

ADMINISTRATOR SALARY SCHEDULE

FY10



Adopted this 11th day of August, 2009

The School Board of Lee County, Florida

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Superintendent of Schools

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Board Approved
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TABLE OF CONTENTS

ADMINISTRATIVE INTERN 2
BENEFITS 2
HIRING RATE 2
FY10 COMPENSATION BONUS 2
DIRECT DEPOSIT 3
PAY DELIVERY PROCEDURE 3
PERFORMANCE PAY 3
PERSONAL LEAVE 3
RETROACTIVE PAY 4
SHARED SICK LEAVE 4
SUMMER PROGRAM PERSONNEL 4
SUMMER SCHOOL ADMINISTRATORS 4
SUPPLEMENTS 4
JOB TITLES 5
SUPPLEMENT LISTING 8
 STUDENT ENROLLMENT SIZE SUPPLEMENTS 8
 SCHOOL LEVEL SUPPLEMENTS (Component of base pay) 8
 DEGREE SUPPLEMENTS (Component of base pay) 8
 OTHER SUPPLEMENTS 8
ADMINISTRATOR PAY SCALE 9

1 This salary schedule covers all full or part-time administrators of The School District of Lee County, Florida.

2 **ADMINISTRATIVE INTERN**

3 The position of Administrative Intern shall be contained in this salary schedule, but the salary shall be paid based on the hourly rate of
4 the individual's placement on Salary Schedule "I". The work day for the Administrative Intern is eight hours, with a work year of 201
5 days.

6 **BENEFITS**

7 All part-time or full-time administrators working in a regularly established position will be eligible for enrollment in the Florida
8 Retirement System, eligible for social security credit and earn sick leave. All part-time or full-time administrators working on a twelve
9 month schedule will be eligible to earn vacation leave. All administrators scheduled to work thirty hours or more each week will be
10 eligible for health and life insurance benefits. However, those employees working twenty hours or more as of April 23, 1996 will be
11 grandfathered under the old eligibility requirement of twenty hours per week and will retain this eligibility status for the duration of their
12 continuous employment.

13 Administrators not eligible for the Florida Retirement System will be enrolled in the FICA Alternative Program. Participation in the FICA
14 Alternative Program is mandatory for these employees.

15 **HIRING RATE**

16 Employees currently on the Administrator Salary Schedule may retain the current salary step when moving to a different position within
17 the Administrator Salary Schedule.

18 **New Hire:** The first step of each pay grade shall be considered the normal hiring rate for administrators.

19 **Employees Moving to Administrator Position:** During FY10, an employee may bring 5 - 10 years of teaching years to equal placement
20 on step 6 at the appropriate pay grade. An employee may bring teaching years (or related professional experience) greater than 10 years
21 to equal placement on step 7 at the appropriate pay grade. In no case shall a teacher receive a reduction in base pay when moving to an
22 Assistant Principal position. Non-Instructional employees may bring related work experience to the non-instructional administrative
23 position in the same manner (i.e. Staff moving to Assistant Director in a Department).

24 **Outside Administrators:** Practicing administrators from outside The School District of Lee County will be placed according to the
25 following criteria:

26 Administrator Experience: 0 years = Step 1, 1 - 5 years = Step 6, 6 - 10 years = Step 8, 11 - 20 years = Step 10, 21 + years = Step 12

27 **Note:** The Superintendent has the authority to grant additional experience credit for determining step placement in areas of critical need.

28 **FY10 COMPENSATION BONUS**

29 During the 2009-2010 contract year, the District will set aside funds in anticipation of a revenue shortfall. Should funds remain
30 available after the fourth calculation; these funds will be set aside for additional compensation to be paid to eligible employees by the end
31 of the 2010 school year as follows:

- 1 (a) If the shortfall fund is \$27 million and above, eligible employees will receive compensation bonus equal to 2% of the employee's
2 base pay.
 - 3 (b) If the shortfall fund is between \$26.9 million and \$10 million, eligible employees will receive a compensation bonus equal to 1%
4 of the employee's base pay.
 - 5 (c) If the shortfall fund is below \$10 million, employees will receive no compensation.
- 6 The shortfall fund will be set aside no later than July 1, 2009. All full-time and part-time Administrators employed during the pay period
7 of the bonus and who have been employed for at least one day more than half of the school year will receive the bonus.

8 **DIRECT DEPOSIT**

9 Upon completion of an application available from the work site or the Payroll Department, automatic direct deposit will be processed for
10 Administrators. Administrators hired on or after July 1, 2005 will be paid by direct deposit.

11 **PAY DELIVERY PROCEDURE**

12 Checks will be issued semi-monthly, on the 15th and last day of each month. However, when the scheduled pay day falls on Saturday,
13 Sunday, or a holiday, personnel will be paid on the preceding workday. Employees who work less than twelve months per year shall be
14 eligible for a paycheck on the first payday that occurs after returning to work for the new school year. Employees who work less than
15 twelve months per year will receive an initial pay check reflecting an amount equal to the pay period rate multiplied by the percentage of
16 the days worked in the pay period, not to exceed a full pay period amount. Thereafter, paychecks representing a full pay period rate of
17 the employee's annual salary will be issued semi-monthly. In the initial year of implementation of PeopleSoft (FY2010) the balance of
18 contract for employees who work less than twelve months per year shall be issued on the last scheduled payday for the employee's work
19 year. In January 2010, ten-month employees with direct deposit will be given the opportunity to select an option to have the balance of
20 contract pay issued throughout the summer beginning with the following school year (FY2011) by selecting the 24 pays over 12 months
21 option (24/12). Employees with direct deposit who select the 24/12 option for the next fiscal year will receive semi-monthly paychecks
22 during the summer months instead of receiving the balance due on the final paycheck.
23 Twelve-month employees shall receive their first paycheck representing a pay period rate on July 15; subsequent paychecks representing
24 a pay period rate shall be issued on the 15th and last day of each month through June 30.
25 Employees who are hired after the beginning of the normal work year shall receive their first paycheck reflecting an amount equal to the
26 pay period rate multiplied by the percentage of the days worked in the pay period, not to exceed a full pay period amount. Notification of
27 the amount of subsequent paychecks will be provided to the employee on the Payroll Calculation Form.

28 **PERFORMANCE PAY**

29 Outstanding Administrators will receive 5% of their wages in performance pay in accordance with Florida Statute for FY09. Performance
30 Pay is discontinued for FY10.

31 **PERSONAL LEAVE**

32 Each employee shall be allowed five days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave
33 shall not accumulate.

1 **RETROACTIVE PAY**

2 In order to be eligible to receive retroactive pay, the employee must be working, on compensable leave or approved sick leave as of the
3 date of Board adoption of the salary schedule.

4 **SHARED SICK LEAVE**

5 All employees covered by this salary schedule may donate accrued, earned sick leave to his or her spouse (person to whom the donor is
6 legally married at the time of donation), child (natural or adopted, but not step-child), parent (mother or father of the donor employee), or
7 sibling (brother or sister of the donor employee, but not step-sister or step-brother) who is also a regular part-time or full-time District
8 employee (not a temporary employee or substitute).

9 The transfer of sick leave will be administered by the Payroll Department. Requests must be in writing to the Payroll Department. The
10 letter of request from the donor must include the total hours requested for transfer, name, and social security number of the intended
11 recipient (recipient must be in a position eligible to accrue leave), the work location of the intended recipient, the relationship of the
12 intended recipient to the donating employee, and the social security number and location of the employee writing the letter of request.
13

14 All accrued leave of the intended recipient must be depleted prior to the transfer. The maximum number of shared sick leave hours to be
15 transferred at one time will be calculated as follows: 20 days multiplied by the number of recipient work hours per day. Donated hours
16 cannot be used by the recipient for the purpose of terminal pay. Unused donated hours shall revert to the donor employee upon the
17 recipient's return to work or termination of employment. The recipient will not accrue leave while using donated hours. The donated
18 leave must be used for illness only and must be supported by medical verification from a physician upon request.

19 **SUMMER PROGRAM PERSONNEL**

20 Personnel hired for the specific purpose of working in the summer program shall be paid according to the Salary Schedule in effect at the
21 beginning of the summer program. Retroactive pay approved later by the Board shall not apply to this responsibility.

22 **SUMMER SCHOOL ADMINISTRATORS**

23 Teachers who are assigned as Summer School Administrators in special school centers, who do not hold administrative certification, will
24 be paid an hourly rate supplement of \$4.80.

25 **SUPPLEMENTS**

26 See [Supplements](#) listing regarding administrator supplement listing for FY10.

JOB TITLES

Object Code	Position	JDE Locator Number	Days	Pay Grade	New/Revised Job Board Approval Date
133.00	<u>Administrator On Assignment</u>	A-5.01	255	15	
134.00	<u>Architect, Staff & Facilities Planner</u>	A-18.01	255	14	
105.00	<u>Assistant Director</u>		255	13	
	Budget	A-21.10			09-08-2009
	Career and Adult Education	A-21.25			09-08-2009
	Curriculum Services	A-21.33			09-08-2009
	Emerging Technologies & Virtual Instruction	A-21.24			09-08-2009
	Exceptional Student Education	A-21.20			
	Financial Accounting, Property Inventory & Records Management	A-21.07			09-08-2009
	Food Service & Warehouse Operations	A-21.04			
	Information Technology Magnet Programs	A-21.22			
	Payroll Department	A-21.22			
	Personnel Department	A-21.23			
	Procurement Services	A-21.08			
	Staff Development	A-21.34			09-08-2009
	Student Services	A-21.21			
	Technology Repair	A-21.12			
107.00	<u>Assistant Principal</u>	A-36.01	206, 216, 226	12	
117.00	<u>Attorney</u>				
	Board Attorney	A-16.01		Contract	
	Planning, Real Estate, and Support Attorney	A-16.03		Contract	
	Staff Attorney	A-16.02		Contract	
127.00	<u>Coordinator</u>	C-46.00	216, 255	12	

Object Code	Position	JDE Locator Number	Days	Pay Grade	New/Revised Job Board Approval Date
133.00	<u>Director Level I</u>		255	15	
	Accountability, Research, & Continuous Improvement	D-11.45			
	Construction Services	D-11.45			
	Food Service & Warehouse Operations	D-11.45			09-08-2009
	Information Systems	D-11.45			09-08-2009
	Information Technology Support	D-11.45			09-08-2009
	Insurance & Benefits Management	D-11.45			
	Intervention Services	D-11.45			
	Maintenance Services	D-11.45			
	Payroll	D-11.45			09-08-2009
	Personnel Services	D-11.45			
	Procurement Services	D-11.45			09-08-2009
	Student Assignment	D-11.45			
	Transportation Services	D-11.45			
133.00	<u>Director Level II</u>		255	14	
	Communications & Printing Services	D-11.46			
	Grants & Program Development	D-11.46			
	Internal Auditing	D-11.46			
	Planning, Growth, & School Capacity	D-11.46			
	Professional Standards & Equity	D-11.46			
136.00	<u>Engineer</u>				
	Structural Engineer	E-1.05	255	12	
	Building Services Engineer	E-1.06	255	10	
133.00	<u>Executive Director</u>		255	16	
	Business Services	E-12.06			09-08-2009
	Curriculum, Staff Development & Career & Adult Education	E-12.02			09-08-2009
	Exceptional Student Education & Student Services	E-12.05			
	Financial Services	E-12.07			09-08-2009
	School Support	E-12.01			
	Transportation Services	E-12.04			

Object Code	Position	JDE Locator Number	Days	Pay Grade	New/Revised Job Board Approval Date
108.00	<u>Executive Officer</u>		255	17	
	Chief Academic Officer	C-3.02			
	Chief Administrative Officer	C-3.04			09-08-2009
	Chief Human Resources Officer	C-3.05			
153.00	<u>Manager</u>				
	Project Manager, Construction Services	M-1.23	255	12	
156.00	<u>Principal</u>	P-6.01	255	14	
156.00	<u>Principal On Assignment</u>	P-6.01	255	14	
138.00	<u>Superintendent</u>	S-21.01		Contract	

SUPPLEMENT LISTING

STUDENT ENROLLMENT SIZE SUPPLEMENTS

An enrollment size supplement shall be paid to the Principal and Assistant Principal positions based upon the school's pre-K - 12 enrollment measured at the 4th cycle of the prior year as follows:

P R I N C I P A L S		A S S I S T A N T P R I N C I P A L S	
550 - 999	\$400	550 - 999	\$320
1000 - 1499	\$600	1000 - 1499	\$480
1500 - 1999	\$800	1500 - 1999	\$640
2000 - 2499	\$1,000	2000 - 2499	\$800

SCHOOL LEVEL SUPPLEMENTS (Component of base pay)

School level supplements shall be paid to the Principal and Assistant Principal positions as follows:

P R I N C I P A L S		A S S I S T A N T P R I N C I P A L S	
Elementary	\$2,500	Elementary	\$1,450
Middle	\$3,000	Middle	\$1,900
High	\$6,000	High	\$3,050
Special	\$2,500	Special	\$1,650
High Tech Center	\$2,500	High Tech Center	\$1,050

DEGREE SUPPLEMENTS (Component of base pay)

Degree supplements, other than Doctorate, shall be paid if the degree is not required in the job description.

*Doctorate	\$3,000
Specialist	\$2,000
Masters	\$500

*All administrator positions listed in the Administrator Salary Schedule shall be eligible for the Doctorate degree supplement.

OTHER SUPPLEMENTS

Administrator assigned to District-Wide Curriculum/Special Area (Limit of one Administrator per curriculum area):	\$2,000
District Negotiating Team Members - Per Bargaining Unit:	\$2,000
Principal opening a new school facility (Effective upon appointment and for the first full school year):	\$2,000
Assistant Principal opening a new school facility (Effective upon appointment and for the first full school year):	\$1,000

ADMINISTRATOR PAY SCALE
 FY10 DAILY RATES
 (BASED ON A 8-HOUR DAY)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
10	248.84	251.34	253.85	256.39	258.95	261.54	264.17	266.79	269.46	272.16	274.89	277.62	280.40	283.20	286.04	288.89	291.78
11	266.26	268.93	271.61	274.32	277.07	279.84	282.64	285.46	288.33	291.20	294.11	297.06	300.04	303.03	306.06	309.13	312.22
12	284.90	287.74	290.62	293.52	296.45	299.43	302.43	305.45	308.50	311.59	314.71	317.87	321.03	324.25	327.47	330.76	334.08
13	304.83	307.88	310.97	314.08	317.23	320.39	323.60	326.82	330.10	333.40	336.75	340.11	343.50	346.94	350.42	353.91	357.45
14	326.17	329.43	332.72	336.05	339.41	342.81	346.24	349.70	353.20	356.72	360.29	363.88	367.53	371.20	374.91	378.65	382.43
15	349.00	352.50	356.03	359.58	363.17	366.81	370.47	374.19	377.92	381.71	385.53	389.39	393.28	397.19	401.17	405.18	409.24
16	373.44	377.15	380.94	384.74	388.59	392.48	396.41	400.38	404.37	408.42	412.50	416.62	420.79	424.99	429.25	433.54	437.87
17	399.58	403.57	407.61	411.68	415.79	419.96	424.17	428.41	432.68	437.02	441.39	445.80	450.26	454.74	459.30	463.90	468.54
18	427.56	431.82	436.14	440.51	444.91	449.36	453.84	458.39	462.97	467.59	472.27	476.98	481.77	486.58	491.45	496.36	501.32
19	457.47	462.06	466.67	471.35	476.05	480.81	485.61	490.47	495.39	500.33	505.32	510.37	515.49	520.62	525.84	531.10	536.41
20	489.50	494.38	499.33	504.32	509.36	514.46	519.61	524.79	530.05	535.34	540.69	546.12	551.55	557.08	562.64	568.27	573.95