

8/29/95

**PARAPROFESSIONAL  
WAGE AND BENEFIT INFORMATION**

*Michigan State University  
Public Health School*

**AUGUST 31, 1992 - AUGUST 29, 1995**

PARAPROFESSIONAL

WAGE AND BENEFIT INFORMATION

AUGUST 31, 1982 - AUGUST 31, 1983

LABOR AND RELATIONS  
MICHIGAN STATE UNIVERSITY

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**ARTICLE I**

**Paraprofessional Classifications**

A-	Instructional Assistant - Overload	General Ed.
A-	Support Assistant - Clerical	Special Ed.
A-1	Instructional Assistant - Goodwill	MAE (Muskegon Adult Ed.)
A-1	Support Assistant	
	Advising/Registration	MAE
	Building Monitor	MAE/Alternative
	Community Ed. Enrichment	MAE
	Employment Services	MAE
	Gift Shop (Part-time)	Art Museum
	Life Guard	MAE
	Neighborhood Canvasser (short-term)	MAE/STC
	Security Guard	Art Museum
	Tool Crib	STC
	Bookbinder	HPL
A-2	Support Assistant	
	Home-School Liaison (Attendance)	General Ed.
	Career Specialist	MAE
	Senior Adult Enrichment	MAE
	GED and Media Specialist	MAE
	Special Services	MAE
B-	Instructional Assistant	
	Creative Arts	Alternative
	Language Development	OIS
	Tutorial	OIS
	Vocational Education**	Voc. Ed.
B-	Support Assistant	
	Child Care (Coordinator)	MAE
	Registrar	Art Museum
	Gift Shop	Art Museum
	Inhouse Suspension/Crisis Intervention	Special Ed.
	Occupational Therapy	Special Ed.
	Career Specialist/Job Developer	Special Ed./MAE
	Physical Therapy	Special Ed.

<p><b>B- Support Assistant (Con't.)</b></p> <p>Microcomputer Resource Specialist Home-School Liaison Learning Center Enclave</p>	<p>Finance Office OIS MAE Special Ed.</p>
<p><b>C- Instructional Assistant</b></p> <p>Assistant Instructor Bilingual Computer Assisted and Computer Mgt. Program Indian Ed. Tutor (non-certified) Senior Citizens Adult Enrichment Vocational Education* Interpreter - Hearing Impaired Instructors**</p>	<p>STC OIS OIS MAE MAE Voc. Ed. Special Ed. STC</p>
<p><b>C- Support Assistant</b></p> <p>Operation Graduation Registered Nurse Social Work/Psychology (degree) Public Relations/Development Mgr. Special Program/Services Coordinator</p>	<p>MHS Special Ed./Alternative Special Ed. Art Museum MAE</p>
<p><b>D- Instructional Assistant</b></p> <p>Vocational Instructors (non-cert.)* Vocational Instructors (non-cert.)***</p>	<p>STC/Voc. Ed. MAE</p>
<p><b>D- Support Assistant</b></p> <p>Outreach Recruiter Supervision Custodial Foreman Registrar</p>	<p>STC STC School Services MAE</p>
<p><b>E- Instructional Assistant</b></p> <p>Leisure Time Instructors</p>	<p>MAE</p>
<p><b>Misc.- Co-op and Work Study Students Cultural Heritage Assistants Recruitment Captain</b></p>	

\* Only personnel hired prior to July 1, 1992  
 \*\* Personnel hired after June 30, 1992  
 \*\*\* Adult Hourly Rate

## ARTICLE II

### Qualifications

#### Level

- A- High School Diploma or GED
- A-1 High School Diploma or GED
- A-2 One (1) year of college, including related college course work OR 450 hours of specific job related training program.
- B- Two (2) years of college, including related college course work OR 900 hours of specific job related training program.
- C- Four (4) years of college, including related college course work OR 1200 hours of specific job related training program.
- D- Positions requiring annual vocational authorization or equivalent.
- E- Demonstrated skill in area assigned.

## ARTICLE III

### Sick Leave

#### 3.1 Definition of terms for purpose at hand

- "Immediate Family" - shall include father, mother, husband, wife, child, step-child, sister, brother, step-sibling, parent-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and any person in lieu of parents.
- "Per diem basis" - shall be the amount obtained by dividing the contractual salary by the number of days to be employed, as indicated on the contract or notice of employment.

#### 3.2 Sick Leave (Personal Illness)

- A. During the first year of employment, full time employees shall be allowed sick leave, (for personal illness), at the rate of one (1) day per month of employment or major fraction thereof.
- B. No sick leave may be used by a new employee before completing twenty (20) work days of assigned work.
- C. Employees who have accumulated sick leave due to previous service but who are unable to begin a new contract year because of personal illness or personal injury shall be able to draw upon such sick leave accumulated until it is depleted or until resumption of assigned work, whichever occurs sooner.

- D. After the first year of employment, there shall be an allowance of one(1) day per month up to the maximum of ten (10) days per year for ten month full time employees and twelve (12) days per year for twelve month full time employees.
- E. Accumulation of sick leave days shall be without limit.
- F. Employees who may have accumulated sick leave days under the provision of this Article and who terminate their employment with this school system for reason other than retirement shall not be compensated for unused sick leave days and shall not be carried forward in the case of subsequent reemployment by this school system. However, A-1, A-2, and B Paraprofessionals employed in this district continuously for at least ten (10) consecutive years, shall, upon retirement, receive ten (10) dollars for each unused day of accumulated sick leave. C and D paraprofessionals shall upon retirement, receive (15) dollars for each unused day of accumulated sick leave.
- G. Deductions made for illness when the employee has not accumulated sick leave to cover the illness, shall be repaid to the employee during the school year, if and when the sufficient days have been accumulated to cover such sick leave.
- H. The Board reserves the right to consider all sick leave problems extending beyond the limitations set forth herein on the merits of each individual case. Any employee whose personal illness extends beyond the period compensated under this Article shall be granted a leave of absence without pay for such time as is necessary for complete recovery, (but not to exceed twenty-four months). A substitute will be hired to replace the employee during the period of recovery if necessary. The position shall be declared vacant, and the employee terminated if the leave exceeds twenty-four (24) months.
- I. An employee may be required to provide a doctor's certificate after an absence of ten (10) working days or if a pattern of absence is in evidence.

**3.3 Leave (Illness in Immediate Family)**

- A. Absence of a reasonable length of time but not to exceed five (5) days per year caused by the critical illness of member of the immediate family whose care is the direct responsibility of the employee and requiring the personal attention of the employee will be compensated by payment of the contractual salary. Requests for exceptions shall be submitted for approval to the Executive Director for Human Resources.
- B. No unused days in this section may be accumulated.
- C. Absence in this Section shall be counted as sick leave and deducted under the regulations of Part 2 of this Article.



**3.4 Miscellaneous Provisions Regarding Absence**

- A. The chief building administrator or the administrative designee shall certify to the legitimacy of a claim for compensation for absence covered in Part 2 and 3 of this Article by entering on the payroll the dates and causes of absence due to personal illness, death in the family or death of a relative are complied with.
- B. No employee shall be absent from regular duties for causes other than personal illness, illness in the immediate family requiring the personal attention of said employee, death in the immediate family or death of a relative, except with the prior permission of the immediate administrative supervisor and approval of the Executive Director for Human Resources.

**ARTICLE IV**

**Other Leaves**

**4.1 Leave (Death)**

- A. Absence of not more than five (5) days per school year caused by deaths in the immediate family shall be compensated by payment of contractual salary. Requests for exceptions may be approved through the Executive Director for Human Resources.
- B. Absence of not more than three (3) days per school year for the death of an aunt, uncle, nephew, niece, or first cousin shall be compensated by payment of contractual salary.
- C. No remainder of leave days granted in the immediately preceding paragraph may be accredited or accumulated.
- D. Absence in this section shall be counted as sick leave and shall be deducted under sick leave regulations.

**4.2 Absence with pay not chargeable against the employee's sick leave allowance shall be granted for the following reasons.**

- A. Absence when an employee is called for jury service.\* (Pay the difference of jury pay and regular pay.) (An employee called for jury duty and released shall return to work after being released, to be entitled to jury pay for that day.)
- B. Court appearance as a witness whenever an employee is subpoenaed to attend any proceeding.\* (Pay difference of court fee.) (An employee called as a witness and released shall return to work after being released, to be entitled to court fee for that day.)
- C. Time necessary to take the Selective Service physical examination.

\* Expense allowances provided by the court shall not be reimbursed to the district. Neither shall the employee be required to reimburse the district for expense allowances, jury pay or court fees if such service takes place when school is not in session.

- D. Personal leave days shall be allowed at the rate of two (2) days per year (July 1 to June 30) of on-the-job employment, non-accumulative. The personal leave allowance shall be one (1) day when employed after January 1. Except for emergency circumstances, personal leave shall be allowed only when the principal or other supervisory head has been notified of intended absence twenty-four (24) hours or more in advance. No personal leave days shall be allowed during the first fifty (50) days of initial employment except for emergency approved by the Executive Director for Human Resources. Employees who have used two (2) personal leave days and terminate their employment at the end of six (6) months or earlier shall have one day of personal leave pay deducted from their final check. Personal leave days shall not be allowed immediately prior to or following a holiday or vacation or on a Friday preceding a Sunday or Monday holiday or on a Monday following a Friday holiday unless approved by the Executive Director for Human Resources. Personal leave may be taken in units of one-half day. Unused personal leave days shall be added to the sick leave accumulation of the employee in units of one-half day. The practice of extending holiday or vacation by combining personal leave with unpaid leave shall be disallowed.
- E. Professional Improvement Day - One day per year may be used at the employee's discretion, for personal job enhancement. Notice of intended use shall be given the supervisor following time lines and restrictions as for a Personal Leave Day.

**4.3 Parental and Maternity Leaves**

- A. A maternity leave shall be granted and taken by any employee pursuant to the provisions of the Sick Leave Article and to the extent required by applicable law.
- B. The Administration may request a medical statement indicating the last day the employee is available to work and the expected date of return. Sick leave days for maternity would terminate when the doctor indicates the employee is no longer disabled.
- C. An employee shall be entitled, upon request, to a leave of absence for up to one (1) year without pay to commence at the end of the confinement, due to childbirth, or at any time during the first year after receiving custody of an adopted child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption.

The employee shall give at least two (2) weeks notice of intent to return . He/she will then return to the same position if it still exists. A temporary replacement will fill the position in the interim.

- 4.4 Military leaves of absence shall be granted to any employee who shall be inducted or shall enlist for military duty to any branch of the Armed Forces of the United States, in accordance with the requirement of the applicable law.
- 4.5 The Board shall grant a leave of absence without pay to any employee to campaign for, or serve in, an elected public office for a period not to exceed two (2) years. Upon return from serving in a full-time public office, an employee shall receive salary increments as determined by the Executive Director for Human Resources but in no case exceeding salary benefits allowable for military leave.

- 4.6 To obtain a leave of absence for any reason, an employee must file a request in writing with the Executive Director for Human Resources stating the reason for the request in detail. To be eligible for a leave of absence an employee shall have served satisfactorily for a period of not less than two (2) years.
- 4.7 An employee on leave shall be given consideration to return to service in a similar position for which the paraprofessional is qualified as determined by the Board. The Executive Director for Human Resources shall be notified not less than fifteen (15) working days prior to the time when an employee desires to return to work following a leave of absence. If however, a position previously held by an employee on leave is an open position or is filled by a temporary or substitute employee, the employee wishing to return from leave shall be awarded the position previously held, within fifteen (15) working days following proper notification as specified above.

ARTICLE V

Vacation Pay

- 5.1 Vacation pay for A-1, A-2, and B Paraprofessionals shall be provided as follows:
- A. After three (3) years of continuous employment as a parapro - seven (7) days.
  - B. After eight (8) years of continuous employment as a parapro - twelve (12) days.
  - C. After fifteen (15) years of continuous employment as a parapro - sixteen (16) days.

Paraprofessionals who work less than a full day shall receive vacation pay as indicated in Article VII 9.

## ARTICLE VI

### Holidays

- 6.1 The following designated days shall be recognized as holidays with pay for all paraprofessionals working thirty-eight (38) or more weeks per year.

Labor Day (only granted if the equivalent of one (1) full day worked prior to Labor Day.)

Thanksgiving

Day following Thanksgiving

Day before Christmas

Christmas Day

Good Friday p.m. (1/2 day)

Hackley day p.m. (1/2 day)

Memorial Day

Independence Day (if scheduled to work and are paid for the day before and day after)

## ARTICLE VII

### Insurance

- 7.1 A. 1. The Board shall make premium contribution, upon application, for paraprofessional employees and their eligible dependents, protection for a full twelve (12) month period for the paraprofessional's entire family, including sponsored dependents. MESSA Limited Medicare Supplement and Medicare Premiums will be paid on behalf of the employee, spouse, and/or dependents eligible for medicare, including sponsored dependents.
2. Employees not electing health insurance coverage shall apply up to the amount of the Super Med-1 single subscriber premium toward non-taxable MESSA Variable Options, non-taxable MEFSA Options, and/or toward a tax deferred annuity plan. If a husband and wife are both employees of the school district, one (1) shall elect health insurance and the other shall elect options as indicated above.

- B. The Board shall contribute to the cost of the protection as described in A. above, in accordance with the following schedule:

	<u>7/1/92- 6/30/93</u>	<u>7/1/93- 6/30/94</u>	<u>7/1/94 6/30/95</u>
Member Only or Option	\$200.76	\$220.84	\$241.92
Member & Spouse or Member & Child	\$470.63	\$517.69	\$569.46
Full Family	\$511.39	\$562.53	\$618.78

- 7.2 A. In the event that the cost of the premium rate in effect on July 1 of any year of this agreement is less than the amount to be contributed by the Board for that year, the difference will be distributed at the end of the year on a pro-rata basis.
- B. In the event that the cost of the premium rate in effect on July 1 of any given year increases more than the amount contributed by the Board, the difference shall be paid by the employee as a monthly payroll deduction.
- 7.3 The extent of coverage shall be determined by the employee's qualifications for one of the following categories:
- A. Individual coverage.
  - B. Coverage applicable to employee and eligible children.
  - C. Coverage applicable to employee and spouse.
  - D. Coverage applicable to employee, spouse, and children.
- 7.4 An open enrollment period shall be provided whenever premium subsidy amounts change for the groups.
- 7.5 The Board shall provide without cost MESSA term life insurance with AD & D with a value of \$15,000 for A-1, A-2 and B - \$20,000 for C and D paraprofessionals. The aforementioned benefits will be paid to the member's designated beneficiary.
- 7.6 The Board shall provide without cost to para-professionals and their eligible dependents the MESSA Dental Care Program Plan E, (80-80-80) with 007 Rider.
- 7.7 The Board shall provide without cost to para-professionals and their eligible dependents, the MESSA Vision Care Plan, VSP-2.

- 7.8 The obligation of the Board to provide insurance shall be limited to the payment of premiums. Employee's insurance coverage shall, notwithstanding the above provisions, terminate with the month in which the employee's services are terminated.
- 7.9 Full time employees for the purposes of this contract will be defined as all persons who are employed by the school district for thirty (30) or more hours per week. Such employees qualify for full benefits. Employees who do not qualify for full time benefits, but who are employed for 20 hours or more per week, shall be entitled to one-half the benefits provided. Benefits shall not be granted to substitutes employed on a temporary basis, seasonal employees or other part-time employees.
- 7.10 All provisions of this article apply only to the following classifications A-1, A-2, B, C, and D.

### ARTICLE VIII

#### School Closing

- 8.1 Whenever the Board determines that weather conditions are such that schools will not be conducting regular classroom schedules, notice of this decision shall be communicated by radio, television, or other means, as soon as this can reasonably be accomplished. Unless specifically notified to the contrary, paraprofessionals shall not be expected to report for work. If paraprofessionals are expected to report for work, reasonable extra time shall be allowed for employees to report for work beyond the normal starting time.
- 8.2 Should weather conditions cause the closing of schools during the school day, employees shall remain in school until all students have been dismissed or until the employee has been released by the immediate supervisor.
- 8.3 When schools are open employees are unable to report for work because of severe inclement weather, an act of God, or their health and safety are threatened by attempting to report, such employees may utilize a personal leave day without the required twenty-four (24) hour prior notice being given. However, the employee must report any absence at the earliest possible time.
- 8.4 In case of closing when employees are not required to report for work, the following shall apply:
- A. On the first day, the employees shall not suffer any loss of pay.
  - B. On the second day, if it occurs five days or more prior to the scheduled mid-winter break period, the employees shall not suffer any loss of pay. The day shall be made up on Monday of the mid-winter break period.

- C. On the third day, if it occurs five days or more prior to the scheduled mid-winter break period, the employee shall not suffer any loss of pay. The day shall be made up on Friday of mid-winter break period.
- D. In the event that school is closed for more than three days, or the second and third closures occur after mid-winter break, and the employees are not required to report, then the parties shall reopen this section for discussion as soon as possible.

ARTICLE IX

Longevity

9.1 Longevity pay is approved for all employees and is payable on anniversary date of employment after completion of years of service as follows:

<u>Added Annually</u>	<u>92-93</u>	<u>93-94</u>	<u>94-95</u>
After 34 or more years of service	2502	2627	2771
After 29 years of service	2001	2101	2217
After 24 years of service	1501	1576	1662
After 19 years of service	1000	1050	1108
After 14 years of service	502	527	556

(Longevity payments for part-time employees shall be pro-rated based upon regular assigned hours/days of work.)

**PARAPROFESSIONAL SALARY SCHEDULE**

**1992 - 1993**

	A	A-1	A-2	B	C*	D*	E	MISC.
1	\$5.80	7.11	7.93	9.51	13.19	16.19	11.53	4.66**
2		7.52	8.35	9.97	13.86	16.98	12.25	4.94***
3		7.93	8.78	10.44	14.55	17.81	12.97	11.53****
4		8.35	9.16	10.89	15.27	18.60	13.68	
5		8.76	9.58	11.34	15.94	19.40	14.42	
6		9.16	9.97	11.80	16.62	20.17	15.14	
7		9.60	10.40	12.23	17.27		15.85	
8		10.00	10.81	12.73	17.91		16.58	
9		10.39	11.18	13.15			17.28	
10		10.77	11.57	13.56			18.01	
11		11.01	11.94	13.99				

Salary schedules are in effect July 1 through June 30 of each year for full-time year-round employees and September 1 through August 31 during the school year for short-term employees. (Exception: Canvassers or other Adult Ed. short-term positions starting in August and ending in September or October shall go on next September - August pay period.)

NOTE: E Steps 6-11 assigned only with Executive Director for Human Resources' approval.  
No preparation time to be granted. Step increase is based upon a minimum of 1080 clock hours per year.

\* Additional fifty (50) cents per hour for Supervision.

\*\* High School Students

\*\*\* College Students

\*\*\*\* Recruitment Captains (MAE)



## PARAPROFESSIONAL SALARY SCHEDULE

1993 - 1994

	A	A-1	A-2	B	C*	D*	E	MISC.
1	\$6.09	7.47	8.33	9.99	13.85	17.00	12.11	4.89**
2		7.90	8.77	10.47	14.55	17.83	12.86	5.19***
3		8.33	9.22	10.96	15.28	18.70	13.62	12.11****
4		8.77	9.62	11.43	16.03	19.53	14.36	
5		9.20	10.06	11.91	16.74	20.37	15.14	
6		9.62	10.47	12.39	17.45	21.18	15.90	
7		10.08	10.92	12.84	18.13		16.64	
8		10.50	11.35	13.67	18.81		17.41	
9		10.91	11.74	13.81			18.14	
10		11.31	12.15	14.24			18.91	
11		11.56	12.54	14.69				

Salary schedules are in effect July 1 through June 30 of each year for full-time year-round employees and September 1 through August 31 during the school year for short-term employees. (Exception: Canvassers or other Adult Ed. short-term positions starting in August and ending in September or October shall go on next September - August pay period.)

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\* Additional fifty (50) cents per hour for Supervision.

\*\* High School Students

\*\*\* College Students

\*\*\*\* Recruitment Captains (MAE)

**PARAPROFESSIONAL SALARY SCHEDULE**

**1994 - 1995**

	<b>A</b>	<b>A-1</b>	<b>A-2</b>	<b>B</b>	<b>C*</b>	<b>D*</b>	<b>E</b>	<b>MISC.</b>
<b>1</b>	<b>\$6.42</b>	<b>7.88</b>	<b>8.79</b>	<b>10.54</b>	<b>14.81</b>	<b>17.94</b>	<b>12.78</b>	<b>5.16**</b>
<b>2</b>		<b>8.33</b>	<b>9.25</b>	<b>11.05</b>	<b>15.36</b>	<b>18.81</b>	<b>13.57</b>	<b>5.48***</b>
<b>3</b>		<b>8.79</b>	<b>9.73</b>	<b>11.56</b>	<b>16.12</b>	<b>19.73</b>	<b>14.37</b>	<b>12.78****</b>
<b>4</b>		<b>9.25</b>	<b>10.15</b>	<b>12.06</b>	<b>16.91</b>	<b>20.60</b>	<b>15.15</b>	
<b>5</b>		<b>9.71</b>	<b>10.61</b>	<b>12.57</b>	<b>17.66</b>	<b>21.49</b>	<b>15.97</b>	
<b>6</b>		<b>10.15</b>	<b>11.05</b>	<b>13.07</b>	<b>18.41</b>	<b>22.34</b>	<b>16.77</b>	
<b>7</b>		<b>10.63</b>	<b>11.52</b>	<b>13.55</b>	<b>19.13</b>		<b>17.56</b>	
<b>8</b>		<b>11.08</b>	<b>11.97</b>	<b>14.42</b>	<b>19.84</b>		<b>18.37</b>	
<b>9</b>		<b>11.51</b>	<b>12.39</b>	<b>14.57</b>			<b>19.14</b>	
<b>10</b>		<b>11.93</b>	<b>12.82</b>	<b>15.02</b>			<b>19.76</b>	
<b>11</b>		<b>12.20</b>	<b>13.23</b>	<b>15.50</b>				

Salary schedules are in effect July 1 through June 30 of each year for full-time year-round employees and September 1 through August 31 during the school year for short-term employees. (Exception: Canvassers or other Adult Ed. short-term positions starting in August and ending in September or October shall go on next September - August pay period.)

NOTE: E Steps 6-11 assigned only with Executive Director for Human Resources' approval. No preparation time to be granted. Step increase is based upon a minimum of 1080 clock hours per year.

\* Additional fifty (50) cents per hour for Supervision.

\*\* High School Students

\*\*\* College Students

\*\*\*\* Recruitment Captains (MAE)