

# Liberty Elementary School District

## SY2019 Support Staff Wage Schedule Committee

*August 23, 2018*

### Meeting Summary

#### Welcome and Review of Norms

- Assume positive intentions
- All ideas are welcome
- Seek first to understand
- Push each other's thinking
- Be polite and respectful
- Use consensus decision making

#### Feedback from Schools & Departments

Committee members shared feedback they received from their schools and departments about brainstormed options proposed by committee members during the first committee meeting. Feedback and ideas collected by committee members from their colleagues included a range of ideas about how the funds should be applied to the wage schedule:

- apply funds equally across all cells
- apply funds so that a higher increase in compensation is assigned to staff with more years of experience
- apply funds to provide an increase to staff currently in columns D, E, and F with 8+ years of experience, and maintain hourly rates with no increases to staff that anticipate minimum wage increases in January 2019
- apply funds to provide increases to hourly rates using a sliding scale method (1% to 2%) based on years of experience, with employees with more years of experience receiving higher increases

One committee member was asked by a colleague, "Why wasn't this wage schedule work completed over the summer?" The budget was approved by the Governing Board this past June. Dr. Shough explained that the administration team values the input of employees. If the district had moved forward with recommendations to the Governing Board in July or August, then we would not have benefitted from the opportunity to include all classified staff employee groups in representation on the committee, and we would not have had access to all classified staff to participate in feedback on the committee's work.

## Review of Options

Four options were created by administration based on ideas generated by committee members at the previous meeting. Mr. Nuttall presented each of the options to the committee for review.

**Option #1 Model** - Apply new funds to all cells that did not previously get increases from minimum wage increases. (1% Across all non-minimum wage cells)

- All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) will increase to a wage of \$11.02/hour
- All other cells on the grid will increase by 1%
- This model allows for moderate sustainability over time

**Option # 2 Staggered Model** - Apply new funds to all cells that did not receive increases due to increased minimum wage requirements and differentiate for years of service between Columns A and B.

- All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) will increase to a wage of \$11.02/hour
- Differentiates for years of experience.
  - Employees with two-to-seven years of experience will receive a 1% increase.
  - Employees with eight or more years of experience will receive a 1.5% increase.
- This model allows for moderate sustainability over time

**Option # 4 Staggered Model Hybrid-** Apply new funds to all cells that did not receive increases due to increased minimum wage requirements and further differentiate for years of service between Columns A and B by adjusting Column A to zero years of experience.

- All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) will increase to a wage of \$11.02/hour
- Differentiates for years of experience.
  - Employees with one-to-seven years of experience will receive a 1% increase.
  - Employees with eight or more years of experience will receive a 1.5% increase.
- This model allows for moderate sustainability over time.

**Option #3 Vertical and Horizontal Compression Model** - Apply new funds to all cells that did not receive increases due to increased minimum wage requirements, plus apply funds to combined levels of positions and years of services.

- All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) will increase to a wage of \$11.02/hour
- Maintains columns of years of experience headings as current year wage schedule.
- Adds a specific hourly wage increase to groups of cells incrementally across columns and levels.
- This model allows for greater variations in overall increases due to combined groupings of cells.
- This model keeps more of the funds in the middle of the wage schedule where most employees are placed.
- This model allows for the most sustainability over time.

The committee reviewed all four options. While Option 1 was the easiest to understand, the committee believes it is important to address the compression issues with the wage schedule. Further, the committee recognizes that the compression issues will become more of an issue as minimum wage requirements continue to increase. This is an opportunity to partially address the challenge. While Option 1 does apply the funds to those cells on the wage schedule that did not receive increases for minimum wage, it did not differentiate for years of experience or levels of positions.

Options 2 and 4 were very similar. The committee reached consensus on advancing Option 4 because the group preferred honoring all employees with at least one year of experience with a difference in pay rate from those employees with no years of experience. Option 4 distributes the funds diagonally across the wage schedule with greater levels of increases to those employees at the highest levels and with the most experience.

The committee agreed to advance Option 3 because it was the most sustainable financially for future years. The committee also appreciated that Option 3 applied the funds with greater weight in the middle of the wage schedule where most employees are placed. Therefore, more employees would benefit from the wage increases. After discussion of Option 3, the committee requested another option be developed to combine a feature of Option 4 with Column A adjusted to zero years of experience. Administration agreed to bring back an Option 3b for consideration. The description of Option 3b is listed below. A sample wage schedule meeting this criterion will be available to the committee at the next meeting.

**Option #3b Model** - Apply new funds to all cells that did not receive increases due to increased minimum wage requirements, plus combined levels of positions and years of services, plus change Column A to 0 years of experience.

- All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) will increase to a wage of \$11.02/hour
- Column A cells with 0 years of experience will not receive an increase, which helps to address issues with compression from years of experience.

- Column A for one year of experience will not provide an increase to staff members with zero years of experience.
- Column B will provide increases to staff with one-to-three years of experience/
- All groups (by level and experience) and the specific added amount to hourly wage for each group are the same as Option 3.

## **Timeline for Implementation**

Three timeline options for implementation were discussed.

- Option 1 - Pay out as soon as possible upon Board approval
- Option 2 - Pay out all support staff immediately and postpone wage increases to employees anticipating minimum wage increase required in January 2019
- Option 3 - Pay out all support staff in January 2019

## **Next Steps**

Participants practiced sharing out the talking points and the rationale. Participants were asked to discuss the meeting summary with their colleagues and bring back feedback to the next meeting. Dr. Shough will post the meeting summary notes on the website, under Business Services, for all employees and community members. Meeting summary notes will also be emailed to all committee members.

The third meeting will be held on Thursday, August 30<sup>th</sup>, at 1:30 P.M.

## Option #1

Option 1 - All cells that did not get increases from minimum wage increases. 1% Across

### Highlights

- All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) were brought up to a wage of \$11.02/hour
- Each and every other cell on the grid received a 1% increase
- This model allows for the moderate sustainability over time.

### Need to Knows

- This model does not consider the compression of the staff members currently at the minimum wage of \$11.02, which goes into effect on January 1 of 2019.
- This model does not differentiate for years of experience.
- Levels 3, 7, and 18 were removed from the grid due to absence of employees filling those positions at the moment.

## Option #2 - Staggered

Option 2 - All cells that did not get increases from minimum wage increases. Differentiates for years of service in columns A and B

<b>Highlights</b>	<b>Need to Knows</b>
<ul style="list-style-type: none"><li>● All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) were brought up to a wage of \$11.02/hour</li><li>● Differentiation for years of experience applied.<ul style="list-style-type: none"><li>○ Years 2-7 of experience received a 1% increase.</li><li>○ Years of 8 and more experience received a 1.5% increase.</li></ul></li><li>● This model allows for moderate sustainability over time.</li></ul>	<ul style="list-style-type: none"><li>● This model does not consider the compression of the staff members currently at the minimum wage of \$11.02, which goes into effect on January 1 of 2019.</li><li>● Employees with zero or 1 year of experience (entry level) do not receive any additional compensation.</li><li>● Levels 3, 7, and 18 were removed from the grid due to absence of employees filling those positions at the moment.</li></ul>

### Option #3 Vertical and Horizontal Compression

Option 3 - All cells that did not get increases from minimum wage plus combine levels of positions into fewer categories

#### Highlights

- All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) were brought up to a wage of \$11.02/hour
- Allows for greater variations in overall increases due to compression factors put in place.
- Highlights on average, years of service as well as positions with more stringent requirements (IE education levels).
- Provides information on specific amount added to the original hourly rate.
- This model allows for the most sustainability over time.

#### Need to Knows

- This model does not consider the compression of the staff members currently at the minimum wage of \$11.02, which goes into effect on January 1 of 2019.
- This model grouped levels together by beginning hourly rate. For example, all employees from column A who make in the \$16/hour range were grouped together.
- This model grouped years of experience together (A & B, C & D, E & F)
- Levels 3, 7, and 18 were removed from the grid due to absence of employees filling those positions at the moment.

## Option #4 - Staggered Version 2

Option 4 - Column A receives no increase based on 0 years experience. Moves 1 year experience into column (B). Compression from years experience addressed.

<b>Highlights</b>	<b>Need to Knows</b>
<ul style="list-style-type: none"><li>● All levels and years of experience impacted by the minimum wage standard of \$11.00/hour (highlighted in orange) were brought up to a wage of \$11.02/hour</li><li>● Differentiation for years of experience applied, including differences in 0 years and 1 year.</li><li>● Differentiation in the groups 1-3, 4-7, and 8 and up.</li><li>● This model allows for moderate sustainability over time.</li></ul>	<ul style="list-style-type: none"><li>● This model does considers increased stratification of minimum wage level jobs in the \$11/hour range and accounting for the minimum wage increase effective January 2019.</li><li>● This model separates entry level (0 experience and moves 1 year experience in the 2-3 group from the original FY2019 wage scale.</li><li>● Levels 3, 7, and 18 were removed from the grid due to absence of employees filling those positions at the moment.</li></ul>





# LIBERTY ELEMENTARY SCHOOL DISTRICT #25

## 2018-2019 Support Staff Wage Schedule

Experience Credit	0-1 Yrs	2-3 Yrs	4-7 Yrs	8-11 Yrs	12-15 Yrs	16+ Yrs
Level	A	B	C	D	E	F
3	10.71	10.71	10.71	10.77	11.63	12.70
4	10.71	10.71	10.71	11.04	11.89	12.97
5	10.71	10.71	10.71	11.31	12.16	13.23
6	10.71	10.71	10.98	11.84	12.70	13.77
7	10.71	10.71	11.25	12.11	12.97	14.04
8	10.71	11.14	12.22	13.29	14.36	15.70
9	10.82	11.41	12.48	13.56	14.63	15.97
10	11.36	11.95	13.02	14.09	15.16	16.50
11	11.89	12.48	13.56	14.63	15.70	17.04
12	12.16	12.75	13.82	14.90	15.97	17.31
13	12.97	13.56	14.63	15.70	16.77	18.11
14	13.23	13.82	14.90	15.97	17.04	18.38
15	14.04	14.63	15.70	16.77	17.84	19.18
16	14.41	15.06	16.13	17.20	18.27	19.61
17	15.22	15.86	16.93	18.00	19.07	20.41
18	15.75	16.40	17.47	18.54	19.61	20.95
19	16.29	16.93	18.00	19.07	20.15	21.49
20	16.56	17.20	18.27	19.34	20.41	21.75
21	16.82	17.47	18.54	19.61	20.68	22.02
22	18.97	19.61	20.68	21.75	22.83	24.16
23	21.34	22.53	24.39	26.40	29.15	31.08
24	23.10	24.39	26.40	29.15	31.55	33.93
25	29.68	30.33	31.40	32.47	33.54	34.88
26	31.29	31.93	33.01	34.08	35.15	36.49

<u>POSITION</u>	<u>LEVEL</u>	<u>POSITION</u>	<u>LEVEL</u>
Accounts Payable	15	Learning Sup Svs Admin Asst	14
Behavior Technician	21	Library Aid	8
Bus Aid	6	Licensed Practical Nurse	23
Clerk	8	Maintenance	17
Courier	11	Mechanic - Lead	19
Crossing Guard	3	Mechanic	16
Custodian	6	Occupational Therapist	25
Driver - Bus	16	Paraprofessional I	5
Driver - Van	6	Paraprofessional II	6
Educational Svs Specialist	15	Payroll Specialist	16
Educational Svs Technician	11	Physical Therapist	26
Extended Day Assistant	6	Procurement/Grants Spec.	20
Extended Day Site Leader	12	Receptionist	8
Ext Day Primary Site Leader	15	Records/Recep/Board Clerk	10
Field Support Tech I	13	Registered Nurse	24
Field Support Tech II	15	School Specialist	10
Food Service Inventory Clerk	9	Secretary - Principal	16
Food Service Manager	13	Secretary - School	12
Food Service Specialist	13	Student Data Technician	13
Food Service Worker	4	Student Mngmnt. System Analyst	22
Groundskeeper	9	Student Registration Specialist	13
Health Aid	8	Support Services Specialist	15
Human Resources Technician	11	Transportation Dispatcher	16
Junior Network Admin	17	Warehouse Specialist	11
Learning Sup Compliance Tech	13		

- Experience given up to three years for all positions, except bus drivers
- Experience up to five years given for bus drivers
- Experience must be a full fiscal or school year
- Experience must be verified by HR

- **Exempt Positions:** Administrative Assistant to the Superintendent, Human Resources Supervisor, Transportation Supervisor, Maintenance Supervisor, and Senior Network Administrator

- **FOR RETURNING EMPLOYEES ONLY:** The years of work experience credit given to continuing employees is strictly based on the wage level and step as indicated on the 2016-2017 wage schedule.



# LIBERTY ELEMENTARY SCHOOL DISTRICT #25

## Draft Opt #1 2018-2019 Support Staff Wage Schedule

Experience Credit	0-1 Yrs	2-3 Yrs	4-7 Yrs	8-11 Yrs	12-15 Yrs	16+ Yrs
Level	A	B	C	D	E	F
4	11.02	11.02	11.02	11.15	12.01	13.10
5	11.02	11.02	11.02	11.42	12.28	13.36
6	11.02	11.02	11.09	11.96	12.83	13.91
7						
8	11.02	11.25	12.34	13.42	14.50	15.86
9	11.02	11.52	12.60	13.70	14.78	16.13
10	11.47	12.07	13.15	14.23	15.31	16.67
11	12.01	12.60	13.70	14.78	15.86	17.21
12	12.28	12.88	13.96	15.05	16.13	17.48
13	13.10	13.70	14.78	15.86	16.94	18.29
14	13.36	13.96	15.05	16.13	17.21	18.56
15	14.18	14.78	15.86	16.94	18.02	19.37
16	14.55	15.21	16.29	17.37	18.45	19.81
17	15.37	16.02	17.10	18.18	19.26	20.61
19	16.45	17.10	18.18	19.26	20.35	21.70
20	16.73	17.37	18.45	19.53	20.61	21.97
21	16.99	17.64	18.73	19.81	20.89	22.24
23	21.55	22.76	24.63	26.66	29.44	31.39
24	23.33	24.63	26.66	29.44	31.87	34.27

POSITION	LEVEL	POSITION	LEVEL
Accounts Payable	15	Learning Sup Svs Admin Asst	14
Behavior Technician	21	Library Aid	8
Bus Aid	6	Licensed Practical Nurse	23
Clerk	8	Maintenance	17
Courier	11	Mechanic - Lead	19
Crossing Guard	3	Mechanic	16
Custodian	6	Occupational Therapist	25
Driver - Bus	16	Paraprofessional I	5
Driver - Van	6	Paraprofessional II	6
Educational Svs Specialist	15	Payroll Specialist	16
Educational Svs Technician	11	Physical Therapist	26
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Ext Day Primary Site Leader	15	Records/Recep/Board Clerk	10
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Field Support Tech II	15	School Specialist	10
Food Service Inventory Clerk	9	Secretary - Principal	16
Food Service Manager	13	Secretary - School	12
Food Service Specialist	13	Student Data Technician	13
Food Service Worker	4	<del>Student Mngmnt. System Analyst</del>	<del>22</del>
Groundskeeper	9	Student Registration Specialist	13
Health Aid	8	Support Services Specialist	15
Human Resources Technician	11	Transportation Dispatcher	16
Junior Network Admin	17	Warehouse Specialist	11
Learning Sup Compliance Tech	13		

- Experience given up to three years for all positions, except bus drivers
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- **Exempt Positions:** Administrative Assistant to the Superintendent, Human Resources Supervisor, Transportation Supervisor, Maintenance Supervisor, and Senior Network Administrator

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Indicates requirement to move to minimum wage in January 2019  
 All other cells increased by 1%



# LIBERTY ELEMENTARY SCHOOL DISTRICT #25

## Draft Opt #2 2018-2019 Support Staff Wage Schedule

Experience Credit	0-1 Yrs	2-3 Yrs	4-7 Yrs	8-11 Yrs	12-15 Yrs	16+ Yrs
Level	A	B	C	D	E	F
4	11.02	11.02	11.02	11.21	12.07	13.16
5	11.02	11.02	11.02	11.48	12.34	13.43
6	11.02	11.02	11.09	12.02	12.89	13.98
8	11.02	11.25	12.34	13.49	14.58	15.94
9	11.02	11.52	12.60	13.76	14.85	16.21
10	11.36	12.07	13.15	14.30	15.39	16.75
11	11.89	12.60	13.70	14.85	15.94	17.30
12	12.16	12.88	13.96	15.12	16.21	17.57
13	12.97	13.70	14.78	15.94	17.02	18.38
14	13.23	13.96	15.05	16.21	17.30	18.66
15	14.04	14.78	15.86	17.02	18.11	19.47
16	14.41	15.21	16.29	17.46	18.54	19.90
17	15.22	16.02	17.10	18.27	19.36	20.72
18	15.75	16.56	17.64	18.82	19.90	21.26
19	16.29	17.10	18.18	19.36	20.45	21.81
20	16.56	17.37	18.45	19.63	20.72	22.08
21	16.82	17.64	18.73	19.90	20.99	22.35
23	21.34	22.76	24.63	26.80	29.59	31.55
24	23.10	24.63	26.66	29.59	32.02	34.44

POSITION	LEVEL	POSITION	LEVEL
Accounts Payable	15	Learning Sup Svs Admin Asst	14
Behavior Technician	21	Library Aid	8
Bus Aid	6	Licensed Practical Nurse	23
Clerk	8	Maintenance	17
Courier	11	Mechanic - Lead	19
Crossing Guard	3	Mechanic	16
Custodian	6	Occupational Therapist	25
Driver - Bus	16	Paraprofessional I	5
Driver - Van	6	Paraprofessional II	6
Educational Svs Specialist	15	Payroll Specialist	16
Educational Svs Technician	11	Physical Therapist	26
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Indicates requirement to move to minimum wage in January 2019  
 No increase for 0-1 years experience except for minimum wage requirements effective January 1  
 1% increase for 2-3 & 4-7 years experience  
 1.5% increase for all cells above 8 years experience



# LIBERTY ELEMENTARY SCHOOL DISTRICT #25

## Draft Opt #3a 2018-2019 Support Staff Wage Schedule

Experience Credit	0-1 Yrs	2-3 Yrs	4-7 Yrs	8-11 Yrs	12-15 Yrs	16+ Yrs
Level	A	B	C	D	E	F
	1.03					
<b>4</b>	11.02	11.02	11.02	11.15	12.02	13.10
<b>5</b>	11.02	11.02	11.02	11.42	12.29	13.36
<b>6</b>	11.02	11.02	11.02	11.95	12.83	13.90
<b>8</b>	11.02	11.25	12.33	13.40	14.49	15.83
<b>9</b>	11.02	11.52	12.59	13.67	14.76	16.10
<b>10</b>	11.48	12.07	13.15	14.22	15.32	16.66
<b>11</b>	12.01	12.60	13.69	14.76	15.86	17.20
<b>12</b>	12.29	12.88	13.96	15.04	16.14	17.48
<b>13</b>	13.10	13.69	14.77	15.84	16.94	18.28
<b>14</b>	13.36	13.95	15.05	16.12	17.21	18.55
<b>15</b>	14.18	14.77	15.86	16.93	18.02	19.36
<b>16</b>	14.55	15.20	16.29	17.36	18.45	19.79
<b>17</b>	15.37	16.01	17.10	18.17	19.26	20.60
<b>19</b>	16.45	17.09	18.19	19.26	20.36	21.70
<b>20</b>	16.72	17.36	18.46	19.53	20.62	21.96
<b>21</b>	16.98	17.63	18.73	19.80	20.89	22.23
<b>23</b>	21.55	22.74	24.63	26.64	29.41	31.34
<b>24</b>	23.31	24.60	26.64	29.39	31.81	34.19

<u>POSITION</u>	<u>LEVEL</u>	<u>POSITION</u>	<u>LEVEL</u>
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Junior Network Admin	17	Warehouse Specialist	11
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- Experience up to five years given for bus drivers
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Indicates requirement to move to minimum wage in January 2019

Increases for group averages (See bold outlines of combined cells within groups)

- Combined columns A & B, C & D, E & F
- Combined levels 3-9, 10-11, 12-13, 14, 15-16, 17, 19-21, 23-24



# LIBERTY ELEMENTARY SCHOOL DISTRICT #25

## Draft Opt #4 2018-2019 Support Staff Wage Schedule

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Level	A	B	C	D	E	F
4	11.02	11.02	11.02	11.02	12.07	13.16
5	11.02	11.02	11.02	11.48	12.34	13.43
6	11.02	11.02	11.02	12.02	12.89	13.98
8	11.02	11.25	12.34	13.49	14.58	15.94
9	11.02	11.52	12.60	13.76	14.85	16.21
10	11.36	12.07	13.15	14.30	15.39	16.75
11	11.89	12.60	13.70	14.85	15.94	17.30
12	12.16	12.88	13.96	15.12	16.21	17.57
13	12.97	13.70	14.78	15.94	17.02	18.38
14	13.23	13.96	15.05	16.21	17.30	18.66
15	14.04	14.78	15.86	17.02	18.11	19.47
16	14.41	15.21	16.29	17.46	18.54	19.90
17	15.22	16.02	17.10	18.27	19.36	20.72
18	15.75	16.56	17.64	18.82	19.90	21.26
19	16.29	17.10	18.18	19.36	20.45	21.81
20	16.56	17.37	18.45	19.63	20.72	22.08
21	16.82	17.64	18.73	19.90	20.99	22.35
23	21.34	22.76	24.63	26.80	29.59	31.55
24	23.10	24.63	26.66	29.59	32.02	34.44

POSITION	LEVEL	POSITION	LEVEL
Accounts Payable	15	Learning Sup Svcs Admin Asst	14
Behavior Technician	21	Library Aid	8
Bus Aid	6	Licensed Practical Nurse	23
Clerk	8	Maintenance	17
Courier	11	Mechanic - Lead	19
Crossing Guard	3	Mechanic	16
Custodian	6	Occupational Therapist	25
Driver - Bus	16	Paraprofessional I	5
Driver - Van	6	Paraprofessional II	6
Educational Svcs Specialist	15	Payroll Specialist	16
Educational Svcs Technician	11	Physical Therapist	26
Extended Day Assistant	6	Procurement/Grants Spec.	20
Extended Day Site Leader	12	Receptionist	8
Ext Day Primary Site Leader	15	Records/Recep/Board Clerk	10
Field Support Tech I	13	Registered Nurse	24
Field Support Tech II	15	School Specialist	10
Food Service Inventory Clerk	9	Secretary - Principal	16
Food Service Manager	13	Secretary - School	12
Food Service Specialist	13	Student Data Technician	13
Food Service Worker	4	Student Mngmnt. System Analyst	22
Groundskeeper	9	Student Registration Specialist	13
Health Aid	8	Support Services Specialist	15
Human Resources Technician	11	Transportation Dispatcher	16
Junior Network Admin	17	Warehouse Specialist	11
Learning Sup Compliance Tech	13		

- Experience given up to three years for all positions, except bus drivers
- Experience up to five years given for bus drivers
- Experience must be a full fiscal or school year
- Experience must be verified by HR

- **Exempt Positions:** Administrative Assistant to the Superintendent, Human Resources Supervisor, Transportation Supervisor, Maintenance Supervisor, and Senior Network Administrator

- **FOR RETURNING EMPLOYEES ONLY:** The years of work experience credit given to continuing employees is strictly based on the wage level and step as indicated on the 2016-2017 wage schedule.

Indicates requirement to move to minimum wage in January 2019  
 No increase for 0 years experience except for minimum wage requirements effective January 1  
 1% increase for 1-3 & 4-7 years experience  
 1.5% increase for all cells above 8 years experience