

# **SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA**

## **SALARY SCHEDULES**

**2024 – 2025**

**SCHOOL BOARD**

**of**

**ALACHUA COUNTY, FLORIDA**

**2024-2025**

**EFFECTIVE DATE**

**July 1, 2024**

# SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

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SCHOOL BOARD  
of  
ALACHUA COUNTY, FLORIDA

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## FORWARD

This salary handbook contains the salary schedules applicable to Teachers and Education Support Professionals (Bargaining Unit Members) pursuant to the negotiated agreements with the respective units in effect for the 2024-2025 fiscal year.

Additionally, the salary schedules for Professional/Technical Personnel (Non-Bargaining Unit Members) and Administrative Personnel are included in this handbook.

Regulations and policies contained herein are not intended to supplement or modify the contractual provisions between the School Board of Alachua County and the represented bargaining units.

IN ALL INSTANCES, WHERE CONTRACT PROVISIONS EXIST, THE AGREEMENTS AND PROVISIONS OF EACH BARGAINING UNIT CONTRACT WILL SUPERSEDE THE CONTENT OF THIS SALARY HANDBOOK.

**TEACHER**

**SALARY SCHEDULE**

**2024-2025**

## INSTRUCTIONAL SALARY ADJUSTMENTS FOR 2024-2025:

1. Instructional personnel who have worked the required number of days in the 2023-2024 school year advanced one (1) step on the Instructional Salary Schedule. Increases for this step were reflected in the August 23, 2024, paychecks.
2. Instructional personnel who did not work the required number of days in the 2023-2024 school year will not advance a step on the 2024-2025 Instructional Salary Schedule.
3. Changes to the Grandfathered salary schedule will be made as follows: The cell amounts for the Grandfathered Bachelors steps 0 through 8 were uncompressed. Eligible Instructional employees who worked during the 2023-2024 school year, advanced one (1) step. In addition to the step, the entire Salary Schedule will be increased by 1.3% across the board. Increases for this raise will be paid retroactively to the beginning of the 2024-2025 contract period.
4. Changes to the Performance Pay salary schedule will be made as follows: The cell amounts for the Performance Pay Bachelors steps 0 through 8 were uncompressed. Eligible Instructional employees who worked during the 2023-2024 school year, advanced one (1) step. In addition to the step, the entire Salary Schedule will be increased by 1.3% across the board. Increases for this raise will be paid retroactively to the beginning of the 2024-2025 contract period.
5. Performance Pay teachers rated overall Highly Effective will receive a permanent base salary add on in the amount of \$200. Performance Pay teachers rated overall Effective will receive a permanent base salary add on in the amount of \$100.
6. Subject to final ratification by both parties, any necessary payroll adjustments shall be made as soon as administratively feasible. Employees on leave must return to active status to be eligible for retroactive adjustments.
7. In order to be eligible for retroactive pay, instructional personnel must be employed at the time of ratification.
8. Once personnel reach the top of the Grandfathered Salary Schedule (step 25), they will remain on the current top cell. Longevity Adjustment will be applied as outlined in the Grandfathered Salary Schedule.
9. Placement on the salary schedule shall be in accordance with 2024-2025 footnotes.

## Footnotes to 2024-2025 Teacher Salary Schedule:

### DESCRIPTION:

1. Procedures for determining creditable teaching experience:

State regulations require that satisfactory verification of previous teaching or work experience be on file in the Personnel Office before salary credit is given for that experience. These verifications are to be sent to former employers by the employee, using forms provided by the Personnel Department.

Salary adjustments retroactive to the beginning date of duty are made if verification is on file prior to the end of the fiscal year. Such adjustments shall be in accordance with the salary schedule or schedules in existence for all or part of a given fiscal year.

For determining experience credit to the maximum allowed, the following will be accepted:

- a. Each school year of service as a full-time teacher in a K-12 school, adult center, or school for students ages 0-21 if part of a public school for handicapped.
  - b. Each school year in which more than one-half of the total number of days worked was as a full-time teacher. (All experience based on 196-day contract year.)
  - c. Other appropriate experience may be approved by the Executive Director, Human Resources Division, or designee.
2. Commencing with the 1990-91 school year, teachers who are appointed for two (2) consecutive years in Alachua County at .50 will have earned one (1) year of experience for salary purposes.
3. Salary amounts for persons employed less than full-time may be adjusted to reflect hours rounded to two (2) decimal places as shown on Position Control.
4. No employee will receive a pay cut solely because of adjustments in the salary schedule.

### PLACEMENT:

5. Teachers coming into the district with no creditable experience will be placed on the Instructional Salary Schedule at step 0. Experienced teachers coming into the district will be placed on the Instructional Salary Schedule at a point not to exceed current School Board of Alachua County Professional Services Contract teachers with comparable experience.
6. Except for teachers who did not receive a step increase in prior years, as per paragraph 14 of the salary schedule, teachers will be placed on the appropriate step based on years of creditable experience.



7. A maximum of six (6) years of verified work experience will be considered over and above that required by the State of Florida, Department of Education, and Alachua County schools for issuance of a district vocational teaching certificate in any vocational program certification area provided such work is certified by the district Director of Vocational Education to be in direct line with the subjects being taught. Occupational specialists may be eligible to receive this credit beginning with the 1993-94 school year.
8. In the event of a formal military call-up, teachers may receive credit for one (1) year of experience for every year of duty. If a teacher previously went on military leave but did not receive credit for years of experience, the teacher may request credit for additional years beginning with 2016-2017 school year. The teacher must present documentation for the leave to the Human Resources Division by July 31, 2016, or upon return from military leave.
9. An instructor employed under an ROTC program will receive an annual salary equal to at least 12 times the difference between his total monthly active duty pay and retirement pay. ROTC instructors may be placed on the teacher salary schedule if such placement is elected by the instructor. If the difference between active duty pay and retirement pay after annual adjustment results in a decrease in salary, the higher rate will be maintained.
10. Entry level required experience for NROTC/ROTC instructors shall be fifteen (15) years of military experience (retirement from active duty). An NROTC/ROTC instructor shall be granted a year of teaching experience for every year of military experience beyond the entry level required experience, up to a maximum of six (6) years' experience.

Teachers whose annual contracted period is 12 months will receive an additional one-tenth of the annual salary agreed upon for their step for each month of employment beyond 10 months.

11. Hourly salaries/rates for teachers in extended school year and/or adult education will not be less than the teacher's hourly rate of pay for the just completed school year if the program generates full-time equivalent student funding.
12. The annual salary of DROP Extension teachers will be reduced to reflect their increased retirement cost to the District, which is the difference between the FRS DROP rate (21.13%) and the FRS Regular Class rate (13.63%) for initial placement, DROP Extension teachers will be placed on the salary schedule closest to, but not less than, this calculated net reduction in pay (7.56%). Effective July 1, 2024.
13. Teachers who have retired through the Florida Retirement System, or who have otherwise retired from a teaching position in another state, and who are subsequently hired by the School Board will be placed on the Instructional Salary Schedule at Step 13.

ADJUSTMENT:

14. Denial of salary increase is not a routine measure. Such action must be supported by appropriate written documentation utilizing the teacher observation/evaluation system contained in the contract or the Alachua Teachers Assistance Program. A teacher denied salary increase may apply for reevaluation at midyear the next school year. An acceptable rating at midyear may warrant retroactive restoration of the salary increase. Any teacher under consideration for salary holdback will be notified in writing no later than March 15. Written notice of final determination of salary holdback will be provided to the teacher no later than May 15. ACEA will receive a list of those teachers under consideration no later than March 25 and a list indicating the final determinations no later than May 25.
15. All adjustments to salary as a result of the receipt of an advanced degree will be made within one (1) month after satisfactory verification of the degree. Payment may be retroactive during the current year to date the degree was awarded. Teachers applying for adjustments will be responsible for providing appropriate documentation to the Board.
16. It is the intent of the Board that all employees' payroll check stubs reflect accurate information. Should an employee receive an overpayment or underpayment, the Board will notify the employee in writing of such overpayment or underpayment upon discovery. Should an employee discover an overpayment or underpayment, the employee will notify the Board in writing. The Board shall respond to such notice within five (5) work days.

In all instances of overpayment, the Board will work with the employee to develop a reasonable schedule of repayment. Reimbursement to the Board will be made within 12 months of overpayment notification. Underpayments will be reimbursed to the employee no later than the next regular paycheck.

The Board will reimburse the employee for bank fees incurred as a result of the Board's underpayment error of contract salary. Reimbursement to the employee will be made no later than the next regular payroll following the Board's receipt of documentation of such fees.

17. A full-time teacher who is selected to teach an additional period(s) or who is assigned the duties of another regular position during an additional period will receive his regular salary plus a supplement of one divided by the number of periods normally taught by full-time teachers at that school. The percentage derived will be multiplied times his daily rate of pay for the additional period. No teacher will be assigned more than one extra period under this paragraph.

BENEFITS:

18. Terminal pay for accumulated sick leave will be granted to a teacher at normal retirement or to his beneficiary if service is terminated by death. Such terminal pay will be determined as described below:

- a. During the first three (3) years of service in Florida, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
- b. During the next three (3) years of service in Florida, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.
- c. During the next three (3) years of service in Florida, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.
- d. During and after the tenth year of service in Florida, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.
- e. During and after the thirteenth year of service in Florida, the daily rate of pay will be multiplied by the total number of days of accumulated sick leave.

The daily rate of pay is that amount resulting from dividing total salary by the number of days the teacher is under contract.

For purposes of terminal pay for accrued sick leave and accrued vacation leave paid at retirement, or upon death of the employee, the daily rate of pay until June 30, 1994, will be computed by dividing the total salary, excluding supplements, by the number of days the teacher must be on the job to earn the annual salary for the year. (This is interpreted as 180 days for 10-month personnel and as 210 days for 12-month personnel.) For teachers under 12-month contracts, payouts for leave accrued after that date shall be calculated in the same manner except that the percentage of daily rate shall be equal to that of a retiring teacher on a standard 10-month contract. (This is interpreted as the percentage which applies to 10-month teachers or 196 days divided by 180.) Use of accrued leave shall be on a "last-in, first-out" basis.

Rates for payouts for leave accrued after February 1, 1996, shall be calculated by dividing the employee's annual salary by 196 days or 252 days depending upon whether the employee's contract is for ten (10) or twelve (12) months. Use of accrued leave shall be on a "last-in, first-out" basis. Credit already accrued would be paid at the higher rate or "grandfathered" in for existing employees.

19. A teacher must be regularly employed at the close of the payroll period during which paid holidays fall to be eligible to receive these paid holidays.
20. Teachers will have the option of receiving salary and supplement payments in 20 or 24 (last four (4) installments to be paid in one (1) check) equal installments.
21. Upon written authorization from a teacher, the Board will provide up to three (3) payroll deduction positions on teacher payroll checks for economic services programs sponsored by the Association. The Association will hold the Board harmless in any matter dealing with such deductions and will, upon request, provide to the Board information concerning the economic services programs.

22. Teachers will be provided the opportunity for concurrent participation in more than one tax deferred annuity program.

23. Beginning January 1, 2011, all teachers must utilize direct deposit of regular payroll checks.

24. Any teacher who

- a. uses no more than seven (7) days combined sick leave/personal leave in a year, of which no more than three (3) days may be personal leave, in one (1) school year may elect to be compensated for up to two (2) personal leave days at 80 percent of the teacher's daily rate of pay; or
- b. uses no more than five (5) days combined sick leave/personal leave in a year, of which no more than two (2) days may be personal leave, in one school year may elect to be compensated for up to four (4) personal leave days at 80% of the teacher's daily rate of pay.

Such compensated-for days will be deducted from the teacher's sick leave accrual. The Board will buy a maximum of four (4) days each year. To qualify, the teacher must submit such a request in writing no later than May 1. Contribution to the Sick Leave Bank will not be included for purposes of this section. This section applies only to regular work year, excluding extended school year.

25. A teacher may authorize transfer to his spouse, child, parent, or sibling who is also a district employee, of accrued sick leave, providing that the transfer relates to an illness or injury of the person to whom the leave is transferred. The person receiving the transfer may not use the donated sick leave until he has exhausted all of his accrued leave. Donations may be in amounts of five (5) or more days, or the remainder of the employee's sick leave balance if less than five (5) days, and shall not be covered by terminal leave payouts.

#### DIFFERENTIATED PAY:

26. a. Instructional staff who are required to travel 30 miles or more round trip to selected schools will receive a supplement as follows:

A. Quinn Jones	\$300.00
Bishop Middle *	\$300.00
Eastside High *	\$300.00
Hawthorne High	\$500.00
Idylwild Elementary	\$300.00
Lanier	\$300.00
Lake Forest Elementary	\$300.00
Lincoln Middle *	\$300.00
Metcalfe Elementary	\$300.00
Oak View Middle	\$300.00
Rawlings Elementary	\$300.00
Shell Elementary	\$500.00
Terwilliger Elementary	\$300.00

\*Major program only.

Mileage will be documented by google maps from residence to school of record

OTHER:

27. Teachers receiving supplements for additional duties shall be paid according to the adopted Supplement Schedule in the Other Compensation section of this Salary Schedule.
28. Teachers receiving a supplement(s) will be provided with a copy of the form recommending supplement(s) which will include the amount(s) to be paid. An outline of responsibilities will be available for review with the principal. The principal will provide the teacher a copy of the supplement recommendation and offer to review job responsibilities as soon as practical. Should a teacher resign or otherwise be unable to complete the duties for which he received a supplement(s), the salary supplement(s) will be prorated on an equitable basis. If disagreement arises over the proration which cannot be resolved, the teacher may request a review. A tripartite review panel will review the matter and determine an equitable resolution for proration which will be binding on the parties. Membership on the panel will consist of one person selected by the Superintendent, one person selected by the Association, and one person selected by the representative of the parties on the panel. The person selected by the representative must be receiving a similar supplement in question.
29. At the written request of the teacher, supplements for extra duty will be paid in equal installments over the time the supplemented activity occurs, or in a lump sum at the conclusion of the activity. The payment method will not be changed following teacher's selection and implementation of the payment process.
30. Teachers who attend workshop activities when school is not in session may be paid \$20.00 per hour Teachers who perform duties as their school CREATE Contact person during hours not included in their contract work day may be paid \$20.00 per hour.
31. Camp Crystal:
  - A \$160 supplement for teachers who stay overnight at Camp Crystal with a fifth-grade class only one night during the year.
  - A \$314 supplement for teachers who stay overnight at Camp Crystal with a fifth-grade class more than one night during the year. Teacher participation in Camp Crystal activities is voluntary, and no teacher will be required to attend Camp Crystal.
  - Fifth-grade classroom teachers who wish to stay overnight with their class shall receive priority consideration for the supplement(s).

32. Rates of pay for extra duties at athletic events shall be as follows:

Regular ticket takers, ticket sellers, and gate keepers will be paid \$25.00 to \$ 50.00 per activity, depending upon responsibility and the particular event. The principal will determine which rate of pay is appropriate. Rates for post-season activities are at the discretion of the principal.

Scorekeepers and timers will be paid \$10.00 to \$20.00 per activity. Rates for post-season activities are at the discretion of the principal.

It is the intent of the School Board of Alachua County to honor the step increases and a negotiated increase to the Salary Schedule annually.

**GRANDFATHER TEACHER SALARY SCHEDULE  
2024-2025**

Step	Bachelors	Masters	Specialist	Doctorate
0	\$47,932	\$49,946	\$51,960	\$53,974
1	\$47,957	\$49,977	\$52,020	\$54,064
2	\$47,983	\$50,008	\$52,083	\$54,155
3	\$48,008	\$50,037	\$52,143	\$54,249
4	\$48,033	\$50,071	\$52,209	\$54,345
5	\$48,059	\$50,105	\$52,275	\$54,442
6	\$48,084	\$50,136	\$52,339	\$54,539
7	\$48,109	\$50,168	\$52,404	\$54,637
8	\$48,135	\$50,200	\$52,471	\$54,737
9	\$48,173	\$50,476	\$52,780	\$55,082
10	\$48,414	\$50,751	\$53,091	\$55,425
11	\$49,121	\$51,497	\$53,868	\$56,239
12	\$49,842	\$52,250	\$54,658	\$57,064
13	\$50,571	\$53,016	\$55,461	\$57,903
14	\$51,311	\$53,792	\$56,274	\$58,754
15	\$52,062	\$54,581	\$57,099	\$59,616
16	\$52,825	\$55,382	\$57,938	\$60,492
17	\$53,600	\$56,195	\$58,787	\$61,383
18	\$54,386	\$57,021	\$59,653	\$62,283
19	\$55,181	\$57,857	\$60,527	\$63,199
20	\$55,991	\$58,707	\$61,419	\$64,131
21	\$56,815	\$59,570	\$62,323	\$65,075
22	\$57,648	\$60,447	\$63,240	\$66,032
23	\$58,496	\$61,335	\$64,169	\$67,005
24	\$59,356	\$62,238	\$65,115	\$67,992
25	\$60,228	\$63,153	\$66,072	\$68,995

**2024-2025 Longevity Adjustments  
Grandfathered Only:**

Years of Experience	Bachelors	Masters	Specialist	Doctorate
25	800	2,450	3,100	4,075
26-45	2,850	4,500	5,150	6,125
46-47	4,350	6,175	7,175	8,300
48+	4,450	6,275	7,275	8,400

PERFORMANCE TEACHER SALARY SCHEDULE 2024-2025

Step	Bachelors	Masters	Specialist	Doctorate
0	\$47,932	\$49,946	\$51,960	\$53,974
1	\$47,957	\$49,977	\$52,020	\$54,064
2	\$47,983	\$50,008	\$52,083	\$54,155
3	\$48,008	\$50,037	\$52,143	\$54,249
4	\$48,033	\$50,071	\$52,209	\$54,345
5	\$48,059	\$50,105	\$52,275	\$54,442
6	\$48,084	\$50,136	\$52,339	\$54,539
7	\$48,109	\$50,168	\$52,404	\$54,637
8	\$48,135	\$50,200	\$52,471	\$54,737
9	\$48,173	\$50,476	\$52,780	\$55,082
10	\$48,414	\$50,751	\$53,091	\$55,425
11	\$49,121	\$51,497	\$53,868	\$56,239
12	\$49,842	\$52,250	\$54,658	\$57,064
13	\$50,571	\$53,016	\$55,461	\$57,903
14	\$51,311	\$53,792	\$56,274	\$58,754
15	\$52,062	\$54,581	\$57,099	\$59,616
16	\$52,825	\$55,382	\$57,938	\$60,492
17	\$53,600	\$56,195	\$58,787	\$61,383
18	\$54,386	\$57,021	\$59,653	\$62,283
19	\$55,181	\$57,857	\$60,527	\$63,199
20	\$55,991	\$58,707	\$61,419	\$64,131
21	\$56,815	\$59,570	\$62,323	\$65,075
22	\$57,648	\$60,447	\$63,240	\$66,032
23	\$58,496	\$61,335	\$64,169	\$67,005
24	\$59,356	\$62,238	\$65,115	\$67,992
25	\$60,228	\$63,153	\$66,072	\$68,995
26	\$61,120	\$64,086	\$67,051	\$70,019
27	\$62,026	\$65,038	\$68,046	\$71,057
28	\$62,944	\$66,001	\$69,054	\$72,112
29	\$63,877	\$66,982	\$70,079	\$73,183
30	\$64,822	\$67,973	\$71,120	\$74,270
31	\$65,783	\$68,983	\$72,175	\$75,373
32	\$66,758	\$70,006	\$73,247	\$76,494
33	\$67,748	\$71,044	\$74,334	\$77,631
34	\$68,752	\$72,099	\$75,439	\$78,784
35	\$69,774	\$73,170	\$76,562	\$79,956
36	\$70,808	\$74,255	\$77,697	\$81,145
37	\$71,858	\$75,359	\$78,852	\$82,353
38	\$72,926	\$76,477	\$80,024	\$83,579
39	\$74,010	\$77,615	\$81,215	\$84,822
40	\$75,110	\$78,768	\$82,422	\$86,087
41	\$76,226	\$79,940	\$83,647	\$87,368
42	\$77,359	\$81,127	\$84,893	\$88,668
43	\$78,510	\$82,335	\$86,158	\$89,990

Performance Pay Add-On	
Highly Effective	\$200
Effective	\$100

**EDUCATION SUPPORT PROFESSIONALS  
(Bargaining Unit Members)**

**SALARY SCHEDULE**

**2024-2025**



ESP SALARY ADJUSTMENTS FOR 2024-2025:

1. Eligible ESPs on steps 0-24 who worked more than half of their contracted days, during the 2023-2024 school year, advanced one (1) step effective July 1, 2024. The increase for 12-month personnel was reflected in the July 15, 2024, paychecks and for 10-month employees in the August 23, 2024, paychecks. In addition to this step, the entire salary schedule will be increased by 1.6% across the board. Increases for this raise will be paid retroactively to the beginning of the 2024-2025 contract period.
2. Education Support Professionals who attend workshop activities outside of their normal work hours may be paid \$15 per hour.
3. Employees at the top of the salary schedule (step 24) or off schedule (step 99), will remain on their current step.
4. Subject to final ratification by all parties, payroll adjustments shall be made as soon as administratively feasible.
5. Subject to final ratification by both parties, any necessary payroll adjustments shall be made as soon as administratively feasible. Employees on leave must return to active status to be eligible for retroactive adjustments.
6. In order to be eligible for retroactive pay, educational support personnel must be employed at the time of ratification.

It is the intent of the School Board of Alachua County to honor the step increase and a negotiated increase to the salary schedule annually.

Footnotes to 2024-2025 Education Support Professionals (Bargaining Unit Members) schedule:

DESCRIPTION:

1. The schedule represents the hourly rate for an employee. For payroll purposes, the hourly rate of pay will be the basis for salary calculations. Hourly rates are calculated by using the mid-point on the employee's salary range.
2. Non-Exempt employees may be eligible for overtime.

Overtime will be paid in accordance with the Fair Labor Standards Act. Overtime must be approved by the employee's supervisor prior to the employee working. When eligible employees work more than 40 hours in one work week, pay will be computed as follows:

- a. Work on unpaid (U) day(s) will be paid at time and one half (1 ½) hourly rate.
  - b. Work on Saturdays and/or Sundays after 40 hours will be paid at time and one half (1 ½) hourly rate.
  - c. Work on paid (P) holiday(s) will be paid regular hourly wage plus time and one half (1 ½) hourly rate. (This is equivalent to premium pay at 2.5 times hourly rate.)
  - d. Work on scheduled vacation (V) day(s) will be regular pay and the vacation day(s) will be rescheduled for the following work day.
3. Exempt Education Support Professional employees who are authorized in advance to work a specified number of additional hours shall be compensated at time and one half (1 ½) hourly rate for approved hours.
4. The Education Support Professionals Salary Schedule does not represent years of service. Salary increases are not automatic.
5. Salary amounts for persons employed less than full time may be adjusted to reflect hours rounded to two (2) decimal places as shown on Position Control.
6. No employee will receive a pay cut solely because of adjustments in the salary range.

PLACEMENT:

1. New Hires: Initial placement for new hires shall be as follows: New employees shall be hired at Step 00 with credit for one (1) year of experience for every two (2) years of verified work experience in the field in which they will be employed, not to exceed step 12 of the Education Support Professionals Salary Schedule.
  - a. No employee shall be hired over step 12 in his salary range unless determined by the Superintendent after considering the recommendation of the Classification/Compensation Committee. If the Superintendent rejects or changes the recommendation of the committee, the committee shall be notified of the reasons for the Superintendent's decision.
  - b. The Classification/Compensation Committee shall be composed of eight members, one half of which will be appointed by the Superintendent or designee and one-half appointed by the Alachua County Education Association (ACEA).

2. Promotions/Reclassifications/Assignment to a Lower Salary Grade/Return from Retirement

- a. **Within salary grade promotion:** When a promotion or position upgrade is within the same salary grade as the previous position, the employee shall receive a 4% increase, which shall not exceed the maximum (step 24).
- b. **Higher Salary Grade Promotion or Position Upgrade:** When a promotion or position upgrade is in a higher salary grade, the employee shall be placed on the new salary grade at a step closest to but not less than an 8% increase or to the minimum salary (step 00), whichever is greater.
- c. **Lateral Moves:** When a lateral move occurs within the same salary grade, the employee's salary shall remain the same.
- d. **Involuntary Assignment/Demotion to a Lower Salary Grade:** When an employee is involuntarily moved to a lower salary grade, the employee shall be placed on the new salary grade at the step closest to but not less than his current salary. If the current salary is above the maximum, continue the salary until the new fiscal year and place at maximum (step 24) for that range.
- e. **Voluntary Assignment to a Lower Salary Grade:** When an employee initiates and voluntarily accepts a position at a lower salary grade, the employee shall be placed on the same percentage of mid-point on the new salary grade.
- f. **Return from Retirement:** Education Support Professionals who have completed DROP and are rehired by the School Board will be placed on the Education Support Professionals Salary Schedule at step 12.

3. Training/Education Compensation:

An employee shall receive a 4% increase (within range promotion) based on training completed as described below, not to exceed the maximum (step 24), and will receive not more than one increase based on such training per two-year period.

- a. Upon completion of five (5) Automotive Service Excellence (ASE) training certificates, mechanics and mechanics' helpers will receive a 4% increase. Upon completion of ten (10) ASE certificates, mechanics will receive an additional 4% increase. Upon completion of fifteen (15) ASE certificates, mechanics will receive an additional 4% increase.

Employees who receive step increases for certifications are required to keep certifications current. Failure to do so will negate the increase and the employee will be placed on the appropriate step the following July 1.

- b. Upon successful completion of certification as a school bus inspector, mechanics, auto service workers, and vehicle service specialists will receive a 4% increase. No more than one (1) salary increase will be granted for such certification.

- c. Upon successful completion of certification as a school bus inspector trainer, mechanics, auto service workers, and vehicle service specialists will receive a 2% increase. No more than one (1) salary increase will be granted for such certification.
- d. Bus drivers who complete all certification requirements for the driver-trainer position shall receive a 2% increase.

#### ADJUSTMENTS:

- 4. Adjustments to salary will be made within 30 days of appropriate verification of the completion of requirements for such adjustments. Payment may be retroactive during the current year to the date the requirements were fulfilled. Employees applying for adjustments will be responsible for providing appropriate documentation to the Board.
- 5. It is the intent of the Board that all employees' payroll check stubs reflect accurate information. Should an employee receive an overpayment or underpayment, the Board will notify the employee in writing of such overpayment or underpayment upon discovery. Should an employee discover an overpayment or underpayment, the employee will notify the Board in writing. The Board shall respond to such notice within five (5) work days.

In all instances of overpayment, the Board will work with the employee to develop a reasonable schedule of repayment. Underpayments will be reimbursed to the employee no later than the next regular paycheck.

- 6. To be competitive, or when the applicant's training, experience, or other qualifications are substantially above those required for entry level into the position, or when there are no qualified applicants available who are willing to accept the entry rate, starting salaries above 90% of mid-point shall be determined by the Superintendent after considering the recommendation of the Classification/Compensation Committee. If the Superintendent rejects or changes the recommendation of the committee, the committee shall be notified of the reasons for the Superintendent's decision.
- 7. The Superintendent, after considering the recommendation of the Classification/ Compensation Committee, may make adjustments in salaries to reflect additional responsibilities, maintain internal equity and/or external competitiveness. If the Superintendent rejects or changes the recommendation of the committee, the committee shall be notified of the reasons for the Superintendent's decision.

## BENEFITS:

8. Eligible employees accrue vacation leave at a rate of two (2) days per calendar month. Vacation leave is credited the last day of each month. Any new employee or present employee who becomes eligible for vacation leave will earn a full month credit if they are employed for 11 days or more. When an employee is released or resigns, he will be paid for vacation time accumulated through the end of the last full month worked but not including the last partial month worked. Accrued vacation leave is paid on the last day of the last month worked at 100 percent of pay. The Board may schedule up to ten days of vacation per year.

Maximum accrued vacation leave is 700 hours on June 30. All vacation leave over 700 hours is deleted on July 1 each year. Vacation leave is accrued by 12-month (252-day) employees only. Part-time 12-month employees accrue pro-rata. Upon death of an employee, vacation pay will be paid to beneficiary or employee's estate.

9. Employees will receive salary in semimonthly installments.
10. Upon written authorization from an employee, the Board will provide up to three (3) payroll deductions on employee payroll checks for economic services programs sponsored by the Association. The Association will hold the Board harmless in any matter dealing with such deductions and will, upon request, provide the Board information concerning the economic services programs.
11. Employees will be provided the opportunity for concurrent participation in more than one tax deferred annuity program.
12. ESPs hired after September 1, 2005, must utilize direct deposit of regular payroll checks.
13. For purposes of terminal pay for accrued sick leave and accrued vacation leave paid at retirement, or upon death of the employee, the daily rate of pay until June 30, 1994, will be computed by dividing the total salary by the number of days the employee must be on the job to earn the annual salary for the year. (This is interpreted as 180 days for 10-month personnel and as 210 days for 12-month personnel.)

Payouts for leave accrued between July 1, 1994, and February 1, 1996, shall be calculated in the same manner except that the percentage of daily rate shall be equal to that of a retiring teacher on a standard 10-month contract during that period. (This is interpreted as the percentage which applies to 10-month teachers or 196 days divided by 180.) Rates for payouts for leave accrued after February 1, 1996, shall be determined by using the actual hourly rate earned by the employee at the time of retirement. Use of accrued leave shall be on a "last-in, first-out" basis.

For employees hired on or after July 1, 1995, terminal pay for accrued vacation leave may not exceed a maximum of 60 days of actual payment.

14. Personal Leave Buy-Back: Any employee who:
  - a. uses no more than seven (7) days combined sick leave/personal leave in a year, of which no more than three (3) days may be personal leave, in one (1) year may elect to be compensated for up to two (2) personal leave days at 80 percent of the employee's daily rate of pay; or
  - b. uses no more than five (5) days combined sick leave/personal leave in a year, of which no more than two (2) days may be personal leave, in one school year may elect to be

compensated for up to four (4) personal leave days at 80% of the employee's daily rate of pay.

Such compensated-for days will be deducted from the employee's sick leave accrual. The Board will buy a maximum of four (4) days each year. To qualify, an employee must submit such request in writing no later than May 1. Contribution to the Sick Leave Bank will not be included for purposes of this section.

15. A district employee may authorize transfer to his spouse, child, parent, or sibling who is also a district employee, of accrued sick leave, providing that the transfer relates to an illness or injury of the person to whom the leave is transferred. The person receiving the transfer may not use the donated sick leave until he has exhausted all of this accrued leave. Donations may be in amounts of five (5) or more days, or the remainder of the employee's sick leave balance if less than five (5) days, and shall not be covered by terminal leave payouts.

#### Food and Nutrition Services Employees

16. Food and Nutrition Services (FNS) employees who are certified at any time during the current school year under the School Nutrition Association (SNA) Certification Program will be paid an annual lump sum supplement at the close of the regular school year. Once an FNS employee is certified, he/she must earn one-third (1/3) of the points required for the specific certification level held (five (5) points Level I, ten (10) points Level II, fifteen (15) points Level III) each year in order to receive a \$200.00 certification supplement. At each level, one local Association meeting must be included as part of the minimum total requirement per year.

The salary supplement of \$200.00 will be prorated on an equitable basis to the period of certification. If disagreement arises over the proration which cannot be resolved and the ESP requests a review, a tripartite review panel consisting of one person each chosen by the parties and a third person receiving similar supplement(s) chosen by the representatives of the parties, will review the matter and determine an equitable resolution for proration which will be binding on the parties.

17. A professional uniform dress allowance of \$186.40 per school year will be paid to school FNS personnel. This allowance will be divided into two (2) payments of \$93.20. This is a maintenance allowance only. Certain items of uniform dress may be provided by the Board as described in the current Uniform Guidelines. Repeated failure to wear the prescribed dress is grounds for forfeiture of said allowance.

If a person has not been employed for the full five-month period, covered by a single payment, a prorated allowance will be paid. The employee must have been an active full-time FNS worker for a minimum of three (3) work weeks to be eligible for all or part of this allowance.

18. FNS Assistant I's who enroll and successfully complete Phase 1 of the FNS Career Ladder program as certified by the FNS Director will receive a six-step increase. FNS Assistant II's who were "grandfathered" in during the 2000-2001 school year and complete the Career Ladder Program will receive a three-step increase. FNS Assistant II's who have not completed requirements of the Career Ladder Program shall not be eligible for these increases until they complete the requirements for eligibility.
19. Food and Nutrition Services (FNS) Thermo Compactor Supplement (TCS)

The TCS supplement will be paid to the ACPS staff member that is executing this activity. There must be documentation for each category in order to be paid the supplement. Each category will have a different type of documentation.

Two categories:

1. Tray melting – blocks will be counted and the supplement will be paid based on the number of blocks. The number of blocks will be logged into Google Doc and the Site Supervisor will verify the number of blocks while visiting these sites.
  - a. Supplement = \$75/month
  - b. In order to receive this monthly supplement, there must be melted blocks equaling at least half of the number of operating days in a month.
2. Dropping off Trays – bags of trays (Styrofoam and #6 plastic) will be dropped off. Each time a bag of trays is moved to a TCS site the person moving the bag will document drop off using QR code on the outside of the thermo compactor.
  - a. Supplement = \$50/month
  - b. In order to receive this monthly supplement, there must be movement of at least 80% of the month. Example if the month has 20 operating days, movement must be made at least 16 of those days.

Staff must sign up for whichever category they are interested in receiving the supplement and have approval by the FNS Director that they are the person responsible for this duty. This supplement will be paid twice per school year once documentation is accounted for in each of the categories.

20. Bus Drivers

- a. Drivers will be paid at their normal hourly rate of pay for time worked due to needed bus repairs, mechanical breakdowns, and student disciplinary procedures.
- b. Drivers for extracurricular trips will be paid at their normal hourly rate of pay.
- c. All changes in rates of pay will become effective when the school year starts in August.
- d. On overnight trips, drivers will be paid a minimum of eight (8) hours. In addition, meals and lodging for drivers will be paid for by the school or sponsoring organization. Payment for meals will be at the current approved per diem rate.
- e. A professional uniform dress allowance of \$100 will be paid to bus drivers and aides.

21. Stipend: Education Support Professional participants who attend workshop activities outside of their normal work hours may be paid \$15.00 per hour. These rates do not include travel time.

22. Extended School Year: Education Support Professionals employed on a 10-month basis who are appointed for summer work in the same position shall be paid a rate of pay based upon the salary schedule of the school year just completed.

23. Special Conditions for Supplements

- a. Each supplement amount will be prorated when less than a full supplement is earned. Education Support Professionals may be eligible for supplements listed in the Teacher Salary Schedule when appropriate.
  - b. Extra pay for extra duties will be paid two (2) times per year if the duties are assigned over the course of the year or in a lump sum at the conclusion of the duties, at the request of the employee. Should an employee resign or otherwise be unable to complete the duties for which he/she agreed to receive extra pay, the total amount available for the duties/time assigned, will be prorated on an equitable basis.
24. Analyst–Programmer: After an employee works as an Analyst-Programmer I for two (2) years, he/she will be eligible to be considered for a promotion to an Analyst-Programmer II. After an employee works as an Analyst-Programmer II for three (3) years, he/she will be eligible to be considered for a promotion to an Analyst-Programmer III.
25. In the event an ESP substitutes for an absent teacher or a Medical Tech substitutes for a Nurse, the ESP shall be paid a \$25 per day supplement (the amount may be prorated if less than a day) in addition to their regular salary. ESPs shall receive their supplements for substituting in two (2) payments, the first pay period in December and the second pay period in June.
26. A Trades Helper in the Facilities Department, who is assigned the duties of an employee in a higher salary grade for a full day, shall be paid a \$20.00 per day supplement in addition to his regular salary. The supplement will be paid in two (2) payments, the first pay period in December and the second pay period in June.
27. Regular ticket takers, ticket sellers, and gate keepers will be paid \$25.00 to \$ 50.00 per activity, depending upon the responsibility and the particular event. The principal will determine which amount is appropriate. Rates for post-season activities are at the discretion of the principal
28. Wrecker Service Supplement – A mechanic who accepts this assignment will be paid a \$25 supplement per assignment not to exceed two (2) mechanics (\$50) per wrecker service call. Mechanics will be paid this supplement during the current or next payroll cycle according to payroll cut-off dates.
29. A professional uniform dress allowance of \$250.00 per school year will be paid to Nurses and Medical Techs.



# EDUCATION SUPPORT PROFESSIONALS JOB TITLES/PAY GRADES INDEX

JOB TITLE	STATUS	SALARY GRADE	POINT TOTAL
Accountant, Junior	Non-Exempt	25	23
Advocate – Migrant Support Resource	Non-Exempt	24	21
Advocate – Migrant Support Resource, Secondary	Non-Exempt	26	
Aide – Clerical, Guidance	Non-Exempt	23	20
Aide – Curriculum Resource Teacher (CRT)	Non-Exempt	23	20
Aide – Extended Day Enrichment Program, ESE	Non-Exempt	23	20
Aide – Media	Non-Exempt	23	20
Analyst – Certification	Non-Exempt	29	32
Analyst I – Programmer	Exempt	28	28
Analyst II – Programmer	Exempt	29	30
Analyst III – Programmer	Exempt	30	33
Assistant – Certified Occupational Therapist	Non-Exempt	27	27
Assistant – Clerical	Non-Exempt	22	18
Assistant – Deaf/Hard of Hearing	Non-Exempt	24	21
**Assistant – Executive	Non-Exempt	27	28
Assistant – Instructional Technology	Non-Exempt	24	21
Assistant – Personnel Services	Non-Exempt	26	26
Assistant – Voluntary Pre-Kindergarten (VPK)	Non-Exempt	23	20
Assistant I – Food and Nutritional Services	Non-Exempt	22	17
Assistant II – Food and Nutritional Services	Non-Exempt	22	18
Assistant, Senior – Clerical	Non-Exempt	24	21
Attendant – Bus, Exceptional Student Education	Non-Exempt	23	20
Attendant – Bus Service	Non-Exempt	23	20
**Bookkeeper	Non-Exempt	26	25
Cabinet Maker	Non-Exempt	26	25
Carpenter	Non-Exempt	26	25
Clerk – Accountant	Non-Exempt	23	19
Clerk – Database	Non-Exempt	26	25
Clerk – Data Entry, Migrant Education	Non-Exempt	23	19
Clerk – Data Entry, Transportation	Non-Exempt	23	19
Clerk – Inventory	Non-Exempt	23	19
Clerk, Senior – Inventory	Non-Exempt	24	21
Coach – Job	Non-Exempt	23	20
Coordinator – District Data Base	Non-Exempt	27	28
Coordinator – Migrant Services Program	Exempt	27	27
Coordinator – Program Services, Voluntary Pre-K (VPK)	Exempt	29	31
**Coordinator – Project	Exempt	28	30
Custodian	Non-Exempt	22	18
Custodian, Head	Non-Exempt	25	23
Custodian, Lead	Non-Exempt	23	20
Dispatcher – Facilities	Non-Exempt	24	21
Driver – Bus	Non-Exempt	25	26
Electrician	Non-Exempt	26	26
Electrician, Lead	Non-Exempt	27	27
Facilitator – Sign Language	Non-Exempt	25	23
Glazier	Non-Exempt	26	25
Helper – Mechanic's	Non-Exempt	23	20
Helper -Trades	Non-Exempt	24	21
Inspector – SREF	Non-Exempt	29	32
Instructor – Voluntary Pre-K (VPK)	Exempt	25	24
Interpreter I – Sign Language	Non-Exempt	27	27
Interpreter II – Sign Language Interpreter	Non-Exempt	28	29
Interpreter III – Sign Language Interpreter	Non-Exempt	29	31
Interpreter IV – Sign Language Interpreter	Non-Exempt	30	33
Liaison – Supply	Exempt	26	25
Locksmith	Non-Exempt	26	25
Mason	Non-Exempt	26	25
Mechanic – Appliance	Non-Exempt	26	25
Mechanic – Heating	Non-Exempt	26	25

JOB TITLE	STATUS	SALARY GRADE	POINT TOTAL
Mechanic – Paint & Body	Non-Exempt	26	25
Mechanic – Physical Plant	Non-Exempt	26	26
Mechanic I – Auto/Diesel	Non-Exempt	25	23
Mechanic II – Auto/Diesel	Non-Exempt	26	25
Mechanic/Welder	Non-Exempt	26	26
Mentor – Program Services, HIPPY	Non-Exempt	23	19
Nurse – Lead Registered	Non-Exempt	30	33
Nurse – Licensed Practical	Non-Exempt	27	27
Nurse – Registered	Non-Exempt	29	31
Officer – Attendance	Non-Exempt	25	24
Operator – Equipment	Non-Exempt	25	23
Operator – Press	Non-Exempt	24	22
Operator – Warehouse	Non-Exempt	24	21
Operator, Senior – Press	Non-Exempt	25	23
Operator, Senior – Warehouse	Non-Exempt	25	23
Painter	Non-Exempt	25	24
Painter, Lead	Non-Exempt	26	26
Paraprofessional I – General	Non-Exempt	22	
Paraprofessional I – Instructional	Non-Exempt	22	
Paraprofessional II – Behavioral	Non-Exempt	23	
Paraprofessional II – Instructional	Non-Exempt	23	
Paraprofessional II – Instructional ESE	Non-Exempt	23	
Paraprofessional II – Non-Instructional ESE	Non-Exempt	23	
Paraprofessional III–Instructional, High School	Non-Exempt	24	22
Paraprofessional III – Registered Behavioral Technician	Non-Exempt	25	
Plumber	Non-Exempt	26	26
Proctor – Computer Lab	Non-Exempt	24	21
Receptionist	Non-Exempt	23	19
Registrar	Non-Exempt	25	24
Roofer	Non-Exempt	26	25
Secretary	Non-Exempt	24	21
Secretary – Administrative	Non-Exempt	26	26
Specialist – Accounts Payable	Non-Exempt	26	25
Specialist – Business Partnership	Non-Exempt	27	27
Specialist – Data, ESE/Student Records	Non-Exempt	26	25
Specialist – Data Communications	Exempt	29	31
Specialist – Dropout Prevention	Non-Exempt	27	27
Specialist – Family Liaison	Non-Exempt	26	25
Specialist – Graphic Production	Non-Exempt	25	23
Specialist – Insurance	Non-Exempt	26	25
Specialist – Maintenance Parts	Non-Exempt	25	24
Specialist – Payroll Records	Non-Exempt	26	26
Specialist – Production	Non-Exempt	25	23
Specialist – Project Control	Non-Exempt	26	25
Specialist – Project Development	Exempt	28	29
Specialist – School Volunteer Program	Non-Exempt	24	21
Specialist – Student Service	Non-Exempt	24	21
Specialist – Technical Support, School Based	Non-Exempt	25	
Specialist – Vehicle Service	Non-Exempt	25	23
Specialist I – Student Assignment	Non-Exempt	26	25
Specialist II – Student Assignment	Non-Exempt	27	27
Technician – Bindery	Non-Exempt	23	19
Technician – Drafting	Non-Exempt	28	
Technician – Electronics, Instructional Technology	Non-Exempt	27	28
Technician – Electronics, Maintenance	Non-Exempt	27	28

JOB TITLE	STATUS	SALARY GRADE	POINT TOTAL
Technician – Electronics, Transportation	Non-Exempt	25	24
Technician – Electronics Repair	Non-Exempt	28	29
Technician – Energy Systems Support	Non-Exempt	27	28
Technician – Environmental	Non-Exempt	27	28
Technician – Generator Maintenance	Non-Exempt	26	26
Technician – Grounds	Non-Exempt	25	23
Technician – HARV	Non-Exempt	26	26
Technician, Lead – HARV	Non-Exempt	27	27
Technician – Network Support	Non-Exempt	27	28
Technician – School Health Medical	Non-Exempt	25	23
Transcriptionist – Braille	Non-Exempt	25	23
Tutor	Non-Exempt	23	20
Tutor – Migrant Education	Non-Exempt	23	

\*\*Certain employees may not be members of the bargaining unit.

**Education Support Professional & Professional Technical Salary Schedule 2024-2025**

Step	Pay Grade 22	Pay Grade 23	Pay Grade 24	Pay Grade 25	Pay Grade 26	Pay Grade 27	Pay Grade 28	Pay Grade 29	Pay Grade 30	Pay Grade 31
0	\$15.78	\$16.56	\$17.39	\$18.27	\$20.70	\$22.94	\$26.03	\$29.48	\$33.46	\$38.00
1	\$15.83	\$16.65	\$17.51	\$18.36	\$20.89	\$23.10	\$26.17	\$29.65	\$33.61	\$38.16
2	\$15.88	\$16.80	\$17.68	\$18.46	\$21.14	\$23.34	\$26.40	\$29.94	\$33.96	\$38.56
3	\$15.96	\$16.89	\$17.81	\$18.64	\$21.32	\$23.50	\$26.65	\$30.21	\$34.28	\$38.95
4	\$16.06	\$17.01	\$17.95	\$18.85	\$21.58	\$23.79	\$26.93	\$30.57	\$34.68	\$39.36
5	\$16.15	\$17.13	\$18.12	\$19.04	\$21.76	\$24.04	\$27.27	\$30.91	\$35.06	\$39.79
6	\$16.25	\$17.22	\$18.24	\$19.25	\$21.99	\$24.31	\$27.54	\$31.26	\$35.43	\$40.24
7	\$16.36	\$17.35	\$18.40	\$19.42	\$22.21	\$24.58	\$27.85	\$31.59	\$35.82	\$40.68
8	\$16.44	\$17.47	\$18.56	\$19.62	\$22.44	\$24.83	\$28.14	\$31.91	\$36.22	\$41.15
9	\$16.53	\$17.57	\$18.70	\$19.79	\$22.65	\$25.11	\$28.44	\$32.25	\$36.61	\$41.56
10	\$16.63	\$17.68	\$18.88	\$20.01	\$22.88	\$25.32	\$28.70	\$32.56	\$36.99	\$41.99
11	\$16.87	\$17.77	\$19.03	\$20.20	\$23.08	\$25.62	\$29.04	\$32.91	\$37.36	\$42.45
12	\$17.13	\$17.92	\$19.16	\$20.39	\$23.37	\$25.85	\$29.30	\$33.28	\$37.75	\$42.89
13	\$17.36	\$18.03	\$19.30	\$20.59	\$23.50	\$26.11	\$29.62	\$33.62	\$38.12	\$43.31
14	\$17.62	\$18.32	\$19.63	\$20.96	\$23.97	\$26.65	\$30.19	\$34.27	\$38.93	\$44.19
15	\$17.86	\$18.60	\$19.98	\$21.37	\$24.38	\$27.15	\$30.78	\$34.95	\$39.70	\$45.10
16	\$18.09	\$18.89	\$20.31	\$21.75	\$24.86	\$27.69	\$31.38	\$35.64	\$40.46	\$45.97
17	\$18.35	\$19.16	\$20.66	\$22.13	\$25.33	\$28.20	\$31.97	\$36.30	\$41.25	\$46.84
18	\$18.59	\$19.44	\$20.96	\$22.56	\$25.75	\$28.72	\$32.56	\$36.99	\$41.99	\$47.70
19	\$18.84	\$19.71	\$21.31	\$23.05	\$26.19	\$29.25	\$33.17	\$37.68	\$42.77	\$48.60
20	\$19.06	\$19.99	\$21.64	\$23.32	\$26.66	\$29.77	\$33.75	\$38.34	\$43.56	\$49.49
21	\$19.30	\$20.24	\$21.94	\$23.73	\$27.09	\$30.29	\$34.34	\$39.00	\$44.30	\$50.35
22	\$19.90	\$20.51	\$22.29	\$24.10	\$27.57	\$30.78	\$34.95	\$39.70	\$45.10	\$51.22
23	\$20.14	\$20.80	\$22.64	\$24.52	\$28.00	\$31.31	\$35.56	\$40.37	\$45.86	\$52.10
24	\$20.46	\$21.71	\$23.71	\$25.79	\$29.48	\$32.99	\$37.43	\$42.54	\$48.33	\$54.94

**PROFESSIONAL/TECHNICAL PERSONNEL  
(Non-Bargaining Unit Members)**

**SALARY SCHEDULE**

**2024-2025**

PROFESSIONAL & TECHNICAL SALARY ADJUSTMENTS FOR 2024-2025:

1. Eligible PTs on steps 0-24 who worked more than half of their contracted days during the 2024-2025 school year advanced one (1) step effective July 1, 2024. The increase for 12-month personnel was reflected in the July 15, 2024, paychecks and for 10-month employees in the August 23, 2024, paychecks. In addition to this step, the entire salary schedule will be increased by 1.6% across the board. Increases for this raise will be paid retroactively to the beginning of the 2024-2025 contract period.
2. Employees at the top of the salary schedule (step 24) or off schedule (step 99), will remain on their current step.
3. Subject to final ratification by all parties, payroll adjustments shall be made as soon as administratively feasible.
4. Placement on the salary schedule shall be in accordance with 2024-2025 footnotes.

It is the intent of the School Board of Alachua County to honor the step increases and a negotiated increase to the salary schedule annually.

## Footnotes to 2024-2025 Professional & Technical Salary Schedule:

### DESCRIPTION:

1. The schedule represents the hourly rate for a professional/technical personnel employee (non-bargaining unit member).
2. Non-exempt employees in pay grades 22-31 may be eligible for overtime. Overtime will be paid in accordance with the Fair Labor Standards Act. Overtime must be approved by the employee's supervisor prior to the employee working. When eligible employees work more than 40 hours in one work week, pay will be computed as follows:
  - a. Work on unpaid (U) day(s) will be paid at time and one half (1 ½) hourly rate.
  - b. Work on Saturdays and/or Sundays after 40 hours will be paid at time and one half(1 ½) hourly rate.
  - c. Work on paid (P) holiday(s) will be paid regular hourly wage plus time and one half(1 ½) hourly rate. (This is equivalent to premium pay at 2.5 times hourly rate.)
  - d. Work on scheduled vacation (V) day(s) will be regular pay and the vacation day(s) will be rescheduled for the following work day.
3. Exempt Professional/Technical employees who are authorized in advance to work a specified number of additional hours shall be compensated at time and one half (1 ½) hourly rate for approved hours.
4. The Professional/Technical Salary Schedule does not represent years of service. Salary increases are not automatic.
5. Salary amounts for persons employed less than full-time may be adjusted to reflect hours rounded to two (2) decimal places as shown on Position Control.
6. No employee will receive a salary reduction solely because of adjustments in the salary schedules.

### PLACEMENT:

7. New Hires: Initial placement for new hires shall be as follows: New employees shall be hired at Step 00 with credit for one (1) year of experience credit for every two (2) years of verified work experience in the field in which they will be employed, not to exceed step 12 of the Professional/Technical Salary Schedule. No employee shall be hired over step 12 unless approved by the Superintendent or designee.
8. Promotions/Reclassifications/Assignments to a Lower Salary Grade/Return from Retirement:
  - a. **Within Salary Grade Promotion:** When a promotion or position upgrade is within the same salary grade as their previous position, the employee shall receive a 4% increase.

- b. **Higher Salary Grade Promotion or Position Upgrade:** When a promotion or position upgrade is in a higher salary range, the employee shall receive an 8% increase or placement at the minimum salary, whichever is greater.
- c. **Lateral Moves:** When a lateral move occurs within the same salary grade, the employee's salary shall remain the same.
- d. **Involuntary Assignment/Demotion to a Lower Salary Grade:** When an employee is involuntarily moved to a lower salary grade, the employee shall be placed at the current salary on the new range. If the current salary is above the maximum, continue the salary until the new fiscal year and place at maximum for that range.
- e. **Voluntary Assignment to a Lower Salary Grade:** When an employee voluntarily accepts a position at a lower salary grade, the employee shall be placed on the same percentage of midpoint on the new salary grade.
- f. **Return from Retirement:** Professional/Technical employees who have completed DROP and are rehired by the School Board will be placed on the Professional/ Technical Salary Schedule at step 12.

#### ADJUSTMENT:

- 9. An employee administratively assigned, for the convenience of the Board, to a position in a different salary grade subsequent to July 1 will remain at his previously held salary grade for the remainder of the contract year and shall be placed on the appropriate salary grade on the following July 1 at the step closest to but not less than his current salary. For other than the convenience of the Board, on July 1 of the following year, the employee will be placed on the step closest to but not more than his current salary in the appropriate salary grade.
- 10. To be competitive, or when the applicant's training, experience, or other qualifications are substantially above those required for entry level into the position, or when there are no qualified applicants available who are willing to accept the entry rate, starting salaries above the entry rate shall be determined by the Superintendent or designee and the administrator, supervisor, or principal of the department or school to which the new employee is assigned. With the approval of the Superintendent, adjustments may be made in salaries to reflect additional responsibilities, maintain internal equity, and/or external competitiveness.
- 11. It is the intent of the Board that all employees' payroll check stubs reflect accurate information. Should an employee receive an overpayment or underpayment, the Board will notify the employee in writing of such overpayment or underpayment upon discovery. Should an employee discover an overpayment or underpayment, the employee will notify the Board in writing. The Board shall respond to such notice within five (5) work days.

In all instances of overpayment, the Board will work with the employee to develop a reasonable schedule of repayment. Underpayments will be reimbursed to the employee no later than the next regular paycheck.



12. A Classification Committee will meet at least annually or as needed to review and ratify new position assignments and existing position reassignments (e.g., new jobs, jobs with changing duties and responsibilities, and jobs believed to be inappropriately classified). The Classification Committee shall be appointed by the Superintendent.

BENEFITS:

13. For purposes of terminal pay for accrued sick leave and accrued vacation leave paid at retirement, or upon death of the employee, the daily rate of pay until June 30, 1994, will be computed by dividing the total salary by the number of days the employee must be on the job to earn the annual salary for the year. (This is interpreted as 180 days for 10-month personnel and as 210 days for 12-month personnel.)

Payouts for leave accrued between July 1, 1994, and February 1, 1996, shall be calculated in the same manner, except that the percentage of daily rate shall be equal to that of a retiring teacher on a standard 10-month contract during that period. (This is interpreted as the percentage which applies to 10-month teachers or 196 days divided by 180.)

Rates for payouts for leave accrued after February 1, 1996, shall be determined by using the actual hourly rate earned by the employee at the time of retirement. However, for purposes of computing the amount of terminal pay for accumulated sick leave, sick leave accrued after June 30, 2004, shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned.

Use of accrued leave shall be on a "last-in, first-out" basis for leave accrued prior to June 30, 2004. Use of leave accrued. After June 30, 2004, shall be on a "first-in, first-out" basis.

14. Terminal pay for accrued vacation leave may not exceed a maximum of 60 days of actual payment for leave accrued after July 1, 2001.

Effective July 1, 2005, the above rule applies for a DROP employee also. This means that vacation accrued after he/she joined DROP will be limited to the 60 days of actual payment when he/she terminates from DROP.

15. Twelve-month personnel shall earn two (2) days' vacation per month. No employee shall carry forward more than 700 hours beyond June 30 of each year. Up to ten days may be scheduled for the convenience of the Board.
16. Employees paid on the regular Professional/Technical Personnel Salary Schedule will receive six (6) paid holidays. This shall not be interpreted as applying to persons paid under an alternate salary schedule.
17. Employees will receive salary in semimonthly installments.
18. All Professional/Technical employees must utilize direct deposit of regular payroll checks.

19. Personal Leave Buy-Back: Any employee who:

- a. uses no more than seven (7) days combined sick leave/personal leave in a year, of which no more than three (3) days may be personal leave, in one (1) year may elect to be compensated for up to two (2) personal leave days at 80 percent of the employee's daily rate of pay; or
- b. uses no more than five (5) days combined sick leave/personal leave in a year, of which no more than two (2) days may be personal leave, in one school year may elect to be compensated for up to four (4) personal leave days at 80% of the employee's daily rate of pay.

Such compensated-for days will be deducted from the employee's sick leave accrual. The Board will buy a maximum of four (4) days each year. To qualify, an employee must submit such request in writing no later than May 1. Contribution to the Sick Leave Bank will not be included for purposes of this section.

20. A district employee may authorize transfer to his spouse, child, parent, or sibling who is also a district employee, of accrued sick leave, providing that the transfer relates to an illness or injury of the person to whom the leave is transferred. The person receiving the transfer may not use the donated sick leave until he has exhausted all of this accrued leave. Donations may be in amounts of five (5) or more days, or the remainder of the employee's sick leave balance if less than five (5) days, and shall not be covered by terminal leave payouts.

FOOD AND NUTRITION SERVICES:

21. Food and Nutrition Services:

- a. The Food and Nutrition Services (FNS) Manager levels are based on school types as shown below:

Level I	Elementary	Salary Grade 26
Level II	Middle	Salary Grade 27
Level III	High Production Center	Salary Grade 27

Note: Exception to the above classification's designation may be based on unique situations and as per direction of the FNS Director.

- b. FNS-Managers may receive supplements for the base school site when a school serves "Total Daily Meal Equivalents" as listed on the District Annual Participation Report as indicated below:

450 – 549 TME = \$600	850 - 949 TME = \$1,000
550 – 649 TME = \$700	950 - 1,049 TME = \$1,100
650 – 749 TME = \$800	1,050 - 1,149 TME = \$1,200
750 – 849 TME = \$900	1,150 - 1,249 TME = \$1,300

Any Manager not currently earning the supplement but who reaches the required TME based on the Y-T-D August-February participation report will be paid the supplement retroactive to the beginning of the year. If currently earning a supplement and show an increase in TME in the Y-T-D August-February participation report, you will be compensated in the following contract year if you remain at the current location. Any Manager who is currently earning the supplement but who has dropped below the required TME will receive the supplement for the remainder of that school year (if the level is not increased to the required level as shown in the annual report, the supplement will be dropped for the following year).

- (1) FNS Managers may be awarded \$500-\$5,000 for satellite type programs. The specific dollar amount will be based on the number of meal equivalents served using the chart listed below. The maximum amount that will be paid for satellite sites, \$5,000.

1 - 24 TME = \$ 500	250 - 274 TME = \$3,000
25 - 49 TME = \$ 750	275 - 299 TME = \$3,250
50 - 74 TME = \$1,000	300 - 324 TME = \$3,500
75 - 99 TME = \$1,250	325 - 349 TME = \$3,750
100 - 124 TME = \$1,500	350 - 374 TME = \$4,000
125 - 149 TME = \$1,750	375 - 399 TME = \$4,250
150 - 174 TME = \$2,000	400 - 424 TME = \$4,500
175 - 199 TME = \$2,250	425 - 449 TME = \$4,750
200 - 224 TME = \$2,500	450 - 474 TME = \$5,000
225 - 249 TME = \$2,750	

- c. FNS Managers, Assistant FNS Managers, and Managers in Training may receive supplements as indicated below:

- (1) For SNA certification as follows: Professional/Technical employees who are certified at any time during the current school year under the SNA Certification Program will be paid an annual lump sum supplement of \$200 at the close of the regular school year. This salary supplement will be prorated on an equitable basis to the period of certification. To be eligible for the supplement, the employee must be an active full-time FNS employee at the time the supplement is awarded.
- (2) Assistant Managers who are assigned additional responsibilities as designated by the FNS Director, i.e., full schools with a kitchen, as a second site may be awarded a \$500 supplement. The specific dollar amount will be based on the complexity of additional responsibilities.
- (3) Managers who have been designated to be a Training Manager for Manager in Training will be paid a supplement not to exceed \$850 per school year as designated by the FNS Director.

- d. FNS Managers may receive a supplement for the Fresh Fruit and Vegetable Program (FFVP). The specific dollar amount will be based on the number of students enrolled in the school serving the program using the chart listed below:

FFVP Supplement	
Enrollment	\$
0-150	500
151-250	550
251-350	600
351-450	650
451-650	700
551-650	750
651-750	800
751-850	850
851-950	900
951-1050	950

- e. FNS Managers may receive a supplement for the Supper Program. The specific dollar amount will be based on the number of meal equivalents served using the chart listed below:

Supper Supplement	
TME	\$
0-24	100
25-49	200
50-74	300
75-99	400
100-124	500
125-149	600
150-174	700
175-199	800
200-224	900
225-249	1000
250-274	1100
275-299	1200

- f. FNS Managers assigned to work the summer FNS program will receive the manager hourly rate of pay, based on the preceding school year. All FNS Professional/Technical staff for a non-designated Manager position who voluntarily accept and are selected to work the summer FNS program will be placed in an FNS Assistant II position according to the Salary Schedule, reference Placement item 8e.
- g. Upon an employee's satisfactory completion of the Manager in Training Program, if no Manager position is available, the employee will be placed on salary grade 25 as a FNS Manager In Training II. A Manager In Training II may be placed back as a FNS Assistant II at salary grade 22. A Manager In Training I not completing the MIT Program, not making satisfactory progress as deemed by the FNS Director, or completing the program with an unsatisfactory performance evaluation shall be placed at salary grade 22 as a FNS Assistant II.

- h. A professional uniform allowance of \$186.40 per school year will be paid to school FNS personnel. This allowance will be divided into two (2) payments of \$93.20. This is a maintenance allowance only. Repeated failure to wear the prescribed uniform is grounds for forfeit of said allowance. Certain items of uniform may be provided by the Board as prescribed in the current Uniform Guidelines.

If a FNS employee has not been employed for the full five-month period, covered by a single payment, a prorated allowance will be paid. The employee must have been an active full-time FNS worker for a minimum of three (3) work weeks to be eligible for all or part of this allowance.

- i. If FNS Professional/Technical staff are required to attend in-service Managers' meetings or emergency situations that exceed the normal working hours, the FNS Director may authorize compensation for additional hours worked. All overtime pay must be PRE-APPROVED by the FNS Director or designee.
- j. Security Deposit Stipend: A FNS Manager or designee may be paid a stipend of \$15/trip to serve as courier to take the completed deposit to the approved depository. The manager may not make deposits unless approved by the FNS Director. A monthly stipend form will be submitted to the FNS Department for payment.
- k. Food and Nutrition Services (FNS) Thermo Compactor Supplement (TCS)

The TCS supplement will be paid to the ACPS staff member that is executing this activity. There must be documentation for each category in order to be paid the supplement. Each category will have a different type of documentation.

Two categories:

1. Tray melting – blocks will be counted and the supplement will be paid based on the number of blocks. The number of blocks will be logged into Google Doc and the Site Supervisor will verify the number of blocks while visiting these sites.

a. Supplement = \$75/month

b. In order to receive this monthly supplement, there must be melted blocks equaling at least half of the number of operating days in a month.

2. Dropping off Trays – bags of trays (Styrofoam and #6 plastic) will be dropped off. Each time a bag of trays is moved to a TCS site the person moving the bag will document drop off using QR code on the outside of the thermo compactor.

a. Supplement = \$50/month

b. In order to receive this monthly supplement, there must be movement of at least 80% of the month. Example if the month has 20 operating days, movement must be made at least 16 of those days.

Staff must sign up for whichever category they are interested in receiving the supplement and have approval by the FNS Director that they are the person responsible for this duty. This supplement will be paid twice per school year once documentation is accounted for in each of the categories.

- l. Food and Nutrition Services (FNS) Perfect Attendance Incentive

For the 2024-25 School Year, Food and Nutrition Services will provide an attendance incentive for Assistants I and II, Manager Intern, Manager, Assistant, and Managers I, II, and III who maintain perfect attendance until June 4, 2025. Employees will receive \$250 for each 9 weeks of perfect attendance, with the potential to earn up to \$1,000 per year.

## OTHER:

22. Systems Programmer: After an employee works as a Systems Programmer I for three (3) years, he/she will be eligible to be considered for a promotion to a Systems Programmer II. After an employee works as a Systems Programmer II for three (3) years, he/she will be eligible to be considered for a promotion to a Systems Programmer III.
23. In the event a professional/technical employee substitutes for an absent teacher, the professional/technical employee shall be paid a \$25 per day supplement (the amount may be prorated if less than a day) in addition to their regular salary. Professional/technical employees shall receive their supplements for substituting in two (2) payments, the first pay period in December and the second pay period in June.
24. Education Support Professionals who attend workshop activities outside of their normal work hours may be paid \$15 per hour.

## TRAINING/EDUCATION COMPENSATION:

25. Upon completion of five (5) Automotive Service Excellence (ASE) training certificates, lead mechanics will receive a four-step increase. Upon completion of ten (10) ASE certificates, lead mechanics will receive an additional four-step increase.
26. Upon successful completion of certification as a school bus inspector, lead mechanics will receive a four step increase. No more than one (1) salary increase will be granted for such certification.
27. Upon successful completion of certification as a school bus inspector trainer, lead mechanics will receive a two-step increase. No more than one (1) salary increase will be granted for such certification.

Employees who receive step increases for certifications are required to keep certification current. Failure to do so will negate the increase and the employee will be placed on the appropriate step the following July 1.

## TRANSPORTATION:

28. Professional Technical staff with a CDL certificate will receive \$25/day when they assist by filling in on driver routes for absent bus drivers. The assignment of the routes will be distributed as evenly and fairly as possible on a rotating system to allow the Transportation staff in the district office to have the opportunity to drive these routes and to be compensated for this extra service.

**PROFESSIONAL/TECHNICAL PERSONNEL**  
**JOB TITLES/SALARY GRADES INDEX OVERTIME ELIGIBILITY**

JOB TITLE	STATUS	SALARY GRADE	POINT TOTAL
Accountant, Chief	Exempt	31	
Accountant, Senior	Exempt	29	32
Agent, Purchasing	Non-Exempt	29	
Analyst – Fleet	Non-Exempt	27	
Analyst – Instructional Technology Systems Support	Exempt	30	33
Analyst – Network Systems	Exempt	31	35
Analyst, Systems/Project Leader	Exempt	31	35
Architect, Staff	Exempt	30	34
Assistant, Auditor	Exempt	28	
** Assistant – Executive	Non-Exempt	27	28
Assistant – Legal	Exempt	29	31
** Bookkeeper	Non-Exempt	26	25
Buyer	Exempt	27	27
Buyer, Senior	Exempt	28	30
Coordinator – Benefits	Exempt	29	32
Coordinator – Environmental/Safety, Facilities	Exempt	30	34
Coordinator – Farm to School	Exempt	29	
Coordinator – Homeless Education	Exempt	29	
Coordinator – Maintenance Parts	Non-Exempt	27	27
Coordinator – Online Presence	Exempt	29	
Coordinator – Program Services, HIPPY	Non-Exempt	28	29
** Coordinator – Project	Exempt	<del>28</del> 29	30
Coordinator – Project, Custodial	Exempt	28	30
Coordinator – Records Management	Exempt	28	
Coordinator – Route	Exempt	27	27
Coordinator – Routing System	Non-Exempt	27	27
Coordinator, Senior – Project	Exempt	30	31
Coordinator – Technical Support	Exempt	28	29
Coordinator – Testing	Non-Exempt	28	
Coordinator – Transportation Parts	Non-Exempt	27	27
Dispatcher – Transportation	Non-Exempt	25	23
Foreman – Maintenance	Exempt	30	34
Manager – Data Communications	Exempt	30	34
Manager – Data Analytics	Exempt	31	
Manager – Employee Relations	Exempt	29	
Manager – Executive Services, Office of Assistant Supt.	Exempt	29	31
Manager – Graphic Production	Non-Exempt	27	27
Manager – Human Resources Data	Non-Exempt	27	27
Manager – Payroll	Exempt	29	32
Manager – Personnel Services	Exempt	29	
Manager – Physical Distribution	Exempt	30	
Manager – Position Control	Exempt	29	31
Manager – Production	Non-Exempt	27	27
Manager – Purchasing	Exempt	31	35
Manager – Research and Evaluation	Exempt	28	
Manager – Special Projects	Exempt	31	
Manager – Student Assessment	Exempt	31	
Manager – Telecommunications	Exempt	30	
Manager – Transportation Maintenance	Non-Exempt	27	28
Manager I – Food and Nutrition Services, Elementary	Exempt	26	25
Manager II – Food and Nutrition Services, Middle	Exempt	27	27
Manager III – Food and Nutrition Services, High	Exempt	27	28
Manager, Assistant – Food and Nutrition Services	Non-Exempt	25	24
Manager, Assistant – Payroll	Non-Exempt	28	29
Manager Intern I – Food and Nutrition Services	Non-Exempt	24	21
Manager Intern II – Food and Nutrition Services	Non-Exempt	25	23
Mechanic, Lead	Non-Exempt	27	28
Programmer I – Systems	Exempt	29	31
Programmer II – Systems	Exempt	30	33
Programmer III – Systems	Exempt	31	35

**Secretary – Administrative	Non-Exempt	26	26
Secretary to the Superintendent	Non-Exempt	31	35
Specialist – Energy Conservation	Exempt	29	
Specialist – Field Trip	Non-Exempt	26	25
Specialist – Financial	Non-Exempt	26	25
Specialist – Food and Nutrition Services	Non-Exempt	28	29
Specialist – Language Translator/Facilitator	Non-Exempt	28	
Specialist – Marketing and Recruitment/Retention	Non-Exempt	30	33
Specialist – Parent Academy Program	Exempt	29	
Specialist – Personnel	Exempt	28	29
Specialist – Preschool	Exempt	29	
Specialist – Program Services	Non-Exempt	28	29
Specialist – Warehouse	Non-Exempt	25	24
Trainer – Driver	Non-Exempt	27	28

\*\*Certain employees may be members of a bargaining unit.

NOTE: Substitutes, temporary employees, and student trainees will be paid on the alternate schedule.



**Education Support Professional & Professional Technical Salary Schedule 2024-2025**

Step	Pay Grade 22	Pay Grade 23	Pay Grade 24	Pay Grade 25	Pay Grade 26	Pay Grade 27	Pay Grade 28	Pay Grade 29	Pay Grade 30	Pay Grade 31
0	\$15.78	\$16.56	\$17.39	\$18.27	\$20.70	\$22.94	\$26.03	\$29.48	\$33.46	\$38.00
1	\$15.83	\$16.65	\$17.51	\$18.36	\$20.89	\$23.10	\$26.17	\$29.65	\$33.61	\$38.16
2	\$15.88	\$16.80	\$17.68	\$18.46	\$21.14	\$23.34	\$26.40	\$29.94	\$33.96	\$38.56
3	\$15.96	\$16.89	\$17.81	\$18.64	\$21.32	\$23.50	\$26.65	\$30.21	\$34.28	\$38.95
4	\$16.06	\$17.01	\$17.95	\$18.85	\$21.58	\$23.79	\$26.93	\$30.57	\$34.68	\$39.36
5	\$16.15	\$17.13	\$18.12	\$19.04	\$21.76	\$24.04	\$27.27	\$30.91	\$35.06	\$39.79
6	\$16.25	\$17.22	\$18.24	\$19.25	\$21.99	\$24.31	\$27.54	\$31.26	\$35.43	\$40.24
7	\$16.36	\$17.35	\$18.40	\$19.42	\$22.21	\$24.58	\$27.85	\$31.59	\$35.82	\$40.68
8	\$16.44	\$17.47	\$18.56	\$19.62	\$22.44	\$24.83	\$28.14	\$31.91	\$36.22	\$41.15
9	\$16.53	\$17.57	\$18.70	\$19.79	\$22.65	\$25.11	\$28.44	\$32.25	\$36.61	\$41.56
10	\$16.63	\$17.68	\$18.88	\$20.01	\$22.88	\$25.32	\$28.70	\$32.56	\$36.99	\$41.99
11	\$16.87	\$17.77	\$19.03	\$20.20	\$23.08	\$25.62	\$29.04	\$32.91	\$37.36	\$42.45
12	\$17.13	\$17.92	\$19.16	\$20.39	\$23.37	\$25.85	\$29.30	\$33.28	\$37.75	\$42.89
13	\$17.36	\$18.03	\$19.30	\$20.59	\$23.50	\$26.11	\$29.62	\$33.62	\$38.12	\$43.31
14	\$17.62	\$18.32	\$19.63	\$20.96	\$23.97	\$26.65	\$30.19	\$34.27	\$38.93	\$44.19
15	\$17.86	\$18.60	\$19.98	\$21.37	\$24.38	\$27.15	\$30.78	\$34.95	\$39.70	\$45.10
16	\$18.09	\$18.89	\$20.31	\$21.75	\$24.86	\$27.69	\$31.38	\$35.64	\$40.46	\$45.97
17	\$18.35	\$19.16	\$20.66	\$22.13	\$25.33	\$28.20	\$31.97	\$36.30	\$41.25	\$46.84
18	\$18.59	\$19.44	\$20.96	\$22.56	\$25.75	\$28.72	\$32.56	\$36.99	\$41.99	\$47.70
19	\$18.84	\$19.71	\$21.31	\$23.05	\$26.19	\$29.25	\$33.17	\$37.68	\$42.77	\$48.60
20	\$19.06	\$19.99	\$21.64	\$23.32	\$26.66	\$29.77	\$33.75	\$38.34	\$43.56	\$49.49
21	\$19.30	\$20.24	\$21.94	\$23.73	\$27.09	\$30.29	\$34.34	\$39.00	\$44.30	\$50.35
22	\$19.90	\$20.51	\$22.29	\$24.10	\$27.57	\$30.78	\$34.95	\$39.70	\$45.10	\$51.22
23	\$20.14	\$20.80	\$22.64	\$24.52	\$28.00	\$31.31	\$35.56	\$40.37	\$45.86	\$52.10
24	\$20.46	\$21.71	\$23.71	\$25.79	\$29.48	\$32.99	\$37.43	\$42.54	\$48.33	\$54.94

## OTHER COMPENSATION

### 1. OVERTIME PROVISION

Overtime will be paid in accordance with the Fair Labor Standards Act. Overtime must be approved by the employee's supervisor prior to the employee working overtime. When eligible employees work more than 40 hours in one work week, pay will be computed as follows:

- a. Work on unpaid (U) day(s) will be paid at time and one half (1 ½) hourly rate.
  - b. Work on Saturdays and/or Sundays after 40 hours will be paid at time and one half (1 ½) hourly rate.
  - c. Work on paid (P) holiday(s) will be paid regular hourly wage plus time and one half (1 ½) hourly rate. (This is equivalent to premium pay at 2.5 times hourly rate.)
  - d. Work on scheduled vacation (V) day(s) will be regular pay and the vacation day(s) will be rescheduled for the following work day.
2. Exempt Education Support Professionals and Professional/Technical employees who are authorized in advance to work a specified number of additional hours shall be compensated at time and one half (1 ½) hourly rate for approved hours.
  3. Eligible employees may be paid \$15.00 per hour to attend workshop activities participated in during hours not included in their normal work day.
  4. Non-contracted adult education, CROP and teachers tutoring with students will be paid \$28.00 per hour.

### 4a. HOURLY RATES FOR OPS TEACHERS

OPS teachers will be paid \$25.00 per hour.

### 5. RATES OF PAY FOR EXTRA DUTIES AT ATHLETIC EVENTS

Regular ticket takers, ticket sellers, and gate keepers will be paid \$25.00 to \$ 50.00 per activity, depending upon responsibility and the particular event. The principal will determine which rate of pay is appropriate. Rates for post-season activities are at the discretion of the principal.

Scorekeepers and timers will be paid \$10.00 to \$20.00 per activity. Rates for post-season activities are at the discretion of the principal.

## 6. EDEP

1. Employment in the Extended Day Enrichment Program (EDEP) is contingent upon student enrollment in the program and is solely supported by student fees. Staff is appointed annually based upon the number of children enrolled in the program. EDEP positions are considered time-limited appointments and are not construed to have an expectation of employment from year-to-year benefits and seniority may not be attached to the EDEP positions.
2. EDEP on-site coordinators will be paid following the salary schedule below. Placement on the schedule will be based on verifiable experience. Non-instructional Coordinators and EDEP Coordinator Interns who are appointed for more than 20 hours are eligible for sick leave, health insurance, paid holidays, and certain employees may be eligible for membership in the bargaining unit.
3. EDEP Activity Leaders will be paid following the salary schedule below. Placement on the schedule will be based on verifiable experience. Appointments are for less than 20 hours per week. When an Activity Leader employee is assigned as an On-Site Extended Day Enrichment Program Coordinator Intern, the employee will remain at his/her current rate of pay, but the employee's hours will be increased from less than 20 hours to 40 hours per week.

Step	YEARS OF EXPERIENCE	COORDINATORS	ACTIVITY LEADERS
1	0	23.66	15.00
2	1	24.19	16.30
3	2	25.24	16.82
4	3	26.29	17.35
5	4	27.34	17.88
6	5- 8	28.40	18.93
7	9-14	29.44	22.09
8	15+	30.50	23.13

### Program Size Bonuses:

- Programs averaging 150+ students = \$1,500/year.
- Programs averaging 200+ students = \$2,000/year.

These bonuses will be paid twice a year, ½ in December and ½ in June.

4. If an employee is not assigned to a Coordinator position upon their satisfactory completion of the Coordinator Intern training, the employee will continue to work as a Coordinator Intern which includes substituting for EDEP employees as needs arise.
5. A Coordinator Intern not completing the Intern Program, not making satisfactory progress as deemed by the District EDEP Supervisor, or completing the Program with an unsatisfactory performance evaluation will be placed back as an Activity Leader at the same salary and with the same number of hours the employee had before entering the Intern Program. Since the employee's hours would be less than 20 hours per week, the employee would not continue receiving benefits.
6. Teachers employed in the EDEP will be paid by stipend.
7. ~~EDEP aides and center aides will be paid in accordance with the aide career salary schedule. Appointments are hourly, time limited, and less than 20 hours per week.~~

\*Placement will be determined according to the number of years of employment in the current EDEP position.

## 7. NON-CONTRACTED SUBSTITUTE TEACHERS

Rates of pay for non-contracted substitute teachers are as follows:

- HS Diploma (GED) (must be 21) \$ 105.00 per seven (7) hour day, \$ 15.00 per hour
  - AA Degree: \$ 105.00 per seven (7) hour day, \$ 15.00 per hour
  - Degreed \$ 105.00 per seven (7) hour day, \$ 15.00 per hour
  - Retired Alachua County Teachers: \$ 119.00 per seven (7) hour day, \$ 17.00 per hour
- a. Substitutes who work more or less than the regular day may have their pay adjusted accordingly.
- b. Long-term substitute teachers will be paid \$38,416 (2019-2020 Salary Schedule Step 0).

### 7a. ALACHUA eSCHOOL (FLVA FRANCHISE)

Rate of Pay for Teachers:

- Base Pay \$1,500.00 per Semester
- Bonus \$30.00 for each Student Completing and Earning Credit

## 8. SUBSTITUTE BUS DRIVERS

Substitute bus drivers will be paid on pay grade 25, step 0, on the Education Support Professionals Salary Schedule.

## 9. SUBSTITUTE AIDES/CUSTODIANS

Substitute aides and custodians will be placed on pay grade 01AS, step 32, of the OPS Worker's Salary Schedule. (\$15.00)

## 10. SUBSTITUTE FOOD AND NUTRITION SERVICES

Food and nutrition services substitutes will be placed on pay grade 01AS, step 32, of the OPS Worker's Salary Schedule (\$15.00)

Retired managers who are approved by the Food and Nutrition Services Director to work in the Manager or Assistant Manager capacity shall be paid \$15.00 per hour to substitute in Food Service.

## 11. SUMMER RATES FOR CAMP CRYSTAL PROGRAMS

Counselor Experience	Counselor Pay Scale
1st Year	\$400
2nd Year	\$425
3rd Year	\$450
4th Year	\$475
5th Year	\$500
6th Year	\$525

Counselors employed in the Camp Crystal program will be paid \$400, 425, \$450, \$475, \$500, \$525, per week, based upon prior experience at Camp Crystal and qualifications as determined by the Camp Manager. Other employees include Nurse, \$898 per week. Counselors are provided room and board as a part of their wages.

The manager of the food and nutrition services program at Camp Crystal will receive the same hourly rate of pay as the preceding school year.

## 12. SPECIAL PROJECTS

Salaries for personnel employed in specially funded projects will be included in the project plans when approved by the Board. Salaries approved in special projects will amend the adopted salary schedules. Notwithstanding job titles or funding sources, salaries will be comparable.

## 13. CERTIFIED TEACHER AIDES PROGRAM

Persons employed in the Certified Teacher Aides Program under the legislative established welfare-to-work program shall be paid in accordance with mandated rates contained in that legislation provided the system receives full or partial reimbursement for employment of such persons.

## 14. BUS DRIVER AND BUS ATTENDANT ATTENDANCE INCENTIVES

ACPS school bus drivers and bus attendants who maintain perfect attendance during any of the four quarters (9 weeks) of the school year will be eligible for monetary reward in the sum of \$125 every nine weeks. Work and/or activity runs attached to routes are included.

## 15. ON-CALL EMPLOYEE SERVICES

Compensation for service employees who are officially on-call during non-working hours and on holidays shall be paid in accordance with applicable Federal wage and hour regulations.

## 16. SUPERINTENDENT'S SALARY

The Superintendent's salary shall be stated in the contractual agreement and any amendments thereto between the Board and the Superintendent.

## 17. BOARD MEMBERS' SALARIES

The salaries of the School Board members shall be established annually by the School Board as prescribed by Section 1001.395, Florida Statutes.

## ALTERNATE SALARY SCHEDULE

The student trainee and OPS workers' Salary Schedule is shown below: Payment for services under this schedule will not be eligible for retroactive pay adjustments made available as a result of collective bargaining agreements.

ALTERNATE SALARY SCHEDULE – PG 01AS					
STEP	HOURLY RATE	STEP	HOURLY RATE	STEP	HOURLY RATE
1	10.62	34	7.16	67	15.54
2	11.25	35	13.00	68	7.25
3	11.87	36	6.50	69	25.00
4	12.50	37	8.00	70	7.31
5	13.12	38	9.29	71	28.00
6	13.75	39	12.00	72	7.67
7	17.25	40	17.00	73	7.79
8	22.45	41	9.43	74	7.83
9	23.12	42	7.43	75	8.05
10	3.35	43	10.71	76	18.05
11	3.50	44	6.40	77	20.86
12	3.59	45	10.14	78	23.57
13	3.75	46	8.14	79	14.19
14	3.83	47	11.43	80	16.65
15	4.00	48	14.30	81	8.65
16	4.25	49	16.50	82	9.00
17	4.31	50	18.70	83	14.00
18	4.50	51	12.10	84	15.00
19	4.55	52	13.20	85	16.04
20	4.75	53	10.50	86	16.56
21	4.79	54	37.50	87	17.08
22	5.00	55	7.21	88	17.60
23	5.07	56	10.85	89	18.63
24	5.28	57	8.85	90	21.74
25	5.59	58	12.14	91	22.77
26	6.00	59	15.40	92	22.50
27	7.00	60	17.80	93	23.00
28	7.50	61	20.10	94	24.00
29	8.50	62	14.20	95	25.00
30	10.00	63	16.85	96	26.00
31	11.00	64	19.47	97	27.00
32	15.00	65	21.99	98	28.00
33	20.00	66	13.24	99	29.00

## SUPPLEMENT SCHEDULE 2024-2025

Academic	Amount	Hours
ATAP Consulting Teacher	\$5,554	337
Art Teachers	\$555	34
Band Auxiliary Units Sponsor	\$835	51
Band (MS)	\$1,518	92
Band, Marching and Concert (HS)	\$4,260	258
Band Director, Assistant	\$3,148	191
Camp Crystal Overnight Trip (Teacher)	\$160	10
Camp Crystal More Than One Overnight Trip (Teacher)	\$314	19
Career & Technical Student Organizations Sponsor	\$1,480	90
Cheerleader Sponsor, Varsity	\$2,500	152
Cheerleader Sponsor, JV	\$1,607	97
Chorus Sponsor (30 students, 4 activities) (MS/HS)	\$1,480	90
Class Sponsor, Junior	\$835	51
Class Sponsor, Senior	\$835	51
Club Sponsor	\$740	45
Coordinator of Traffic Safety Center	\$2,778	168
Behavioral Resource Specialist/Dean Middle School, Full-Time	\$2,592	157
Behavioral Resource Specialist/Dean High School, Full-Time	\$3,242	196
Department Head or Title 1 Lead Teacher:		
2-4 persons	\$835	51
5-9 persons	\$1,297	79
10+ persons	\$1,668	101
Department Chairperson, Assistant (10 or more teachers in a dept. required)	\$835	51
Drama Sponsor (3 productions, include 1 major)	\$2,129	129
Elementary/Middle Flexible Activity Supplement		
Enrollment of 0 - 300	\$395	24
Enrollment of 301 -500	\$527	32
Enrollment of 500+	\$657	40
Elementary Music (30 students, prorated based on 4 activities)	\$1,423	86
Forensics Sponsor (4 activities)	\$1,480	90
Future Educators of America Sponsor (MS/HS)	\$927	56
Health, Safety, and Wellness Trainer	\$1,331	81
High School Land/Animal Lab	\$3,040	184
IEP Case Manager	\$1,040	63
Newspaper Sponsor	\$1,480	90
Occupational Therapists	\$3,500	212
Peer/Mentor Teacher	\$1,297	79
Physical Therapists	\$3,500	212
Pre-collegiate Coordinator	\$927	56
Psychologist	\$5,000	303
Psychologist, Lead	\$6,000	364
Robotics, Lead Sponsor	\$740	45
Safety Patrol Sponsor	\$835	51
Science Fair Sponsor	\$740	45
School Counselor	\$2,600	158

School Site Technology Support	\$2,293	139
Speech Language Pathologists (Grandfathered Bachelors)	\$1,040	63
Speech Language Pathologists (Certification)	\$3,500	212
Sports Ability Games Coordinator	\$463	28
Student Activities Director	\$2,130	129
Teacher Specialist/Seminar Leader	\$2,592	157
Yearbook Sponsor (MS)	\$835	51
Yearbook Advisor (HS)	\$1,668	101

#### SUPPLEMENT SCHEDULE 2024-2025

Non Instructional	Amount	Hours
Collective Bargaining	\$1,262	76
Chief Negotiator	\$3,036	184
Assistant to Chief Negotiator	\$1,821	110
Hearing Officer	\$1,518	92
Peer Principal	\$1,411	

Supplements for extra duties are paid based on classification (exempt or non-exempt). Exempt employees may receive a supplement for additional duties in the same manner as prior years. Non-exempt positions must be limited to the number of hours available for extra duty and will be paid twice a year (December and June) or at the conclusion of the activity. Non-exempt employees may NOT work more than the allotted number of hours to perform the additional duties. Hours are determined by dividing the total supplement by \$16.50.



## SUPPLEMENT SCHEDULE 2024-2025

ATHLETICS	Amount	Hours
Athletic Business Manager	\$2,961	179
Athletic Director	\$3,795	230
Athletic Faculty Sponsor	\$927	56
Baseball, Head	\$2,592	157
Assistant Baseball	\$1,251	76
Baseball, JV	\$1,480	90
Baseball, 9th Grade	\$1,111	67
Basketball, Head	\$3,608	219
Basketball, Assistant	\$2,498	151
Basketball, JV	\$2,498	151
Basketball, 9th	\$1,480	90
Basketball, 9th Grade Girls	\$1,480	90
Beach Volleyball	\$1,945	118
Cross Country	\$1,571	95
Diving	\$1,251	76
Flag Football	\$1,945	118
Football, Head Fall	\$3,702	224
Football, Head Spring	\$927	56
Football, Offensive Coordinator Fall	\$2,889	175
Football, Offensive Coordinator Spring	\$721	44
Football, Defensive Coordinator Fall	\$2,889	175
Football, Defensive Coordinator Spring	\$721	44
Football, Assistant and 9th Grade Fall	\$2,520	153
Football, Assistant and 9th Grade Spring	\$628	38
Football, Head JV Fall	\$2,889	175
Football, Head JV Spring	\$721	44
Golf	\$1,668	101
Intramurals	\$927	56
Lacrosse, Head	\$2,129	129
Lacrosse, Assistant	\$1,297	79
Lacrosse, JV	\$1,297	79
Soccer	\$2,130	129
Soccer, Assistant Varsity (HS)	\$1,297	79
Soccer, JV	\$1,297	79
Softball	\$2,592	157
Assistant Softball	\$1,251	76

Softball, JV	\$1,480	90
Softball, 9th Grade Girls	\$1,111	67
Swimming	\$1,945	118
Assistant Swimming	\$1,251	76
Tennis, Head	\$1,945	118
Tennis, JV	\$1,111	67
Track, Head	\$2,592	157
Track, Assistant or JV	\$1,480	90
Volleyball, Head	\$2,130	129
Assistant Volleyball	\$1,251	76
Volleyball, JV	\$1,297	79
Volleyball, 9th Grade Girls	\$1,111	67
Water Polo	\$1,945	118
Weightlifting, Head	\$2,130	129
Weightlifting, Assistant	\$1,297	79
Wrestling, Head	\$2,130	129
Wrestling, Assistant	\$1,297	79
Wrestling, JV	\$1,297	79
Middle School Sports	\$1,229	74
Special Olympics Coordinator	\$1,297	79
Special Olympics (Lanier)	\$835	51

Ten percent (10%) of the current supplement will be awarded to each teacher/coach for advancement to and participation in each level of competition above the district level. Football is the only sport for which coaches receive an extra 10% compensation for district playoffs. This additional supplement applies only to those teachers/coaches who have been properly appointed to coach the team which is participating in the playoffs

# **ADMINISTRATIVE PERSONNEL**

## **SALARY SCHEDULE**

**2024-2025**

## SALARY SCHEDULE ADMINISTRATION PROCEDURES AND COMPENSATION PLAN

**The Superintendent will appoint a Committee to review and make recommendations to him to address and maintain internal equity within the Administrative Salary Schedule.**

### ADMINISTRATIVE SALARY ADJUSTMENTS FOR 2024-2025:

1. Eligible Administrators on steps 0-28 and employed prior to January 1, 2024, advanced one (1) step effective July 1, 2024. The increase was reflected in the July 15, 2024, paychecks. In addition to step, the entire salary schedule will be increased by 1.3% across the board. Increases for this raise will be paid retroactively to the beginning of the 2024-2025 contract period.
2. Employees at the top of the salary schedule (step 28) will remain on their current step.
3. Subject to final ratification by all parties, payroll adjustments shall be made as soon as administratively feasible.
4. Placement on the salary schedule shall be in accordance with 2024-2025 footnotes.

### **Board Commitment**

The School Board of Alachua County is committed to maintaining an internally equitable salary schedule that enhances the recruitment and retention of administrators. It is the intent of the Board to honor the step increases annually.

1. **New Hires** – Placement of new employees will be determined by evaluation of comparable administrative experience and an analysis of internal equity. New employees will be placed on the appropriate pay grade at the entry pay step with consideration of comparable experience credit for higher placement on the schedule.
2. **Salary Increases** – An employee will be eligible for a salary increase if a satisfactory or higher performance rating is received during the previous fiscal year as reflected on the employee's annual evaluation completed by the immediate supervisor; however, no employee will receive an increase above the maximum pay step of the pay grade.
3. **Promotions**
  - a. An employee who is promoted from a position on the instructional, professional/technical, or education support professional's salary schedule to a position on the administrative salary schedule will be placed on the appropriate pay grade on pay step 0. Comparable administrative experience may be considered for higher placement on the schedule.
  - b. An employee who is promoted to a higher pay grade within the administrative salary schedule may be placed on the pay step that provides an eight (8%) percent increase or the minimum pay step for the pay grade, whichever is higher.
4. **Voluntary Acceptance of a Position in a Lower Pay Grade** – An employee who voluntarily accepts a position on a lower pay grade will be:
  - Placed on the pay grade assigned to the new position; and
  - Placed on the pay step to which he/she is currently assigned.
  - The new pay grade and pay step changes will be effective the date of the transfer to the new position.
5. **Reassignment to a Position in a Lower Pay Grade** –

An employee who is reassigned effective July 1 to a position on a lower pay grade will be:

  - a. Placed on the pay grade assigned to the new position; and
  - b. Placed on the pay step to which he/she is currently assigned.

An employee who is reassigned subsequent to July 1 to a position of a lower pay grade will:

  - a. Remain at the previously held pay grade and pay step for the remainder of the fiscal year; and
  - b. Effective July 1 of the following fiscal year, be placed on the new pay grade on the pay step to which he/she is currently assigned.
6. **Lateral Move within Same Pay Grade** – An employee who transfers to a different position within the same pay grade will be placed at the same step of the pay grade.
7. **Leave of Absence** – A Board-approved leave of absence shall not constitute a break in service.
8. **Year of Service** – A year of service is defined as at least one day more than one-half the prescribed work year for the specified job classification within the Alachua County school's employee group.
9. **Salary Supplements** – The following salary supplements may be approved by the Superintendent for no more than one (1) year at a time and shall not be added to the base pay of the employee for either future years or calculation of percentage increases upon promotion.

- **Advanced Degrees** - Administrators shall be eligible to receive a supplement for advanced degrees as follows:
  - a. Earned Specialist \$1,275 Above Masters
  - b. Earned Doctorate \$2,550 Above Masters
  - c. The degree must be from a college or university accredited by a recognized accrediting agency.
  - d. An official transcript documenting the degree must be on file in the Human Resources Division prior to the supplement being paid. It must be received no later than June 30<sup>th</sup> of the fiscal year for any credit to be awarded for the prior school year.
  - e. The supplement amount will be prorated based on the date the degree was awarded.

**School Size Supplements** - Principals will be eligible to receive an annual school size supplement based on student enrollment for October FTE. The supplement is school specific and if the principal is reassigned during the school year, a prorated supplement will be paid.

School size supplements are designated as follows:

700 – 1200 students	\$2,000
1201 – 1700 students	\$3,000
1701 – 2200 students	\$4,000
2201+ students	\$5,000

## 10. **Benefits**

### a. **Vacation Days – Accrual**

Twelve-month personnel shall earn two (2) days vacation per month credited the last day of each month. Employees must be employed for eleven or more days in a month to earn vacation days for the month. Up to ten (10) days may be scheduled for the convenience of the Board. Effective January 1, 2007, no employee shall carry forward more than 700 vacation hours beyond December 31 of each year for vacation hours earned after October 1, 1997. Vacation hours in excess of 500 hours, but not greater than 700 hours, accrued as of October 1, 1997, shall be “frozen” and may be used in the event leave hours earned after October 1, 1997, are depleted.

Twelve-month personnel shall earn two (2) days vacation per month. NO employee shall carry forward more than 700 hours beyond June 30 of each year. Up to ten days may be scheduled for the convenience of the Board.

### **Vacation Days – Terminal Pay**

For employees who retire on or after July 1, 2006, terminal pay for vacation leave shall include

- the balance of vacation hours “frozen” as of February 1, 1996, calculated at the daily rate of pay at October 1, 1997. Terminal payments shall be calculated pursuant to the method being used on October 1, 1997 (10b and 10c below);
- the balances of vacation hours accrued from February 1, 1996, until June 30, 2001,
- calculated at the daily rate of pay at retirement or death; and
- up to 480 hours of vacation leave accrued from July 1, 2001, until the date of retirement or death, calculated at the daily rate of pay at retirement or death.

When an employee is released or resigns, he will be paid for vacation time accumulated through the end of the last full month worked. This does not include the last partial month worked. Vacation leave shall be paid at 100 percent of pay.

Section 1012.65, Florida Statutes, states for new hires effective July 1, 2001, terminal pay for accrued vacation leave may not exceed a maximum of 60 days of actual payment. This limit does not impair any contractual agreement established before July 1, 2001.

For unused vacation leave accumulated before July 1, 2001, terminal payment shall be made pursuant to the district school board's policies, contracts, or rules that were in effect on June 30, 2001.

Effective July 1, 2005, the above rule applies for a DROP employee also. This means that vacation accrued after he/she joined DROP will be limited to the 60 days of actual payment when he/she terminates from DROP.

#### Sick Leave – Accrual

Employees shall earn one (1) day sick leave per month, credited in accordance with section 1012.61, Florida Statutes. Sick leave hours earned shall be accrued with no limit on accrual. Sick leave hours accrued as of October 1, 1997, shall be “frozen” and may be used in the event sick leave hours earned after October 1, 1997, are depleted.

#### Sick Leave – Terminal Pay

For employees who retire on or after July 1, 2006, terminal pay for sick leave include

- the balance of sick leave hours “frozen” as of October 1, 1997, calculated at the daily rate of pay at October 1, 1997. Terminal payments shall be calculated pursuant to the method being used at June 30, 1997 (10b and 10c below);
- the balance of sick leave hours accrued from October 1, 1997, through June 30, 2004, calculated at the daily rate of pay at retirement or death; and
- the balance of sick leave hours accrued after June 30, 2004, calculated at the daily rate of pay applicable at the time the sick leave was accrued.

Employees who retired prior to July 1, 2006, shall be paid in accordance with salary schedules in effect at the time of retirement.

- b. For purposes of terminal pay for accrued sick leave and accrued vacation paid at retirement, or upon death of the employee, the daily rate of pay until June 30, 1994, will be computed by dividing the total salary by the number of days the employee must be on the job to earn the annual salary for the year. (This is interpreted as 180 days for 10-month personnel and as 210 days for 12-month personnel.)
- c. Payment for leave accrued between July 1, 1994, and February 1, 1996, shall be calculated in the same manner except the percentage of daily rate shall be equal to that of a retiring teacher on a standard 10-month contract during that period. (This is interpreted as the percentage, which applies to a 10-month teacher's annual salary, divided by 180.) Rates for terminal pay for leave accrued after February 1, 1996, shall be determined by using the actual hourly rate earned by the employee at the time of retirement. Use of accrued leave shall be on a “last-in, first-out” basis for leave accrued prior to June 30, 2004. Use of leave accrued after June 30, 2004, shall be on a “first-in, first-out” basis.

For purposes of computing the amount of terminal pay for accumulated sick leave, sick leave accrued after June 30, 2004, shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned.

- d. Employees paid on the regular Administrative Salary Schedule will receive six (6) paid holidays.
- e. Employees will receive salary in semimonthly installments.
- f. All administrators must utilize direct deposit of regular payroll checks.
- g. A district employee may authorize transfer to his spouse, child, parent, or sibling who is also a district employee, of accrued sick leave, providing that the transfer relates to an illness or injury of the person to whom the leave is transferred. The person receiving the transfer may not use the donated sick leave until he has exhausted all of this accrued leave. Donations may be in amounts of five (5) or more days, or the remainder of the employee's sick leave balance if less than five (5) days, and shall not be covered by terminal leave payouts.

#### 11. **Adjustments**

- a. Adjustments to salary will be made within thirty (30) days of appropriate verification of the completion of requirements for such adjustments. Payment will be retroactive during the current year to the date the requirements were fulfilled. Employees applying for adjustments will be responsible for providing appropriate documentation to the Human Resources Division.
- b. An increase in salary may be denied for unsatisfactory work performance. Such action must be supported by appropriate, written documentation. An employee denied a salary increase may apply for reevaluation at midyear. An acceptable rating at midyear may warrant restoration of the salary increase at midyear. Under normal conditions, an employee being considered for a salary holdback will be notified in writing no later than March 15. Written notification of final determination of salary holdback will be provided to the employee no later than May 15. Unusual circumstances may warrant a later notification.

#### 12. **Post DROP**

Administrators who have completed DROP and are rehired by the Board will be placed at mid-point on the Administrative Salary Schedule.

- 13. The annual salary of DROP Extension teachers will be reduced to reflect their increased retirement cost to the District, which is the difference between the FRS DROP rate (21.13%) and the FRS Regular Class rate (13.637%) For initial placement, DROP Extension teachers will be placed on the salary schedule closest to, but not less than, this calculated net reduction in pay (7.56%). Effective July 1, 2024.



## SALARY SCHEDULE PLACEMENT INDEX FOR ADMINISTRATORS

### **PAY GRADE 00**

SUPERINTENDENT, DEPUTY

### **PAY GRADE 0**

GENERAL COUNSEL

ASSISTANT SUPERINTENDENT– STUDENT SUPPORT SERVICES

CHIEF FINANCIAL OFFICER (CFO)

ASSISTANT SUPERINTENDENT – OPERATIONS

ASSISTANT SUPERINTENDENT– TEACHING & LEARNING

ASSISTANT SUPERINTENDENT – HUMAN RESOURCES

### **PAY GRADE 1**

DIRECTOR, EXECUTIVE – CURRICULUM, ELEM/SECON

DIRECTOR, EXECUTIVE - CURRICULUM & SCHL IMPROV

DIRECTOR, EXECUTIVE – EARLY LEARN/PARENT ACADEMY

DIRECTOR, EXECUTIVE – ESE/STUDENT SUPPORT SVCS

DIRECTOR, EXECUTIVE – FACILITIES

DIRECTOR, EXECUTIVE – FINANCE/PURCHASING

DIRECTOR, EXECUTIVE—FOOD & NUTRITION SERVICES

DIRECTOR, EXECUTIVE – HUMAN RESOURCES

DIRECTOR, EXECUTIVE – SCHOOLS SUPERVISION

OFFICER, CHIEF – TECHNOLOGY & INFORMATION SVCS

### **PAY GRADE 2**

DIRECTOR II – EARLY CHILDHOOD

PRINCIPAL-CAREER & TECH ED

PRINCIPAL – EARLY CHILDHOOD

PRINCIPAL, HIGH SCHOOL

PRINCIPAL--TURNAROUND

### **PAY GRADE 3**

VACANT

### **PAY GRADE 4**

PRINCIPAL - ESCHOOL

PRINCIPAL, MIDDLE SCHOOL

### **PAY GRADE 5**

ASST TO SUPERINTENDENT – COMM & SCHOOL RELATIONS

CHIEF – SECURITY & SCHOOL SAFETY

DIRECTOR - BUDGET

DIRECTOR – CAMP CRYSTAL

DIRECTOR – COLLEGE AND CAREER PATHWAYS

DIRECTOR – COMMUNICATIONS/COMMUNITY INITIATIVES

DIRECTOR – COMMUNITY PLANNING & STUDENT ASSIGN

DIRECTOR – CONSTRUCTION & MAINTENANCE

DIRECTOR - CURRICULUM

DIRECTOR – EDUCATIONAL EQUITY & OUTREACH

DIRECTOR – ENERGY SYSTEMS

DIRECTOR – EVALUATION, ACCOUNTABILITY & ANALYTICS

DIRECTOR—EXCEPTIONAL STUDENT EDUCATION

DIRECTOR – FINANCE

DIRECTOR – FOOD & NUTRITION SERVICES

DIRECTOR – FTE & STATE REPORTING

### **PAY GRADE 5 CONT'D**

DIRECTOR – GRANTS ACQUISITION/SPECIAL PROJECTS

DIRECTOR – HEAD START PROGRAM

DIRECTOR – PARENT ACADEMY PROGRAM

DIRECTOR – PROFESSIONAL DEVELOPMENT

DIRECTOR - PURCHASING

DIRECTOR – RISK MANAGEMENT & BENEFITS

DIRECTOR – SCHOOL CHOICE

DIRECTOR – SCHOOL RENEWAL, TITLE I/III

DIRECTOR – SMALL & RURAL DISTRICTS

DIRECTOR – STUDENT SUPPORT SERVICES

DIRECTOR – SYSTEM OF CARE

DIRECTOR – TECHNOLOGY & INFORMATION SVCS

DIRECTOR – TRANSPORTATION

DIRECTOR – VOLUNTARY PRE-K/EARLY CHILDHOOD

PRINCIPAL, CENTER SCHOOL

PRINCIPAL, ELEMENTARY SCHOOL

SECURITY & SCHOOL SAFETY CHIEF

### **PAY GRADE 6**

VACANT

### **PAY GRADE 7**

VACANT

### **PAY GRADE 8**

PRINCIPAL, ASSISTANT – HIGH SCHOOL

SUPERVISOR II – ADULT EDUCATION/ATHLETICS/  
PHYSICAL EDUCATION/DRIVER EDUCATION

SUPERVISOR II – CURRICULUM

SUPERVISOR II – EXCEPTIONAL STUDENT ED

SUPERVISOR II – HEALTH SERVICES

SUPERVISOR II - INFORMATION SUPPORT

SUPERVISOR II - PERSONNEL

SUPERVISOR II – RESEARCH, ASSESSMENT AND  
STUDENT INFORMATION

SUPERVISOR II – RISK

MANAGEMENT

SUPERVISOR II – SCHOOL COUNSELING SERVICES

SUPERVISOR II – SMALL & RURAL DISTRICTS

SUPERVISOR II – TCHR/LEARNING RESOURCES

### **PAY GRADE 9**

PRINCIPAL, ASSISTANT – CENTER SCHOOL

PRINCIPAL, ASSISTANT – ELEMENTARY SCHOOL

PRINCIPAL, ASSISTANT – MIDDLE SCHOOL

SUPERVISOR I – CURRICULUM

SUPERVISOR I—DISTRICT THREAT MGMT

SECURITY & SAFETY

SUPERVISOR I – EXCEPTIONAL STUDENT ED

SUPERVISOR I – EXTENDED DAY ENRICHMENT

SUPERVISOR I – FOOD & NUTRITION SVCS

SUPERVISOR I - MEDIA SERVICES

SUPERVISOR I – MENTAL HEALTH SUPPORT SVCS

SUPERVISOR I – MIGRANT EDUCATION

SUPERVISOR I – PERSONNEL

**PAY GRADE 9 CONT'D**

SUPERVISOR I – PROFESSIONAL DEVELOPMENT  
SUPERVISOR I – SCHOOL VOLUNTEER & PARTNERSHIPS  
SUPERVISOR I – TECHNICAL SUPPORT  
SUPERVISOR I – TESTING S  
SUPERVISOR I – TITLE I

**PAY GRADE 10**

AUDITOR, INTERNAL  
MANAGER, TRANSPORTATION AREA, LEAD

**PAY GRADE 11**

COORDINATOR – COMMUNITY ENGAGEMENT  
COORDINATOR – FAMILY, COMM, ENGAGEMENT (HEADSTART)  
COORDINATOR – FAMILY, COMM ENGAGEMENT (PRESCHOOL)  
COORDINATOR – FOOD & NUTRITION SVCS  
COORDINATOR – HEALTH, SAFETY, FACILITIES (HEADSTART)  
COORDINATOR – INSTRUCTIONAL TECHNOLOGY SYSTEMS  
COORDINATOR – SUPP EDUCATIONAL INTERVENTIONS  
MANAGER – FACILITY MAINTENANCE  
MANAGER – FACILITY PLANNING  
MANAGER – FLEET  
MANAGER – STUDENT ASSIGNMENT  
MANAGER – TRANSPORTATION AREA

SCHOOL BOARD OF ALACHUA COUNTY ADMINISTRATIVE SALARY SCEDULE

2024-2025

**Daily rate of pay**

Step	Pay Grade												
	00	0	1	2	3	4	5	6	7	8	9	10	11
0	\$412.12	\$397.33	\$379.05	\$367.89	\$351.62	\$342.48	\$333.51	\$316.56	\$307.96	\$300.17	\$290.75	\$276.63	\$238.62
1	\$416.20	\$401.26	\$382.79	\$371.53	\$355.09	\$345.87	\$336.81	\$319.68	\$311.00	\$303.13	\$293.62	\$279.35	\$240.96
2	\$420.31	\$405.23	\$386.58	\$375.21	\$358.61	\$349.27	\$340.13	\$322.85	\$314.08	\$306.12	\$296.51	\$282.10	\$243.33
3	\$424.48	\$409.25	\$390.41	\$378.92	\$362.14	\$352.73	\$343.49	\$326.03	\$317.17	\$309.15	\$299.44	\$284.89	\$245.72
4	\$428.69	\$413.30	\$394.27	\$382.67	\$365.73	\$356.21	\$346.88	\$329.25	\$320.31	\$312.19	\$302.39	\$287.69	\$248.14
5	\$432.93	\$417.39	\$398.17	\$386.45	\$369.34	\$359.74	\$350.31	\$332.50	\$323.46	\$315.27	\$305.37	\$290.53	\$250.58
6	\$437.21	\$421.52	\$402.11	\$390.28	\$372.99	\$363.29	\$353.78	\$335.78	\$326.66	\$318.38	\$308.38	\$293.39	\$253.04
7	\$441.55	\$425.70	\$406.09	\$394.14	\$376.69	\$366.89	\$357.28	\$339.10	\$329.88	\$321.53	\$311.42	\$296.29	\$255.54
8	\$445.92	\$429.92	\$410.11	\$398.03	\$380.41	\$370.52	\$360.80	\$342.45	\$333.15	\$324.71	\$314.50	\$299.21	\$258.05
9	\$450.34	\$434.17	\$414.17	\$401.98	\$384.18	\$374.18	\$364.37	\$345.83	\$336.43	\$327.91	\$317.60	\$302.16	\$260.58
10	\$454.80	\$438.48	\$418.27	\$405.96	\$387.97	\$377.88	\$367.98	\$349.25	\$339.75	\$331.14	\$320.74	\$305.14	\$263.16
11	\$459.31	\$442.82	\$422.41	\$409.98	\$391.81	\$381.61	\$371.61	\$352.70	\$343.11	\$334.41	\$323.90	\$308.15	\$265.74
12	\$463.87	\$447.21	\$426.60	\$414.03	\$395.69	\$385.40	\$375.29	\$356.18	\$346.50	\$337.72	\$327.10	\$311.19	\$268.36
13	\$468.46	\$451.63	\$430.82	\$418.13	\$399.61	\$389.20	\$379.00	\$359.71	\$349.93	\$341.05	\$330.33	\$314.27	\$271.00
14	\$473.10	\$456.11	\$435.09	\$422.27	\$403.57	\$393.05	\$382.75	\$363.27	\$353.39	\$344.42	\$333.60	\$317.37	\$273.67
15	\$477.79	\$460.62	\$439.39	\$426.45	\$407.54	\$396.94	\$386.54	\$366.86	\$356.88	\$347.83	\$336.89	\$320.50	\$276.37
16	\$482.53	\$465.19	\$443.75	\$430.67	\$411.58	\$400.87	\$390.36	\$370.49	\$360.41	\$351.26	\$340.22	\$323.66	\$279.09
17	\$487.31	\$469.81	\$448.15	\$434.94	\$415.67	\$404.84	\$394.22	\$374.15	\$363.97	\$354.73	\$343.58	\$326.86	\$281.84
18	\$492.14	\$474.46	\$452.58	\$439.25	\$419.78	\$408.84	\$398.12	\$377.84	\$367.57	\$358.24	\$346.97	\$330.08	\$284.62
19	\$497.03	\$479.17	\$457.07	\$443.61	\$423.93	\$412.90	\$402.06	\$381.58	\$371.20	\$361.78	\$350.40	\$333.35	\$287.42
20	\$501.96	\$483.92	\$461.60	\$448.00	\$428.13	\$416.98	\$406.05	\$385.37	\$374.87	\$365.37	\$353.87	\$336.63	\$290.25
21	\$506.94	\$488.71	\$466.18	\$452.44	\$432.37	\$421.11	\$410.07	\$389.17	\$378.59	\$368.97	\$357.36	\$339.96	\$293.12
22	\$511.96	\$493.56	\$470.79	\$456.92	\$436.66	\$425.28	\$414.12	\$393.02	\$382.32	\$372.62	\$360.90	\$343.32	\$296.01
23	\$517.04	\$498.45	\$475.46	\$461.45	\$440.98	\$429.49	\$418.22	\$396.91	\$386.10	\$376.31	\$364.46	\$346.71	\$298.92
24	\$522.17	\$503.39	\$480.17	\$466.02	\$445.35	\$433.75	\$422.36	\$400.85	\$389.92	\$380.03	\$368.06	\$350.13	\$301.87
25	\$527.35	\$508.39	\$484.94	\$470.64	\$449.76	\$438.04	\$426.55	\$404.81	\$393.79	\$383.79	\$371.71	\$353.60	\$304.85
26	\$532.59	\$513.43	\$489.75	\$475.30	\$454.21	\$442.38	\$430.77	\$408.81	\$397.69	\$387.58	\$375.38	\$357.09	\$307.85
27	\$537.87	\$518.52	\$494.60	\$480.02	\$458.72	\$446.77	\$435.03	\$412.86	\$401.62	\$391.42	\$379.10	\$360.62	\$310.89
28	\$543.21	\$523.67	\$499.51	\$484.77	\$463.27	\$451.19	\$439.35	\$416.95	\$405.60	\$395.29	\$382.85	\$364.19	\$313.96

**Supplement:** Earned Specialist \$1,275 Above Masters

Earned Doctorate \$2,550 Above Masters

**\*Daily rate of pay by calendar days equals annual salary**