Board-paid insurance premium contributions shall continue as long as the Employee is in a pay status but terminate at the end of the month during which the Employee ceases to be in a pay status, except as is otherwise provided herein or by law or regulation. Employees may continue the coverage at their own expense to the extent permitted by law or regulation.

The Board shall not be required to remit premiums for any insurance coverages on behalf of an Employee if enrollment or coverage is denied by the insurance underwriter, carrier, policyholder, or third-party administrator.

The terms of any insurance contract or policy issued by an insurance underwriter, carrier, policyholder, or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Employee is responsible for assuring completion of all forms and documents required for his/her participation in the above-described insurance programs. Failure to complete the forms shall alleviate the Board of any requirements to fund insurance on behalf of that individual. The Board, by payment of its share of the insurance premium payments, indicated above, shall be relieved from any and all liability with respect to insurance benefits. Such matters shall be excluded from the scope of the grievance procedure, except the Board's failure to remit contractual premium amounts required of it (unless the failure to remit contractual premium amounts is pursuant to law, regulation or Public Act 54 of 2011).

Changes in family status shall be reported by the Employee to the Board within thirty (30) days of such change. The Employee shall be responsible for any overpayment of premium made by the Board on his/her behalf for failure to comply with this paragraph, and the Board is specifically authorized to deduct any such amounts from future wages.

Unless otherwise delineated by law or regulation or the terms of the agreement then in effect, eligible Employees shall receive insurance as of the 1st day of their employment. Those employees opting to take cash-in-lieu shall not be eligible for Board paid health insurance contributions. An Employee shall be eligible for Board-paid insurance contributions or cash-in-lieu up to the maximum amounts allowed in this Article if the Employee is employed on a full-time basis as defined by the PPACA (currently, working an average of thirty (30) hours or more per week in the District).

The "medical benefit plan coverage year" shall run from January 1 to December 31 of each year.

The Board shall be the policyholder.

The Board will provide Dental Coverage for employee, spouse, and dependent children.

The Board will provide Vision Coverage for employee, spouse, and dependent children.

In the event that an employee is absent because of illness or injury and has exhausted sick leave accrual, medical benefits will continue for six months. Employee will be covered by fringe benefits the first day of return from an authorized leave of absence or the first date of employment, subject to the limitation of the insurance carrier.

In the event of a layoff, an employee's life, the medical benefit will be continued at the Board's expense for a period of one (1) month from the end of the month in which the employee last worked. Subject to the limitations of the insurance carrier, employees who terminate or are laid off may elect to continue medical benefits to the extent allowed by COBRA. Benefit premiums are due to the Board prior to the premium date. Employees will be covered by fringe benefits at the Board's expense the first day of return from a layoff.

TRAVEL

Employees shall be reimbursed for travel while on district business per Board Policy, the Expense Reimbursement Procedures, and at current IRS rates. The following amounts will be reimbursed for Employees who attend conferences. Expenses beyond this limit must be approved by the administration prior to attendance.

1. Registration – All conference registration fees will be paid in full.
2. Transportation – All mileage will be paid at the current IRS rate. If two (2) or more Employees attend the same conference, mileage will be shared if more than one (1) vehicle is used. If an Employee attends an out-of-state conference, transportation costs will be paid per Board policy.
3. Meals – Per Diem rates may be adjusted to reflect IRS regional rates. Alcohol will not be reimbursed.
4. Lodging – Actual expenditures for a standard single room, with receipts, per Board policy, excluding gratuities, room service, and personal expenses.

JURY DUTY

An employee who is off work for jury/subpoena duty will be paid his/her full salary for time missed. If an employee is released from jury/subpoena duty prior to the end of his/her regular working day, he/she must contact his/her supervisor for direction for the balance of that working day. The amount the employee is paid for jury/subpoena duty from the court, less any meal or mileage reimbursement, will be paid to the Board and the employee will receive his/her regular paycheck.

PERSONNEL FILE

Each Employee will have a right to review, upon request, the contents of his/her personnel file other than those materials exempt by the Bullard-Plawecki Act.

TUITION REIMBURSEMENT

The Board will reimburse employees for education course work from an accredited educational institution, relevant to their current position, to a maximum of three (3) credits per school year (July 1 – June 30).

All coursework to be taken must be specifically approved by the Superintendent/Designee in advance of enrollment if reimbursement is to be requested. Reimbursement will be paid upon submission of successful completion of the course and a paid receipt.

PROFESSIONAL EVALUATION

Exempt Administrative Support and Technology and Application Services Employees shall be evaluated at least once every two years.

Academic Support Employees with teaching certificates will be considered “Tenure” Employees. “Tenure” Employees shall be defined as certified Employees holding assignments for which certification is required by the

Teachers' Tenure Act. Academic Support Employees with teaching certificates will be evaluated in accordance with MCL 380.1248 and 380.1249. "Tenure" Employees will be required to develop professional goals annually.

Academic Support Employees without a teaching certificate will be considered "Non-tenure" Employees. "Non-tenure" Employees shall be defined to include those Employees who are not eligible for tenure status according to the provisions of the Teacher's Tenure Act but who hold state approval or state authorization appropriate to their assignments. "Non-tenure" Employees will be evaluated annually for the first three (3) years. Once the "Non-tenure" Employee has 3 consecutive effective and/or highly effective evaluations, they then will be evaluated every other year as long as they maintain effective or highly effective status. "Non-tenure" Employees will be required to develop professional goals annually.

SALARIES

Initial placement on the salary schedule (Appendix A) attached to and incorporated herein is determined by the Superintendent/Designee. Advancement to the next lane will depend on successful completion of course work in an approved program from an accredited degree granting institution, appropriate to the position held on July 1st of each school year. Employees who receive certification or a degree during the school year will be advanced in the next pay period following submission of evidence of completion. Programs of study which lead to a certificate or degree used for advancement on the salary schedule must have prior approval by the Superintendent/Designee. Each salary will be discussed with the employee prior to any adjustment.

Eligible bargaining unit members who end their 10th year of unbroken employment with the Board shall receive a longevity payment of \$750, 15th year of unbroken employment with the Board shall receive a longevity payment of \$1125. After completing their 20th year, they shall receive \$1500. Payment will be in June of each year and will not be prorated for partial years. The district will consider years of service in other districts as long as the Employee can demonstrate that the exact same essential functions were performed in the previous district.

Academic Support Employees - K - 12 - Step advancement will take place at the beginning of the 2022 - 2023 school year, and each year thereafter until the advancement on the schedule is exhausted for Employees who work 185, 190, 195, or 205 days

- A. All Employees employed on June 30, 2022 will receive one step advancement beginning with the Employees' first pay of hours in the 2022-2023 fiscal year. At the beginning of the 2022 - 2023 school year Appendix A Salary Schedule will be increased by 1% over the 2021 - 2022 school year salary schedule.
- B. All Employees employed on June 30, 2023 will receive one step advancement beginning with the Employees' first pay of hours in the 2023-2024 fiscal year. At the beginning of the 2023 - 2024 school year Appendix A Salary Schedule will be increased by 1% over the 2022 - 2023 school year salary schedule.
- C. All Employees employed on June 30, 2024 will receive one step advancement beginning with the Employees' first pay of hours in the 2024-2025 fiscal year. At the beginning of the 2024 - 2025 school year Appendix A Salary Schedule will be increased by 1% over the 2023 - 2024 school year salary schedule.
- D. All Academic Support Employees that are already at the top of the salary schedule shall receive a one-time payment of \$500 on the Employees' first pay each of the remaining 2 fiscal years covered by this policy less applicable taxes and retirement contribution

Academic Support Employees – Starting Strong - Step advancement will take place at the beginning of the 2022 - 2023 school year, and each year thereafter until the advancement on the schedule is exhausted.

- A. At the beginning of the 2022 - 2023 school year Appendix A Salary Schedule will be increased by \$.25 over the 2022 -23 school year salary schedule.
- B. At the beginning of the 2023 - 2024 school year Appendix A Salary Schedule will be increased by \$.25 over the 2022 - 2023 school year salary schedule.
- C. At the beginning of the 2024 - 2025 school year Appendix A Salary Schedule will be increased by \$.25 over the 2023 - 2024 school year salary schedule.
- D. All Starting Strong Academic Support Employees that are already at the top of the salary schedule shall receive a one-time payment of \$500 on the Employees' first pay each of the 3 fiscal years covered by this policy less applicable taxes and retirement contribution.

Exempt Administrative Support - Step advancement will take place at the beginning of the 2022 - 2023 school year, and each year thereafter until the advancement on the schedule is exhausted.

- A. All Employees employed on June 30, 2022, will receive one step advancement beginning with the Employees' first pay of hours in the 2022-2023 fiscal year. At the beginning of the 2022 - 23 school year Appendix A Salary Schedule will be increased by 1% over the 2021 - 2022 school year salary schedule.
- B. All Employees employed on June 30, 2023, will receive one step advancement beginning with the Employees' first pay of hours in the 2023-2024 fiscal year. At the beginning of the 2023 24 school year Appendix A Salary Schedule will be increased by 1% over the 2022 - 2023 school year salary schedule.
- C. All Employees employed on June 30, 2024, will receive one step advancement beginning with the Employees' first pay of hours in the 2024-2025 fiscal year. At the beginning of the 2024 - 25 school year Appendix A Salary Schedule will be increased by 1% over the 2023 - 2024 school year salary schedule.

Technology and Application Services - Network Engineers, Computer Technicians and Application Support Specialists

- A. Network Engineers - Beginning in the 2022 -2023 school year Network Engineers will receive a newly aligned salary schedule. Network Engineers will step back 1 step number on Appendix A. Step advancement will then take place at the beginning of the 2023 - 2024 school year, and the 2024 - 2025 school year.
- B. Computer Technicians and Application Support Specialists - Beginning in the 2022 - 2023 school year Computer Technicians and Application Support Specialists' hourly rate reflect the removal of step 1 of the 2021 - 2022 schedule and a 1% increase to the remaining steps. Staff members employed on June 30, 2022, will remain on the same step number with the hourly rate adjusted. Step advancement and a 1% increase as demonstrated in Appendix A will take place at the beginning of the 2023 - 2024 school year, and the 2024 - 2025 school year.

APPENDIX A 2022 – 2023

Academic Support – 185 Day

Step	BA	MA	MA+15	MA+30
1	45,187	49,755	50,310	50,865
2	47,642	52,433	52,989	53,592
3	50,079	55,086	55,642	56,477
4	52,877	58,135	58,690	59,335
5	55,306	60,741	61,297	62,619
6	57,800	63,439	63,995	65,428
7	60,288	66,088	66,704	68,332
8	62,716	68,776	69,532	71,228
9	64,336	70,640	72,317	74,080
10	65,814	72,689	74,279	76,090
11	67,386	74,569	76,433	78,301
12	68,936	76,282	78,188	80,095
13	71,360	78,964	80,936	82,912

Academic Support – 195 Day

Step	BA	MA	MA+15	MA+30
1	47,630	52,444	53,029	53,614
2	50,217	55,267	55,853	56,489
3	52,786	58,064	58,650	59,530
4	55,735	61,277	61,862	62,542
5	58,296	64,024	64,610	66,004
6	60,924	66,868	67,454	68,965
7	63,547	69,660	70,310	72,026
8	66,106	72,494	73,290	75,078
9	67,814	74,458	76,226	78,084
10	69,372	76,618	78,294	80,203
11	71,028	78,600	80,565	82,533
12	72,662	80,405	82,414	84,424
13	75,217	83,232	85,311	87,394

Academic Support – 190 Day

Step	BA	MA	MA+15	MA+30
1	46,408	51,100	51,670	52,240
2	48,930	53,850	54,421	55,040
3	51,432	56,575	57,146	58,003
4	54,306	59,706	60,276	60,939
5	56,801	62,383	62,954	64,311
6	59,362	65,154	65,725	67,196
7	61,917	67,874	68,507	70,179
8	64,411	70,635	71,411	73,153
9	66,075	72,549	74,272	76,082
10	67,593	74,654	76,287	78,146
11	69,207	76,584	78,499	80,417
12	70,799	78,344	80,301	82,260
13	73,289	81,098	83,123	85,153

Academic Support – 205 Day

Step	BA	MA	MA+15	MA+30
1	50,072	55,134	55,749	56,364
2	52,792	58,101	58,718	59,386
3	55,493	61,041	61,657	62,583
4	58,593	64,420	65,035	65,750
5	61,285	67,308	67,924	69,389
6	64,049	70,297	70,913	72,501
7	66,806	73,233	73,915	75,719
8	69,496	76,211	77,049	78,928
9	71,291	78,277	80,135	82,089
10	72,929	80,547	82,309	84,316
11	74,671	82,631	84,696	86,766
12	76,389	84,529	86,641	88,754
13	79,075	87,501	89,686	91,875

Academic Support - Starting Strong

Step	Home Visitor	Lead Home Visitor
1	22.29	24.79
2	22.89	25.39
3	23.52	26.02
4	24.14	26.64
5	24.74	27.24
6	25.35	27.85
7	25.95	28.45
8	26.58	29.08
9	27.18	29.68
10	27.85	30.35

Exempt - Admin. Support

Step	AA/60 Cr.	BA
1	44,978	46,301
2	46,218	47,562
3	47,478	48,886
4	48,717	50,188
5	49,978	51,448
6	51,238	52,730
7	52,478	53,991
8	53,738	55,314
9	54,978	56,574
10	56,348	57,984
11	57,757	59,434
12	59,201	60,920
13	60,681	62,443

Tech. & Application Services

Step	NTWENG	CMPTECH	APLSS
1	57,153	17.07	22.70
2	58,641	18.17	23.40
3	60,129	18.87	24.11
4	61,618	19.76	24.81
5	63,106	20.65	25.50
6	68,659	21.54	26.21
7	70,373	22.08	26.92
8	72,133	22.62	27.61
9	73,937	23.18	28.31
10	75,785	24.00	29.02
11			29.71
12			30.42
13			31.18

APPENDIX A 2023 – 2024

Academic Support – 185 Day

Step	BA	MA	MA+15	MA+30
1	45,639	50,253	50,813	51,374
2	48,118	52,957	53,519	54,128
3	50,580	55,637	56,198	57,042
4	53,406	58,716	59,277	59,928
5	55,859	61,348	61,910	63,245
6	58,378	64,073	64,635	66,082
7	60,891	66,749	67,371	69,015
8	63,343	69,464	70,227	71,940
9	64,979	71,346	73,040	74,821
10	66,472	73,416	75,022	76,851
11	68,060	75,315	77,197	79,084
12	69,625	77,045	78,970	80,896
13	72,074	79,754	81,745	83,741

Academic Support – 195 Day

Step	BA	MA	MA+15	MA+30
1	48,106	52,969	53,560	54,151
2	50,719	55,820	56,412	57,054
3	53,314	58,644	59,236	60,125
4	56,293	61,890	62,481	63,167
5	58,878	64,664	65,256	66,664
6	61,534	67,536	68,129	69,654
7	64,182	70,357	71,013	72,746
8	66,767	73,219	74,023	75,829
9	68,491	75,203	76,988	78,865
10	70,065	77,384	79,077	81,005
11	71,739	79,386	81,370	83,359
12	73,389	81,210	83,239	85,269
13	75,970	84,065	86,164	88,268

Academic Support – 190 Day

Step	BA	MA	MA+15	MA+30
1	46,872	51,611	52,186	52,762
2	49,418	54,388	54,965	55,591
3	51,947	57,141	57,717	58,584
4	54,849	60,303	60,879	61,548
5	57,369	63,006	63,583	64,954
6	59,956	65,805	66,382	67,868
7	62,537	68,553	69,192	70,880
8	65,055	71,341	72,125	73,884
9	66,735	73,274	75,014	76,843
10	68,269	75,400	77,050	78,928
11	69,899	77,351	79,283	81,221
12	71,507	79,127	81,104	83,082
13	74,022	81,910	83,954	86,004

Academic Support – 205 Day

Step	BA	MA	MA+15	MA+30
1	50,573	55,686	56,306	56,928
2	53,320	58,682	59,305	59,980
3	56,048	61,652	62,273	63,209
4	59,180	65,064	65,685	66,407
5	61,898	67,980	68,603	70,082
6	64,689	71,000	71,623	73,226
7	67,474	73,965	74,654	76,476
8	70,191	76,974	77,819	79,717
9	72,004	79,059	80,936	82,910
10	73,658	81,353	83,132	85,159
11	75,418	83,457	85,543	87,634
12	77,152	85,374	87,507	89,642
13	79,866	88,376	90,582	92,794

Academic Support - Starting Strong

Step	Home Visitor	Lead Home Visitor
1	22.51	25.04
2	23.12	25.64
3	23.76	26.28
4	24.38	26.91
5	24.99	27.51
6	25.60	28.13
7	26.21	28.73
8	26.85	29.37
9	27.45	29.98
10	28.13	30.65

Exempt - Admin. Support

Step	AA/60 Cr.	BA
1	45,428	46,764
2	46,680	48,038
3	47,953	49,375
4	49,204	50,690
5	50,478	51,962
6	51,750	53,257
7	53,003	54,531
8	54,275	55,867
9	55,528	57,140
10	56,911	58,564
11	58,335	60,028
12	59,793	61,529
13	61,288	63,067

Tech. & Application Services

Step	NTWENG	CMPTECH	APLSS
1	57,153	17.24	22.93
2	58,641	18.35	23.63
3	60,129	19.06	24.35
4	61,618	19.96	25.06
5	63,106	20.86	25.76
6	68,659	21.76	26.47
7	70,373	22.30	27.19
8	72,133	22.85	27.89
9	73,937	23.41	28.59
10	75,785	24.24	29.31
11			30.01
12			30.72
13			31.49

APPENDIX A 2024-2025

Academic Support – 185 Day

Step	BA	MA	MA+15	MA+30
1	46,095	50,756	51,321	51,888
2	48,599	53,487	54,054	54,669
3	51,086	56,193	56,760	57,612
4	53,940	59,303	59,870	60,527
5	56,418	61,961	62,529	63,877
6	58,962	64,714	65,281	66,743
7	61,500	67,416	68,045	69,705
8	63,976	70,159	70,929	72,659
9	65,629	72,059	73,770	75,569
10	67,137	74,150	75,772	77,620
11	68,741	76,068	77,969	79,875
12	70,321	77,815	79,760	81,705
13	72,795	80,552	82,562	84,578

Academic Support – 195 Day

Step	BA	MA	MA+15	MA+30
1	48,587	53,500	54,095	54,693
2	51,226	56,378	56,976	57,624
3	53,847	59,230	59,828	60,726
4	56,856	62,509	63,106	63,799
5	59,468	65,310	65,909	67,330
6	62,149	68,212	68,810	70,351
7	64,824	71,060	71,723	73,473
8	67,434	73,951	74,763	76,587
9	69,177	75,954	77,758	79,654
10	70,766	78,158	79,868	81,816
11	72,457	80,180	82,184	84,193
12	74,122	82,021	84,071	86,121
13	76,730	84,906	87,025	89,150

Academic Support – 190 Day

Step	BA	MA	MA+15	MA+30
1	47,341	52,128	52,708	53,290
2	49,912	54,933	55,515	56,147
3	52,467	57,712	58,294	59,169
4	55,398	60,906	61,488	62,163
5	57,943	63,636	64,219	65,603
6	60,556	66,463	67,045	68,547
7	63,162	69,238	69,884	71,589
8	65,705	72,055	72,846	74,623
9	67,403	74,007	75,764	77,611
10	68,952	76,154	77,820	79,718
11	70,599	78,124	80,076	82,034
12	72,222	79,918	81,916	83,913
13	74,762	82,729	84,793	86,864

Academic Support – 205 Day

Step	BA	MA	MA+15	MA+30
1	51,078	56,243	56,869	57,498
2	53,853	59,269	59,898	60,579
3	56,609	62,268	62,896	63,840
4	59,771	65,714	66,342	67,070
5	62,517	68,659	69,289	70,783
6	65,336	71,710	72,338	73,958
7	68,149	74,704	75,401	77,241
8	70,892	77,744	78,597	80,514
9	72,724	79,849	81,745	83,739
10	74,395	82,166	83,964	86,011
11	76,172	84,292	86,398	88,510
12	77,923	86,227	88,383	90,538
13	80,665	89,260	91,488	93,722

Academic Support - Starting Strong

Step	Home Visitor	Lead Home Visitor
1	22.74	25.29
2	23.35	25.90
3	24.00	26.54
4	24.62	27.18
5	25.24	27.79
6	25.86	28.41
7	26.47	29.02
8	27.12	29.66
9	27.72	30.28
10	28.41	30.96

Exempt - Admin. Support

Step	AA/60 Cr.	BA
1	45,882	47,232
2	47,147	48,518
3	48,433	49,869
4	49,696	51,197
5	50,983	52,482
6	52,268	53,790
7	53,533	55,076
8	54,818	56,426
9	56,083	57,711
10	57,480	59,150
11	58,918	60,628
12	60,391	62,144
13	61,901	63,698

Tech. & Application Services

Step	NTWENG	CMPTECH	APLSS
1	57,725	17.41	23.16
2	59,227	18.53	23.87
3	60,730	19.25	24.59
4	62,234	20.16	25.31
5	63,737	21.07	26.02
6	69,346	21.98	26.73
7	71,077	22.52	27.46
8	72,854	23.08	28.17
9	74,676	23.64	28.88
10	76,543	24.48	29.60
11			30.31
12			31.03
13			31.80

APPENDIX B

Employees that serve as Student Club Advisors shall receive \$35 * 8 hours per day, for instructional responsibilities during all days beyond the regular 185 day school calendar. This stipend is only available for service at a regional, state, or national competition/convention and must involve the chaperoning of students. In addition, the event must be regulated by the student club organization and not created by the employee.

Employees that serve as Student Club Advisors after school hours during the regular 185 day school calendar shall receive \$35 per hour up to a maximum of 4 hours. This stipend is only available for service at a regional, state, or national competition/convention and must involve the chaperoning of students. In addition, the event must be regulated by the student club organization and not created by the employee.