

SALARY SCHEDULE  
SUPERVISORY, TECHNICAL AND CONFIDENTIAL  
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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**School Board Chairman**

Board Approved  
8-11-09

This salary schedule covers all full or part-time regular supervisory, technical and confidential employees of The School Board of Lee County, Florida.

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1 **EMPLOYMENT INFORMATION**

2 **HIRING RATE**

3 The first step of each pay grade shall be considered the normal hiring rate for supervisory, technical and confidential employees.  
4 However, persons defined as confidential employees may be given one additional step for each year of verified equivalent work experience  
5 upon initial employment, up to a maximum of three years. **Note:** The Superintendent has the authority to grant additional experience  
6 credit for determining step placement in areas of critical need. Persons defined as Supervisory/Technical employees may be credited with  
7 a maximum of seven years of experience upon initial employment, for the purpose of determining step placement on the appropriate pay  
8 grade. (Supervisory/Technical employees are identified with an asterisk (\*) before the position title) Employees who resign from the  
9 District and are re-employed within one calendar year will be eligible to be placed on the same step they were on before leaving the  
10 District or, pending Board approval for step progression, the next pay step if the employee worked one day more than one-half of the  
11 prior year's duty days established for that position.

12 **DIRECT DEPOSIT**

13 Upon completion of an application available from the work site or the Payroll Department, automatic direct deposit will be processed for  
14 Supervisory, Technical, Confidential Positions paid in accordance with the pay grade and pay step format in this salary schedule.  
15 Supervisory, Technical, Confidential employees hired after July 1, 2005 will be paid by direct deposit.

16 **PROBATIONARY PERIOD**

17 In accordance with Board Policy, employees on this schedule shall be employed on probationary status for a period not to exceed 60  
18 work days from the first day a new employee begins to work. The Director of Personnel Services may extend the probationary period an  
19 additional 30 work days.

20 **PAY DELIVERY PROCEDURE**

21 Checks will be issued semi-monthly, on the 15th and last day of each month. However, when the scheduled pay day falls on Saturday,  
22 Sunday, or a holiday, personnel will be paid on the preceding workday. Employees who work less than twelve months per year shall be  
23 eligible for a paycheck on the first payday that occurs after returning to work for the new school year. Employees who work less than  
24 twelve months per year will receive an initial pay check reflecting an amount equal to the pay period rate multiplied by the percentage of  
25 the days worked in the pay period, not to exceed a full pay period amount. Thereafter, paychecks representing a full pay period rate of  
26 the employee's annual salary will be issued semi-monthly. In the initial year of implementation of PeopleSoft (FY10) the balance of  
27 contract for employees who work less than twelve months per year shall be issued on the last scheduled payday for the employee's work  
28 year. In January 2010, ten-month employees with direct deposit will be given the opportunity to select an option to have the balance of  
29 contract pay issued throughout the summer beginning with the following school year (FY11) by selecting the 24 pays over 12 months  
30 option (24/12). Employees with direct deposit who select the 24/12 option for the next fiscal year will receive semi-monthly paychecks  
31 during the summer months instead of receiving the balance due on the final paycheck.  
32 Twelve-month employees shall receive their first paycheck representing a pay period rate on July 15; subsequent paychecks representing  
33 a pay period rate shall be issued on the 15th and last day of each month through June 30.  
34 Employees who are hired after the beginning of the normal work year shall receive their first paycheck reflecting an amount equal to the  
35 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  
36 the amount of subsequent paychecks will be provided to the employee on the Payroll Calculation Form.

1 **FY10 COMPENSATION BONUS**

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

- 5 (a) If the shortfall fund is \$27 million and above, eligible employees will receive compensation bonus equal to 2% of the employee's  
6 base pay.
- 7 (b) If the shortfall fund is between \$26.9 million and \$10 million, eligible employees will receive a compensation bonus equal to 1%  
8 of the employee's base pay.
- 9 (c) If the shortfall fund is below \$10 million, employees will receive no compensation.

10 The shortfall fund will be set aside no later than July 1, 2009. All full-time and part-time Supervisory/Technical/Confidential employees  
11 employed during the pay period of the bonus and who have been employed for at least one day more than half of the school year will  
12 receive the bonus.

13 **WORK WEEK FOR SUPERVISORY/TECHNICAL/CONFIDENTIAL PERSONNEL**

14 Supervisory/Technical/Confidential personnel will have a workweek of 40 hours maximum. The workweek will be from Saturday, 12:01  
15 a.m. to Friday, 12:00 midnight. Any employee working beyond the designated total weekly hours must have prior approval from the  
16 Superintendent or designee. All work performed in excess of 40 hours in any one work week shall be paid at the overtime rate of one and  
17 one-half times the employee's regular rate of pay. However, employees paid at a pay grade other than the custodian pay grade,  
18 performing custodial services outside their regular position work day, will be paid based on pay step 1 of the Custodian position pay  
19 grade. Sick leave for one day during the workweek and paid holidays shall be counted as time worked for the purpose of computing  
20 overtime.

21 **BENEFITS**

22 All part-time or full-time employees working in a regularly established position will be eligible for enrollment in the Florida Retirement  
23 System, eligible for social security credit and earned sick leave benefits. All part-time or full-time employees working on a twelve-month  
24 schedule will be eligible to earn vacation leave. All part-time or full-time employees scheduled to work thirty (30) hours or more each  
25 week will be eligible for medical and life insurance benefits. However, those employees working twenty (20) hours or more as of April 23,  
26 1996 are grandfathered under the old eligibility requirement of twenty (20) hours per week and will retain this eligibility status for the  
27 duration of their continuous employment.

28 **MISCELLANEOUS**

29 **ADVANCEMENTS WITHIN PAY GRADE**

30 The pay step advancement is subject to Board approval. When pay steps are approved by the Board, the employee must have worked  
31 more than one-half of the prior year's duty days established for that position to be eligible for the pay step increase. Pay step increases  
32 were not recommended or approved by the Board for FY10 due to budget constraints

33 **AFTER SCHOOL PROGRAMS**

34 Employees working in a fee-supported After School Program will be paid in accordance with the [Fee-Based Program Salary Schedule](#).  
35 Employees eligible for extra/overtime pay must be paid the time and one-half hourly rate for all hours worked for the School District of  
36 Lee County over 40 hours per week.

1     **COMPENSATION FOR HURRICANES AND OTHER DECLARED EMERGENCIES**

2     During periods designated by the Superintendent as Declared Emergencies, personnel shall be compensated as follows: If the District is  
3     closed, the employees in regular full-time or part-time positions will be paid for the regular work hours. A make-up schedule will be  
4     developed for all employees in regular full-time and part-time positions. Failure to work the make-up time or use of appropriate leave  
5     will result in a loss of the corresponding wages. Employees required to work during the Declared Emergency will receive a bonus for the  
6     value of their hourly rate times the hours worked during the regular work schedule. Employees eligible for overtime pay in accordance  
7     with the Fair Labor Standards Act will be paid at the overtime rate (1 ½) for time worked outside the regular 8-hour day. Employees not  
8     required to be paid overtime under the Fair Labor Standards Act will receive a bonus for the value of their hourly rate times all hours  
9     worked during the Declared Emergency.

10    **DOCUMENTATION OF WORK TIME**

11    Each work site will establish an accurate method to document employee work time and attendance. The supervisor of the work site will  
12    notify employees of the method and procedure for documenting work time and attendance.

13    **EMERGENCY MAKE-UP DAYS**

14    When it is necessary to close the District as a result of a hurricane or other natural disaster, employees will be notified via radio and  
15    television, if possible, prior to the beginning of the work day.  
16    Employees who do not make up or use appropriate paid leave for said time during their work year will not be paid for these days, and  
17    pay will be deducted from the last paycheck of the fiscal year in which the days are missed or from the employee's last paycheck in the  
18    event the employee terminates sooner.

19    **INJURY**

20    The Board assures employees of its support when employees have followed the laws and regulations of the State and the policies of the  
21    Board in carrying out their responsibility. An employee involved in injury shall immediately report same to the supervisor and thereafter  
22    make such written reports as necessary to comply with Board policy.

23    **LONGEVITY PAY**

24    After completing 15 continuous years of employment, excluding outside experience credit, an employee shall receive a supplement of  
25    \$150.00 within 30 days from the 15<sup>th</sup> anniversary date and on the first pay period for the employee each fiscal year thereafter.

26    After completing 20 continuous years of employment, excluding outside experience credit, an employee shall receive an additional  
27    supplement of \$700.00 within 30 days from the 20<sup>th</sup> anniversary date and on the first pay period for the employee each fiscal year  
28    thereafter.

29    After completing 25 continuous years of employment, excluding outside experience credit, an employee shall receive an additional  
30    supplement of \$950.00 within 30 days from the 25<sup>th</sup> anniversary date and on the first pay period for the employee each fiscal year  
31    thereafter.

32    **PERSONAL LEAVE**

33    A maximum of five (5) sick leave days may be used for personal reasons each year. Personal leave is not accumulative from one year to  
34    the next year.

1 **PROMOTIONS & DEMOTIONS**

2 When an employee is promoted to a higher pay grade, the employee may be placed on the incremental step paid in the prior  
3 classification. When an employee is demoted to a lower pay grade, the employee may be placed on the incremental step in the prior  
4 classification. When an employee is promoted to a technical position, the employee is eligible to receive additional verified work  
5 experience credit up to the maximum entry-level credit allowed for initial employment. The effective date shall be as approved by the  
6 Board.

7 **RETROACTIVE PAY**

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

10 **SHARED SICK LEAVE**

11 All employees covered by this salary schedule may donate accrued, earned sick leave to his or her spouse (person to whom the donor is  
12 legally married at the time of donation), child (natural or adopted, but not step-child), parent (mother or father of the donor employee), or  
13 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  
14 employee (not a temporary employee or substitute).

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

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

24 **SUMMER PROGRAM EMPLOYMENT**

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

27 **TEMPORARY REASSIGNMENTS**

28 When an employee is assigned to work for 5 days or more in a position with a pay grade higher than the employee's regular position pay  
29 grade, the employee shall be paid at the higher pay grade rate retroactive to the first day of the assignment.

30 **SUPPLEMENTS**

31 **CENTRAL SERVICES SNACK BAR AND CATERING MANAGER INCENTIVE SUPPLEMENT**

32 Incentive supplement amount will be determined in accordance with the written agreement.

33 **COMPUTER OPERATOR SHIFT SUPPLEMENT**

34 An annual supplement will be given for the I.S. position of Computer Operator for shift work outside the hours of 8:00 a.m. - 4:00 p.m.  
35 The percentage of these hours in relation to an 8-hour day will be applied to 2,920 annual supplement to determine the appropriate rate  
36 for each operator.

1 **DEGREE SUPPLEMENTS**

2 An employee on this salary schedule holding a Masters Degree, Specialist Degree or a Doctorate Degree will receive a supplement  
3 amount equal to the supplement amounts identified in the Administrator Salary Schedule.

4 **FOOD SERVICES MANAGER MEAL EQUIVALENTS SERVED SUPPLEMENTS**

5 A supplement based on meal equivalents served shall be paid to Food Service Managers in accordance with the following:

6	<u>Meal Equivalents Served</u>	<u>Classification</u>	<u>Supplement</u>
7	Below 600	II	-0-
8	600 - 1000	I	-0-
9	1001 - 1500	IA	\$1,320.00
10	1501 & Above	IAA	\$2,755.00

11 The pay grade/classification for managers shall be established in the spring of each year, for the following year, based on projected  
12 average meal equivalents served developed by the Food & Nutrition Services Department.

13 All high school Food Service Managers shall be classified at least as IA. Food Service Managers who are required by the District to have  
14 vocational certification shall be classified IAA.

15 At the end of the 4th enrollment period, student participation in the school lunch program at all schools will be reviewed and earned  
16 adjustments in pay grade/classification will be made. Increases in pay grade shall be retroactive to the beginning of the school year.  
17 Any decreases in pay grade shall be effective with the end of the 4th enrollment period.

18 **NEGOTIATING TEAM MEMBER SUPPLEMENT**

19 Paid in accordance with the negotiating team member supplement on the Administrators Salary Schedule.

20 **EMPLOYMENT SERVICES INCLUDING CASUAL-TYPE EMPLOYMENT, INTERNS, SUBSTITUTES, AND TEMPORARY EMPLOYEES**

21 **ADULT & COMMUNITY EDUCATION HOURLY EMPLOYEES**

22 Community School Part-Time Clerks. The position of Community School Part-Time Clerk shall be paid an hourly rate of \$8.00 on  
23 Salary Schedule "N."

24 Community School Part-Time Helping Teachers. The position of Community School Part-Time Helping Teacher shall be paid an  
25 hourly rate of \$12.74 on Salary Schedule "N."

26 Adult Education Community School Coordinators. The position of Community School Coordinator shall be paid at an hourly rate of  
27 \$27.60 on Salary Schedule "N."

28 **FIRE WATCHER**

29 The position for temporary services as a Fire Watcher shall be compensated at \$10.00 per hour.

30 **INSTRUCTOR, ENVIRONMENTAL EDUCATION FIELD EVENT**

31 The position for temporary on-call services for the four (4) hour field event to include instruction and related services shall be based on  
32 step one of the Environmental Education Helping Teacher pay grade (FY10 = \$13.03 per hour).

1 **INSTRUCTOR, SHORT COURSE**

2 Instructors hired as needed to teach Adult Education courses, Trade Extension courses, Business and Industry courses, Staff  
3 Development courses and other short courses shall be paid \$24.00 per hour, if they hold a Masters, Specialist or Doctorate degree. All  
4 other instructors in these courses shall be paid \$21.00 per hour.

5 **INSTRUCTOR, SHORT COURSE, CRIMINAL JUSTICE OFFICER TRAINING**

6 Instructors hired as needed to teach advanced and specialized training program courses for criminal justice officers and support  
7 personnel shall be paid \$49.25 per hour. Officer Training Monies collected pursuant to Section 943.25 F.S. and appropriated by the  
8 Legislature to implement Commission-approved training programs and Commission-certified training school enhancements shall fund  
9 these services.

10 **INTERN - ACCOMPLISHED INTERNS AS PSYCHOLOGISTS**

11 Qualified applicants selected for employment in the Psychologist Intern Program shall be paid \$5,000 per semester. The work schedule  
12 shall be based on a 190 day work year, 7.5 hours per day during the two-semester school year. Daily services performed for 3.75 hours  
13 or less shall be paid as half day. Daily services performed exceeding the 3.75 hours shall be paid as full day. All work required and  
14 approved beyond the regular work day shall be compensated at the value of the hourly rate of pay. This position is not considered  
15 Supervisory, Technical, or Confidential as defined in this salary schedule regarding the work week language.

16 **INTERN - ACCOMPLISHED INTERNS AS TEACHERS (AIT)**

17 Qualified candidates selected from the Florida Gulf Coast University Teacher Preparation Program shall be compensated \$5,000 per  
18 semester. The work schedule shall be based on a 190 day work year, 7.5 hours per day during the two-semester school year. Daily  
19 services performed for 3.75 hours or less shall be paid as half day. Daily services performed exceeding the 3.75 hours shall be paid as  
20 full day. All work required and approved beyond the regular work day shall be compensated at the value of the hourly rate of pay. This  
21 position is not considered Supervisory, Technical, or Confidential as defined in this salary schedule regarding the work week language.

22 **INTERN - PARAPROFESSIONALS TO TEACHERS INTERNSHIP**

23 Teacher internship for current paraprofessional employees (Paraprofessionals to Teachers Grant) will enable the District to provide  
24 continuous employment with benefits for paraprofessionals transferring to teacher positions following successful completion of the  
25 internship. The period of internship, previously worked during approved leave of absence, shall be compensated at \$10.00 per hour  
26 during the internship/transitioning period. This program will provide continuous employment for the employee as a regular full-time or  
27 part-time employee with benefits including Board provided insurance and leave accrual. The standard work day hours for the teacher  
28 intern services will be equivalent to the regular teacher daily hours (7.5 hours per day).

29 **STUDENT EMPLOYEES / OTHER PERSONAL SERVICES (OPS)**

30 Students of the Lee County Public Schools hired as student employees will receive \$8.00 per hour and are not entitled to employee  
31 benefits. Other employees hired as hourly employees from the other personal services (OPS) account (Object 575000), less than six (6)  
32 months, shall be paid \$8.00 per hour and are not entitled to employee benefits.

33 **SUBSTITUTE BUS OPERATORS**

34 Substitute Bus Operators shall be paid based upon step 1 of the bus operators pay grade (FY10 = \$13.03 per hour).

35 **SUBSTITUTE, CUSTODIAL SERVICES**

36 Custodial Services Substitutes must complete the basic custodial processes and procedures training provided by the Building Services  
37 Team in the Maintenance Department. Substitutes shall be paid based upon step 1 of the custodians pay grade (FY10 = \$9.33 per

1 hour). Employees who hold regular positions eligible for overtime pay and who are not currently paid at the custodian pay grade 2 level  
 2 will be paid the current Pay Grade, Step 1 for custodians by the submission of an Extra/Overtime form. If a custodial sub is  
 3 inadvertently hired without the training the \$8.00 per hour rate shall apply for such services as appropriate for Substitute Employees  
 4 other than Substitute Teachers, Substitute Bus Operators, and trained Substitutes for Custodial Services.

5 **SUBSTITUTE EMPLOYEES, (OTHER THAN SUBSTITUTE TEACHERS, SUBSTITUTE BUS OPERATORS, AND TRAINED SUBSTITUTES FOR**  
 6 **CUSTODIAL SERVICES)**

7 Persons rendering non-contractual service on an "on-call" basis shall be paid an hourly rate of \$8.00 and are not entitled to employee  
 8 benefits.

9 **SUBSTITUTE TEACHERS SALARY SCHEDULE**

10 **SUBSTITUTE TEACHERS**

<b>Substitute Teacher Pay rates:</b>	Daily/Hourly
High School	\$ 80.00/\$10.67
Less than a bachelor's degree with sixty semester hours of college credit or greater.	\$ 90.00/\$12.00
Bachelor's degree or higher.	\$103.00/\$13.73
Bachelor's degree or higher & ten years of verified work experience in a public education institution in either an administrative or instructional position.	\$108.00/\$14.40

11 **LONG-TERM SUBSTITUTE TEACHERS**

12 Substitute teachers working in a position for a specific teacher absence or vacancy for a period of thirty (30) consecutive work days on  
 13 the teacher work schedule in FY10 shall be considered a long-term substitute teacher. A long-term substitute teacher shall be paid  
 14 \$135.00 per day/\$18.00 per hour.

15 **TEMPORARY POSITION PERSONNEL**

16 Persons working in a temporary position which will not exist beyond four consecutive calendar months or persons substituting in an  
 17 established position for less than one month shall be paid an hourly rate of \$8.00 and are not entitled to employee benefits.

18 **TEMPORARY REPLACEMENT PERSONNEL IN AN ESTABLISHED POSITION**

19 Persons working more than one month, but less than six months in an established position, filling a vacancy or replacing an incumbent  
 20 employee who is on approved leave, shall be paid on step one of the regular salary schedule established for that position. If an individual  
 21 is continuously employed as a temporary replacement for more than half the scheduled days for the position, the individual may be  
 22 eligible for experience credit equal to one year. Current employees working more than one month, but less than six months in an  
 23 established position, filling a vacancy or replacing an incumbent employee who is on approved leave may be placed on the incremental  
 24 step paid in the employee's regular position

25 **TUTORS WORKING IN THE PROGRAM FOR ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)**

26 AVID Tutors work with small groups of middle and high school students during the AVID elective classes under the supervision of an  
 27 AVID teacher and shall be paid \$10.00 per hour on a work schedule of two (2) days per week for approximately 6-12 hours per week.

**JOB TITLES**

JDE Locator Number	Title	Pay Grade	Other Than 255 Day Work Year	Assessment Form Number	New Job Board Approval Date
<b><u>JROTC:</u></b>					
M-1.20	Manager, JROTC		U. S. Army Plan Rate		
J-1.02	Military Property Supervisor		U. S. Army Plan Rate		
J-1.01	Operations Officer, JROTC		U. S. Army Plan Rate		
<b><u>ACCOUNTANTS:</u></b>					
A-1.01	*Accountant, Level I (Sr.)	9		MIS-643	
A-1.02	*Accountant, Level II (Jr.)	7		MIS-643	
<b><u>AGENTS:</u></b> (Also see Information Systems-IS, Information Technology Support-ITS)					
A-6.01	*Procurement Agent	8		MIS-638	
<b><u>ANALYSTS:</u></b> (Also see Information Systems-IS, Information Technology Support-ITS)					
A-13.15	*Personnel Analyst	8		MIS-638	
<b><u>ASSISTANT SUPERVISOR:</u></b>					
A-46.01	*Assistant Supervisor, Transportation Services	7		MIS-638	
<b><u>AUDITORS:</u></b>					
A-51.02	*Auditor, Level I (Sr.)	9		MIS-638	
<b><u>CLERKS:</u></b>					
C-11.01	Accounting Clerk (Includes Payroll)	4		MIS-643	
C-16.03	Clerk Specialist (Includes Budget, Communications, Payroll, Personnel, Insurance & Benefits)	4		MIS-643	
C-21.02	Clerk Typist (Includes Personnel)	3		MIS-643	
<b><u>COORDINATORS:</u></b>					
C-46.05	*Coordinator, Communications	11		MIS-638	
C-46.21	*Coordinator, Safety	11		MIS-638	
C-46.20	*Coordinator, Transportation Services	9		MIS-638	

JDE Locator Number	Title	Pay Grade	Other Than 255 Day Work Year	Assessment Form Number	New Job Board Approval Date
	<b><u>DATA PROCESSOR:</u></b>				
D-01.08	Data Processor (Includes Personnel and Payroll)	5		MIS-643	
	<b><u>ENGINEER:</u></b>				
E-1.01	*Engineer, Electronics Media	9		MIS-638	
	<b><u>GENERALIST:</u></b>				
G-02.01	*Generalist, Human Resources	8		MIS-638	
	<b><u>INFORMATION SYSTEMS (IS):</u></b>				
O-1.01	Computer Operator, Information Systems (+ supplement for 4:00 PM and 12:00 AM Start)	7		MIS-643	
P-13.05	*Computer Programmer, Information Systems	10		MIS-643	
C-40.01	*Computer Security Administrator, Information Systems	11		MIS-643	
D-1.10	*Database Administrator, Information Systems	12		MIS-643	
M-1.15	*Manager, Applications, Information Systems	13		MIS-643	
M-1.16	*Manager, Systems, Information Systems	13		MIS-643	
A-13.08	*Programmer/Analyst, Information Systems	11		MIS-643	
S-11.60	*Specialist, Technical Applications Support	8		MIS-643	
S-26.21	*Supervisor, Computer Operations, Information Systems	10		MIS-643	
A-13.07	*Systems Analyst, Information Systems	12		MIS-643	
P-13.04	*Systems Programmer, Information Systems	12		MIS-643	
	<b><u>INFORMATION TECHNOLOGY SUPPORT (ITS):</u></b>				
A-13.03	*Programmer/Analyst	11		MIS-643	
A-13.06	*Programmer Analyst/Web Application Development	11		MIS-643	
S-26.30	*Telecommunications Supervisor	12		MIS-643	
A-13.10	*Network Analyst	10		MIS-643	
A-13.11	*Network Analyst (Senior)	11		MIS-643	
A-13.12	*Network Administrator	10		MIS-643	
A-13.13	*Network Administrator (Senior)	11		MIS-643	
A-13.14	*Systems Analyst, Client/Server Development	12		MIS-643	
A-26.11	*Technical Support Supervisor	12		MIS-643	

JDE Locator Number	Title	Pay Grade	Other Than 255 Day Work Year	Assessment Form Number	New Job Board Approval Date
<b>INFORMATION TECHNOLOGY SUPPORT (ITS) (continued):</b>					
F-6.03	*Supervisor, Business Machines	8		MIS-643	
M-1.25	*Project Manager, Information Technology	11		MIS-643	
S-11.26	*Specialist, A/V Security and ITFS (Instructional Technician, Field Specialist)	10		MIS-643	
S-26.31	*Network Operations Supervisor	12		MIS-643	
S-26.32	*Server Operations Supervisor	12		MIS-643	
S-26.34	*Applications Support Supervisor	12		MIS-643	
S-11.40	*Specialist, Applications Support	10		MIS-643	
S-11.41	*Specialist, Applications Support (Senior)	11		MIS-643	
<b>MANAGERS:</b>					
<i>FOOD SERVICE MANAGERS: (equivalent meals served supplement)</i>					
M-1.05	*Manager, Food Services Level I (I, IA, IAA, and I)	6	196	MIS-635	
M-1.05	*Manager, Food Services Level II (II, IA, IAA, and I)	5	196	MIS-635	
<i>OTHER MANAGERS:</i>					
M-1.12	Manager, Central Services Snack Bar & Catering (+ Incentive Supplement)	3		MIS-635	
M-1.35	*Manager, Custodial Services	10		MIS-638	
M-1.33	*Manager, Field (Food Service and Nutrition)	8	196	MIS-638	
M-1.13	*Manager, Technical Support – Printing and Document Services	13		MIS-638	
M-1.19	*Manager, Program, Adult and Community Education	12		MIS-638	
M-1.24	*Manager, Office – Parent Information Center	9		MIS-638	
M-1.27	*Manager, Office – for the Superintendent	9		MIS-638	
M-1.21	*Manager, Project	10		MIS-638	
M-1.34	*Manager, Retirement and Benefits	11		MIS-638	
M-1.30	*Manager, School Support	9		MIS-638	
M-1.14	*Manager, Zone Service	11		MIS-638	

JDE Locator Number	Title	Pay Grade	Other Than 255 Day Work Year	Assessment Form Number	New Job Board Approval Date
<b><u>PLANNER:</u></b>					
P-4.01	*Planner, Long Range	12		MIS-643	
P-4.02	*Planner, Community Development	7		MIS-643	
<b><u>SECRETARIES:</u></b>					
S-1.01	Secretary	4		MIS-643	
S-1.07	*Executive Secretary	7		MIS-643	
S-1.06	*Secretary to Attorney	7		MIS-643	
S-1.10	*Secretary to Board	7		MIS-643	
S-1.05	Secretary to Director	6		MIS-643	
S-1.17	*Secretary to Executive Director	7		MIS-643	
S-1.14	Secretary to the Foundation	6		MIS-643	
S-1.12	Secretary to Principal	6		MIS-643	
S-1.11	*Secretary to Superintendent	7		MIS-643	
<b><u>SPECIALISTS:</u></b>					
S-11.03	Specialist, Data Management	7		MIS-643	
S-11.52	Specialist, Enrollment	7		MIS-643	
S-11.44	*Specialist, ESE School Choice	12		MIS-643	
S-11.42	Specialist, Grants	6		MIS-643	
S-11.10	*Specialist, Insurance and Benefits	7		MIS-643	
S-11.34	*Specialist, Internet Communications	10		MIS-643	
S-11.08	*Specialist, Personnel Services	7		MIS-643	
S-11.25	*Specialist, Payroll Department	7		MIS-643	
S-11.63	*Specialist, Production Support	8		MIS-643	
S-11.18	*Specialist, Safety and Fire Inspection	10		MIS-643	
S-11.16	*Specialist, School Choice	12		MIS-643	
S-11.66	Specialist, School To Community	6		MIS-643	
S-11.59	*Specialist, Video Production	8		MIS-643	

JDE Locator Number	Title	Pay Grade	Other Than 255 Day Work Year	Assessment Form Number	New Job Board Approval Date
	<b>SUPERVISORS:</b>				
	<i>BUILDING SUPERVISORS:</i>				
S-26.01	*Building Supervisor I	6		MIS-638	
S-26.01	*Building Supervisor II	5		MIS-638	
S-26.01	*Building Supervisor III	4		MIS-638	
	<i>SUPERVISORS (FORMER TITLE = FOREMAN):</i>				
F-6.04	*Supervisor, Building Crafts	10		MIS-638	
F-6.05	*Supervisor, Electrical/Electronics	10		MIS-638	
F-6.00	*Supervisor, HVAC	10		MIS-638	
F-6.01	*Supervisor, Indoor Air Quality	10		MIS-638	
F-6.06	*Supervisor, Painting	9		MIS-638	
F-6.07	*Supervisor, Plumbing	10		MIS-638	
F-6.09	Supervisor, Shipping & Receiving	7		MIS-638	
F-6.11	*Supervisor, Sites	9		MIS-638	
F-6.13	*Supervisor, Transportation/Maintenance Services	9		MIS-638	
F-6.02	*Supervisor, Zone - Building Services	8		MIS-638	
	<i>OTHER SUPERVISORS:</i>				
S-26.38	*Supervisor, Adult Education	10		MIS-638	
S-26.41	*Supervisor, Adult Education (ESOL)	9		MIS-638	
S-26.36	*Supervisor, Budget	11		MIS-638	
S-06.02	*Supervisor, Custodial	7		MIS-638	
S-26.06	*Supervisor, Equipment Procurement & Facilities, School Food Services	10		MIS-638	
S-26.40	*Supervisor, Fiscal Control	10		MIS-638	
S-26.10	*Supervisor, Garage Operations	10		MIS-638	
S-26.39	*Supervisor, Insurance and Benefits	11		MIS-638	
S-26.12	*Supervisor, Routes	9		MIS-638	
S-26.15	*Supervisor, Operations/Data Systems Coordinator (Transportation)	10		MIS-638	
S-26.17	*Supervisor, Payroll Projects	11		MIS-638	
S-26.24	*Supervisor, Production Support	9		MIS-638	
S-26.19	Supervisor, Road Safety, Transportation	7		MIS-638	

JDE Locator Number	Title	Pay Grade	Other Than 255 Day Work Year	Assessment Form Number	New Job Board Approval Date
	<b><u>OTHER SUPERVISORS (continued):</u></b>				
S-26.20	*Supervisor, Safety & Training, Transportation	9		MIS-638	
S-26.33	*Supervisor, Security and Video Surveillance	12		MIS-643	
S-26.18	*Supervisor, Warehouse and Recycling	10		MIS-638	
S-26.04	*Supervisor, Food Procurement, School Food Services	10	216	MIS-638	
S-26.02	*Supervisor, Stock Room and Energy Management	10		MIS-638	
S-26.16	*Supervisor, Technology, Food Services	10	216	MIS-638	
S-26.37	*Supervisor, Television Production	12		MIS-638	
S-26.13	*Supervisor, Training, School Food Services	10	216	MIS-238	
	<b><u>TECHNICIAN:</u></b>				
T-6.01	*Technician, Audio/Video	6	196	MIS-643	

\*Positions listed in this salary schedule identified with an asterisk (\*) may be credited with a maximum of seven years of experience for determining the entry level step placement.

1 **FEE-BASED PROGRAM SALARY SCHEDULE**

2  
3 This salary schedule applies to those employees who elect to work in the Fee-Based Program. The Fee-Based Program includes, but is  
4 not limited to, those day care programs offered before and after school and who are financed by fees paid by parent or guardians as  
5 defined in Board Policy No. 4.26. Employment in the Fee-Based Program is voluntary and is supplemental to each employee's regular  
6 position.  
7

8 **ESTABLISHING EACH SCHOOL'S FEE-BASED SALARY SCHEDULE**

9 This Salary Schedule establishes a range of pay for each position authorized by the Board. Each school will select a rate of pay for each  
10 position utilized in the program and submit it to the Budget Department with an effective date. The rate of pay selected must be within  
11 the range of pay described in this salary schedule for that position. The salary rates selected by each individual school will be approved  
12 by the Director of Budget and remain on file in the Payroll Department.

13 **CHANGES TO EACH SCHOOL'S FEE-BASED SALARY SCHEDULE**

14 Each school may amend the salary schedule by submitting a "Change of Position/Salary Form" with an effective date to the Budget  
15 Department. The new schedule must be received prior to the effective date of the amended rates. If receipt of the new schedule does not  
16 allow sufficient time for the review of the salary schedule and approval by the Director of Budget, or designee, the effective date will be  
17 the date following the date of the Director of Budget, or designee's approval. The proposed amended salary schedule will be reviewed in  
18 conjunction with the current profit and loss statement for that school's Fee-Based program and must be consistent with the profit and  
19 loss status of the program in order for the amended salary schedule to be approved by the Director of Budget, or designee. A Personnel  
20 Action Form (PAF) must be forwarded to Personnel Services following approval of the Director of Budget, or designee.

21 **PAYROLL FEE-BASED PROCESSING SCHEDULE**

22 The payroll processing schedule for those employees working in the Fee-Based Program will be the same as the schedule utilized on all  
23 other salary schedules.

24 **EMPLOYMENT IN FEE-BASED PROGRAMS**

25 Each employee selected to work in the Fee-Based Program must be approved by the School Principal. The Principal will submit a  
26 Personnel Action Form to the Personnel Services Department to initiate supplemental employment in the program.

27 **FEE-BASED POSITIONS AND RATE OF PAY**

28 The rate of pay selected by each individual school and submitted as part of the Fee-Based Program Salary Schedule will apply to all  
29 positions of that title within the school. It is not acceptable to pay one employee more or less than another employee in the same job  
30 category.

31 **REPORTING OF FEE-BASED TIME WORKED**

32 Each school will submit the hours worked in the Fee-Based Program by each employee on the form prescribed by the Payroll  
33 Department. The payment for time worked will be on the pay day following the pay day on which the time is reported. All time worked  
34 shall be limited to times where the employee is not being paid for their regular position.

1 **PROPOSED RANGE OF PAY RATES FOR FEE-BASED PROGRAMS**

Position	Director	Asst. Director	Instructor	Instructional Assistant	Bookkeeper	Receptionist
*Range	\$12 - \$20	\$10 - \$20	\$8 - \$20	\$7 - \$12	\$7 - \$12	\$7 - \$12

**Note: Rates must be approved in increments of twenty five cents.**

2 \*If an employee is receiving an hourly rate greater than the maximum rate listed at the time the proposed rates are approved, the  
 3 employee shall be grandfathered into the program at the higher hourly rate. This higher hourly rate will not increase until such time as  
 4 the maximum hourly rate approved exceeds the higher employee hourly rate.

5 **NOTE: All employees eligible for extra/overtime pay shall be paid at the overtime rate of pay for all hours worked beyond 40**  
 6 **hours per week in the School District of Lee County (FLSA – Fair Labor Standards Act). The 40 hour work week includes hours**  
 7 **worked in the employees regular position subject to the FLSA for overtime pay.**

**PAY SCALE**

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
1	9.20	9.48	9.75	10.02	10.30	10.61	10.92	11.23	11.55	11.89	12.23	12.58	12.95	13.32	13.70	14.11	14.53
2	10.02	10.30	10.61	10.92	11.23	11.55	11.89	12.23	12.58	12.95	13.32	13.70	14.10	14.50	14.92	15.37	15.83
3	10.92	11.23	11.55	11.89	12.23	12.58	12.95	13.32	13.70	14.10	14.50	14.92	15.35	15.80	16.27	16.76	17.26
4	11.89	12.23	12.58	12.95	13.32	13.70	14.10	14.50	14.92	15.35	15.80	16.27	16.74	17.23	17.74	18.27	18.82
5	12.95	13.32	13.70	14.10	14.50	14.92	15.35	15.80	16.27	16.74	17.23	17.74	18.26	18.79	19.34	19.92	20.52
6	14.10	14.50	14.92	15.35	15.80	16.27	16.74	17.23	17.74	18.26	18.79	19.34	19.90	20.49	21.08	21.71	22.36
7	15.35	15.80	16.27	16.74	17.23	17.74	18.26	18.79	19.34	19.90	20.49	21.08	21.70	22.33	23.00	23.69	24.40
8	16.74	17.23	17.74	18.26	18.79	19.34	19.90	20.49	21.08	21.70	22.33	23.00	23.67	24.37	25.09	25.84	26.62
9	18.26	18.79	19.34	19.90	20.49	21.08	21.70	22.33	23.00	23.67	24.37	25.09	25.82	26.58	27.37	28.19	29.04
10	19.90	20.49	21.08	21.70	22.33	23.00	23.67	24.37	25.09	25.82	26.58	27.37	28.18	29.00	29.86	30.76	31.68
11	21.70	22.33	23.00	23.67	24.37	25.09	25.82	26.58	27.37	28.18	29.00	29.86	30.75	31.66	32.59	33.57	34.58
12	23.67	24.37	25.09	25.82	26.58	27.37	28.18	29.00	29.86	30.75	31.66	32.59	33.55	34.55	35.58	36.65	37.75
13	25.82	26.58	27.37	28.18	29.00	29.86	30.75	31.66	32.59	33.55	34.55	35.58	36.63	37.71	38.82	39.98	41.18