

SUPPORT STAFF COMPENSATION PLANS

1999-2000

Employees covered under compensation plan GDB are employed at the will of the district and have no guarantee of continued employment (**day to day, month to month or year to year**). Employees who move from one pay schedule to another do not carry experience or benefits to the new schedule. Any position that is shared between categories/classifications will be considered a part-time position.

As of July 1, 1994, any employee hired or re-hired in classifications I and II below will be paid \$8.70 per hour except classroom assistants.

I. ASSISTANTS
**OFFICE/BUSINESS/CLASSROOM*/TRANSPORTATION/BUS/SECONDARY/
GYM/MARCHING BAND/MEDIA/HEALTH CARE/PROGRAM ASSISTANT/COMPUTER
TECH ASSISTANT.**

Employees in this classification are responsible for assisting in non-instructional related duties. While under the direct supervision of the teacher, assistants may assist in such things as classroom management, record keeping, remedial assistance, drill and small group activities. (Refer to board policy for more specific detail of job duties.)

**SALARY (PER HOUR) AND EXPERIENCE SCALE FOR THOSE HIRED PRIOR TO
JULY 1, 1994 AND WHO HAVE NOT EARNED A HIGHER LEVEL ON CLASSROOM
TEACHER ASSISTANT CAREER PATH SUMMARY**

\$9.25

**II. PARKING LOT/LUNCHROOM/PLAYGROUND & BREAKFAST
ATTENDANTS/HALL MONITORS.**

Parking Lot Attendants are responsible for controlling the flow of traffic at high school parking lots and reporting problems to their appropriate Supervisor.

Breakfast & Lunchroom Attendants/Playground Attendants are employed at the will of the district and are responsible for the control and safety of children during work periods. Each one is responsible to the principal.

SALARY (PER HOUR) FOR THOSE HIRED PRIOR TO JULY 1, 1994

\$9.59

A. Sick Days
Each employee, working three (3) or more days a week, shall earn sick days amounting to one-half (1/2) day per month worked, or a maximum of five (5) days per year. Maximum accumulation, fifty (50) days, to be used only for the employee's verified personal illness. A day of sick leave shall equal the average number of hours scheduled per day and can be used only on days the employee is actually scheduled to work.

Adopted by the Board of Education

Waterford School District

B. Holidays

The following holidays will be paid whether the employee is scheduled to work that day or not, except for those on an approved unpaid leave of absence. Each employee working three (3) or more days a week shall receive the following paid holidays: Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day and Independence Day for those working the month of July. The holiday will be paid based on the average number of hours per day worked. To receive pay the employee must be at work (Paid leave time does not count) the scheduled work day preceding the holiday and the scheduled work day after the holiday.

C. Approved Leave of Absence With Pay

When approved by the immediate supervisor/principal, one (1) paid approved absence day per year pro-rated on a monthly basis, non-cumulative, to cover legal appointments, medical/dental appointments and attendance at funerals of relatives shall be granted and not deducted from the employee's sick leave bank.

D. Employment Year to Year

Employees who worked in the previous school year shall have preference over candidates without such experience, if their qualifications and evaluations are suitable for a position that may open at the beginning of a new school year. Since the number of positions changes from year to year, there is no guarantee of employment from one school year to another year, as well as for the full year.

***CLASSROOM TEACHER ASSISTANT CAREER PATH SUMMARY**

A.

LEVEL 1 Experience 0 Training 0	LEVEL 2 Experience 2-3 years Training: 50 hours	LEVEL 3 Experience 4-5 years Training: 50 Additional Hours 100 Total Hours	LEVEL 4 Experience 6 years & Above Training: 50 Additional Hours 150 Total Hours
\$8.70	\$9.25	\$9.75	\$10.51
May purchase health benefits after 90 calendar days of employment per letter of agreement with Blue Care Network.	May purchase health benefits per letter of agreement with Blue Care Network.	If employee pays 50% of the cost of the benefits package, the remaining 50% will be paid by the board.	Benefits package paid by the board. Benefits package same as Level III.
		For those who do not choose benefits, reimburse at the rate of one month's single person premium at the completion of one full school year.	For those who do not choose benefits, reimburse at the rate of two month's single person premium at the completion of one full school year.
		Sick days are half of Classification III	Sick days are same as Classification III
		Holidays are same as Classification III	Holidays same as Classification III
		Vacation is half of Classification III	Vacation is same as Classification III
Code Red days same as teachers	Code Red days same as teachers	Code Red days same as teachers	Code Red days same as teachers

Classroom Teacher Assistant Career Path Conditions

B. TRAINING

1. Training is defined as in-service instruction provided by the Waterford School District, Oakland Schools, Oakland Community College or other approved training institution.
2. The Director of Staff Development will approve all training on a prospective basis.
3. The Director will approve only those training programs which improve skills relevant to the job performance of a teacher assistant.
4. Teacher assistants will be responsible to present official documentation of training completed from the institution providing the training.
5. The Board will accept hours of training since July 1, 1996. For teacher assistants who have five years or more experience as a teacher assistant with the Waterford Schools, the Board will accept training hours for the past five years, (clock hours of training since July 1, 1994.)

C. BENEFITS

1. On levels 3 and 4, the benefits package would be identical to the package now received by employees in Classification III.
2. On levels 1 and 2 the HMO health benefits are ONLY available for purchase by the employee. Vision and dental coverage is not available.

D. LEVELS OF COMPENSATION

1. There will be no movement to the next level until both conditions (years of experience and training) are met.
2. A "year of experience" is defined as a period of employment in which the teacher assistant worked an average of 25 hours or more per week for at least 35 weeks. The same hours apply for the HMO insurance benefit.

III. CAREER AND TECHNICAL EDUCATION - INSTRUCTIONAL TECHNICIANS/SECONDARY COMPUTER LAB, MEDIA AND CLASSROOM TECHNICIANS.

SALARY (PER HOUR) FOR THOSE HIRED PRIOR TO JULY 1, 1994 \$10.83 Per Hour

As of July 1, 1994, any employee hired or re-hired in this classification will be paid \$9.86 per hour.

A. Sick Days

Each Instructional Technician working more than three (3) hours per day shall earn, per month worked, one (1) day of sick leave equal to the normal working day of the employee. Maximum accumulation, fifty (50) days, to be used only for the employee's verified personal illness.

B. Holidays

Each Instructional Technician shall receive pay for Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, and Independence Day for those working during July. The holiday pay will be paid whether the employee is scheduled to work that day or not, except for those on an approved unpaid leave of absence.

C. Vacation Schedule

After the first full year of employment, as approved by the immediate supervisor, each Instructional Technician will receive eight (8) days vacation, if they work more than 210 work days per fiscal year, and seven (7) days vacation if they work less than 210 work days per fiscal year. One vacation day may be used for approved absence on a student attendance day, if approved by the immediate supervisor - for mortgage closings, court appearances, funeral attendance, or medical/dental appointments. The remaining vacation days may not be scheduled on student attendance days.

D. Year to Year Employment

Because of the nature of the program, there is no guarantee from year to year of employment for Instructional Technicians.

E. Insurance

Each full-time Instructional Technician, if not eligible for group insurance anywhere else, will be entitled to an HMO, additional family members covered at the expense of the Instructional Technician (for those hired from July 1, 1994). It is expressly understood that "double" coverage is not allowed. An employee or their dependents found to be covered under the district's plan and also another employer paid health insurance plan, shall reimburse the district the amount of the disclosure. Health insurance is paid for the months that the employee actually works a majority of the work days. Ten (10) month employees receive health insurance paid for the ten (10) months they are scheduled to work.

Each Instructional Technician will be covered by \$15,000 life insurance if they complete the proper forms and the insurance company accepts the application.

Each Instructional Technician shall be eligible for the district's family vision insurance plan.

IV. CHILD CARE SERVICE PROGRAMS

Child Care Assistants

Level 1 Experience: 0 Training: 0	Level 2 Experience: 2 Years Completed Training: 50 Hours Documented
\$8.70	\$9.25
May purchase HMO health benefits after 90 calendar days of employment.	May purchase HMO health benefits.
Paid Code Red days after 90 calendar days of employment .	

Child Care Assistant Coordinators

Level 1 Experience: 0 Training: 0	Level 2 Experience: 2 years Completed Training: 50 Hours Documented
\$10.25	\$10.56
May purchase HMO health benefits after 90 calendar days of employment.	May purchase HMO health benefits.
Paid Code Red days after 90 calendar days of employment.	Paid Code Red days.

Child Care Coordinator

Level 1 Experience: 0 Training: 0	Level 2 Experience: 2 Years Completed Training: 50 Hours Documented
\$13.02	\$13.41
May purchase HMO health benefits after 90 calendar days of employment.	May purchase HMO health benefits.
Paid Code Red Days after 90 calendar days of employment.	Paid Code Red days.

*Levels are maintained by attaining 10 hours of documented training per year. Training must be verified by supervisor.

A. Sick Days

Each employee shall receive sick days amounting to one-half (1/2) day per month worked or a maximum of six (6) days per year. Maximum accumulation, fifty (50) days, to be used only for the employee's verified personal illness. A day of sick leave shall be equal to the average number of hours scheduled per day and can be used only on days the employee is actually scheduled to work, at the site earned. Child Care Assistant may use sick days only at site earned. Year round (12 month) assistants earn a maximum of six (6) days per year.

B. Holidays

Regular employees shall receive the following paid holidays: (if they actually work, their scheduled day preceding the holiday and the scheduled work day after the holiday) Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day and Independence Day (if working a year round program). The holiday will be paid based on the average number of hours. Employees hired for breaks and vacations are classified as substitutes.

C. Vacations

Twelve (12) month Child Care Coordinators after the first full year of employment will earn five (5) vacation days. For each year of District experience thereafter, they will receive one (1) additional day per year up to five (5) additional days with a maximum of ten (10) days.

D. Approved Leave of Absence With Pay

When approved by the immediate supervisor/principal, one (1) paid approved absence day per year, noncumulative, to cover legal appointments, medical/dental appointments and attendance at funerals of relatives shall be granted and not deducted from the employee's sick leave bank.

V. TWELVE MONTH POSITIONS

• Classification I

WATERFORD CAREER CENTER

	Hourly Rate
1. Assistants	\$ 8.70
2. Technician I	\$ 12.61
3. Technician II	\$ 13.78
4. Technician III	\$15.03
5. Specialists	\$17.00
6. Counselor*	

*Minimum requirements shall be met in accordance with the entry-level pay scale for counselors hired by Waterford School District.

Employees hired at less than 40 hours per week will receive fringes in accordance with the GDB policy for Assistants.

Full time employees (40 hours) will receive the following benefits:

- A. Sick Days
Each employee shall earn sick days amounting to one (1) day per full month worked, up to a maximum of twelve (12) days per year. If the employee has six (6) days remaining on March 1 of any work year, he/she can use these six (6) days as vacation days the next year. Sick days do not accumulate year to year.
- B. Vacation Days
Each employee shall earn vacation days at the rate of ten (10) per fiscal year worked. After their sixth (6th) year of employment they shall earn 15 days. These are accrued to be used during the next work year.
- C. Holidays
Each employee shall receive pay for the following holiday at their normal rate of pay: Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Monday after Easter and Memorial Day.
- D. Approved Leaves of Absence with Pay
When approved by the immediate supervisor, an employee may use two (2) paid, or the equivalent of, approved absence days per year, non-cumulative for the following verifiable reasons: attorney, medical or dental appointments that cannot be made at any other time, and attendance at a funeral. Up to three (3) additional days per funeral for the funeral of a member of the immediate family may be used. Immediate family is defined as mother, father, brother, sister, children, mother-in-law or father-in-law.

E. Insurance Waterford Career Center

Each full-time employee is eligible to receive MESSA, additional family members are covered at the expense of the employee unless the employee is covered by an HMO Plan. Employees in this pay classification shall receive dental, long-term disability, vision and health benefits if not eligible for group insurance elsewhere comparable to employees listed in Policy GCBA. Term life insurance - \$20,000 if the proper forms are completed and the company accepts the application.

F. Educational Compensation (Waterford Career Center Case Managers Only)

The minimum qualification for Case managers is a Bachelor Degree. Staff shall be compensated in accordance with their educational level. This amount is in addition to their regular salary and half shall be paid twice per year, July 1st and January 1st.

Compensation Levels

Master Degree	\$1,000.
Bachelor Degree	\$ 750.
Associate Degree (or 60 hours)	\$ 250.
Career Development Facilitator Certificate (CDF)	\$ 250.

Case managers hired after July 1, 1998 are required to have a Bachelor Degree.

PRINT SHOP

	Hourly Rate
1. Printer I	\$13.33
2. Printer II	\$15.19
3. Print Shop Aide	\$ 8.96

•LICENSED PRACTICAL NURSE (MDTC)

\$17.22

A. Sick Days

Each employee shall earn sick days amounting to one (1) day per full month worked, up to a maximum of twelve (12) days per year. If the employee has six (6) days remaining on March 1 of any work year, he/she can use these six (6) days as vacation days the next year. Sick days do not accumulate year to year.

B. Vacation Days

Each employee shall earn vacation days at the rate of ten (10) per fiscal year worked. After their sixth (6th) year of employment they shall earn fifteen (15) days. These are accrued to be used during the next work year.

C. Holidays

Each employee shall receive pay for the following holidays at their normal rate of pay: Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Monday after Easter and Memorial Day.

D. Approved Leaves of Absence with Pay

When approved by the immediate supervisor, an employee may use two (2) paid, or the equivalent of, approved absence days per year, non-cumulative for the following verifiable reasons: attorney, medical or dental appointments that cannot be made at any other time, and attendance at a funeral. Up to three (3) additional days per funeral for the funeral of a member of the immediate family may be used. Immediate family is defined as mother, father, brother, sister, children, mother-in-law or father-in-law.

E. Insurance

Each full-time employee, hired prior to July 1, 1997, in the above positions, is eligible to receive MESSA, additional family members are covered at the expense of the employee unless the employee is covered by an HMO Plan. Each full-time employee, hired after July 1, 1997 in the above positions, if not eligible for group insurance anywhere else, will be entitled to an HMO, additional family members covered at the expense of the employee. Employees in this pay classification shall receive family dental, long-term disability, family vision if not eligible for group insurance elsewhere comparable to employees listed in Policy GCBA. Term life insurance in the amount of \$20,000 if the proper forms are completed and the company accepts the application.

It is expressly understood that "double" coverage is not allowed. An employee or their dependents found to be covered under the district's plan and also another employer paid health insurance plan, shall reimburse the district the amount of the disclosure. Health insurance is paid for the months that the employee actually works a majority of the work days. Ten (10) month employees receive health insurance paid for the ten (10) months they are scheduled to work.

Classification II

•Programming Supervisor \$12.07 per hour
Video Production Assistant/Community Relations Producer

A. Sick Days

Each employee shall earn sick days amounting to one (1) day per full month worked, up to a maximum of twelve (12) days per year. If the employee has six (6) days remaining on March 1 of any work year, he/she can use these six (6) days as vacation days the next work year. Sick days do not accumulate year to year.

B. Vacation Days

Each employee shall earn vacation days at the rate of ten (10) per fiscal year worked. These are accrued to be used during the next work year.

C. Holidays

Each employee shall receive pay for the following holidays at their normal rate of pay: Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Monday after Easter and Memorial Day.

D. Approved Leaves of Absence with Pay

When approved by the immediate supervisor, an employee may use two (2) paid, or the equivalent of, approved absence days per year, non-cumulative for the following verifiable reasons: attorney, medical or dental appointments that cannot be made at any other time, and attendance at a funeral. Up to three (3) additional days per funeral for the funeral of a member of the immediate family may be used. Immediate family is defined as mother, father, brother, sister, children, mother-in-law or father-in-law.

E. Insurance

Only single coverage HMO, vision and \$15,000 Term Life Insurance if the proper forms are completed and the insurance company accepts the application.

Classification III

•Computer Technician Assistant/Oral Interpreter \$14.70 per hour
(Receives all benefits in Classification II, plus district dental, health, vision and \$15,000 life insurance).

VI. Community Education Instructors Teaching Enrichment Programs

0 Years of Experience	\$13.66 per hour
1 Year of Experience	\$15.76 per hour
2 Years of Experience	\$16.81 per hour

Skilled Special Certification Instructor - \$20.00 and up depending on certification.

Certificated Tutors	\$20.00 per hour
Students	\$5.15 per hour

VII. HIGH SCHOOL COMPLETION CERTIFICATED INSTRUCTORS IN ADULT EDUCATION

Any employee hired or re-hired after July 1, 1998:

0 Year of Experience	\$19.26 per hour
1 Years of Experience	\$20.12 per hour
2 Years of Experience	\$21.01 per hour

Any employee hired prior to July 1, 1998:

1 Year of Experience	\$20.53 per hour
2 Years of Experience	\$21.43 per hour
3 Years of Experience	\$22.29 per hour
4 Years of Experience	\$23.20 per hour
5 Years of Experience	\$24.09 per hour
6 Years of Experience	\$24.99 per hour
7 Years of Experience	\$25.87 per hour
8 Years of Experience	\$26.77 per hour
9 Years of Experience	\$27.65 per hour

1. Two full semesters equal one year of experience.
2. Substitute and workshop rate of pay will be \$12.28 per hour.
3. Support personnel hired after July 1, 1998: (These are grandpersoned positions.)
Registration/Recruiter/Technician/Clerical Assistant These positions range from \$10.80 to \$11.54 per hour. No additional staff shall be hired under these classifications and/or at these rates of pay. All new hires (after July 1, 1998) shall be classified as "Assistants" and paid under the conditions outlined on page 1 of the GDB. Current personnel under these classifications shall receive the same benefits as "Assistants" listed on page 1 of the GDB.

Security Guard at Manley Alternative Program at \$9.64. Grandpersoned position same benefits as "Assistants" listed on page 1 of GDB.

Consultant Grandpersoned positions. Same benefits as certificated instructors, Alternative High School Program.

VIII. VOYAGER PROGRAM/ALTERNATIVE HIGH SCHOOL CERTIFICATED STAFF

Conditions of employment effective July 1, 1999

Any employee hired or rehired after July 1, 1999

BA	BA + 20	BA + 40
\$21.00 per hour	\$21.50 per hour	\$22.00 per hour

Any employee currently working at the Alternative High School Program/Manley Campus

	BA	BA + 20	BA + 40
Level 1	\$22.50 per hour	\$23.50 per hour	\$24.50 per hour
Under 5 years			
Level 2	\$27.50 per hour	\$28.50 per hour	\$29.50 per hour
5-10 years			
Level 3	\$29.50 per hour	\$30.50 per hour	\$31.50 per hour
Over 10 years			

These positions shall receive the same annual raise as all other certificated employees.

Conditions of employment (full time Alternative High School Instructors)

A. Sick Days

Each employee shall earn sick days amounting to one (1) day per month x 10 months for a total of ten (10) days per school year. Unused sick days may be banked – not to exceed a total of 50 days.

B. Approved Absence

Two approved absences days per year to be used with the approval of supervisor (Same reasons as WEA teachers).

C. Holidays

Each Alternative Education Instructor shall receive pay for Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Monday following Easter, and Memorial Day.

D. Insurance

Each employee not eligible for group health insurance elsewhere is entitled to full family MESSA coverage for 12 months and includes dental and vision benefits. Any employee hired after July 1, 1999, will be offered a full family HMO health insurance and dental and vision insurance. Each employee will be covered by long-term disability insurance, \$41,000 life insurance or \$46,000 life insurance if they do not elect health insurance, when they complete the proper forms and the insurance company accepts the application.

Substitute rate shall be at 1/2 day for full day as established in the GDB.

Workshop rate of pay shall be at \$18.00 per hour.

Consultant (certificated teacher) rate shall be @ 7% of base rate.

Adopted by the Board of Education

10 of 15 pages

IX. PREKINDERGARTEN AND HEADSTART CERTIFICATED INSTRUCTORS

PreKindergarten/PEP/PEP-Parent Educator

0 Years of Experience	\$15.31 per hour
1 Years of Experience	\$16.35 per hour
2 Years of Experience	\$16.56 per hour
Above 2 Years of Experience	\$16.90 per hour

Headstart Instructors/Headstart Parent Educator/Headstart Coordinator

0 Years of Experience	\$16.40 per hour
1 Years of Experience	\$18.53 per hour
2 Years of Experience	\$20.88 per hour
3 Years of Experience	\$21.30 per hour

(Years experience are years in Waterford as a Headstart Instructor.)

- A. Sick Days - Each employee shall earn sick days amounting to one-half (1/2) paid day per month worked for a maximum of five (5) days per year with maximum accumulation of fifty (50) days, to be used only for the employee's verified personal illness. A day of sick leave shall equal the average number of hours scheduled per day and can only be used on days the employee was scheduled to work.
- B. Holidays - Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day if the employee worked the scheduled work week immediately preceding and following the holiday or if on an approved compensable leave. The holidays are paid based on the average hours worked in a five (5) day week.
- C. Fringe Benefits - Headstart - The fringe benefit package for Headstart Teachers will include single person HMO, dental and vision benefits, and \$15,000 life insurance if the proper forms are completed and if the insurance company accepts the application. The funding for these benefits comes from Federal Funds and any future reduction in Federal Funding support will result in the reduction or elimination of such benefits. District funds will not be used to support fringe benefit programs for the Headstart Program.
- D. Fringe Benefits - PEP/PreKindergarten Instructors - The fringe benefit package for PEP Instructors will include single person HMO and dental and vision benefits. (Benefits for Instructors only, not family members) and \$15,000 life insurance if the proper forms are completed and the insurance company accepts the application. If the funding of these benefits comes from State Funds and if there is any future reduction in State Funding support, this will result in the reduction or elimination of such benefits. District funds will not be used to support fringe benefit programs for the PEP Program.

Each full-time or part-time employee (if they pay the pro-rated costs) in this pay classification, if not eligible for group insurance anywhere else, will be entitled to an HMO, additional family members covered at the expense of the employee (for those hired from July 1, 1997). It is expressly understood that "double" coverage is not allowed. An employee or their dependents found to be covered under the district's plan and also another employer paid health insurance plan, shall reimburse the district the amount of the disclosure. ~~Health insurance is paid for the months that the employee actually works a majority of the work days. Ten (10) month employees receive health insurance paid for the ten (10) months they are scheduled to work.~~ The Board's obligation to provide insurance at no cost to the employee shall be reviewed annually.

- E. Employees who worked in the previous school year shall have preference over candidates without such experience, if their qualifications and evaluations are suitable for an open position at the start of a new school year. Since the number of positions change from year to year, there is no guarantee of employment from one school year to another, as well as for the full school year.

Adopted by the Board of Education

- F. Approved Leaves of Absence with Pay for Pre-Kindergarten/PEP/Head Start Instructors - When approved by the immediate supervisor/principal two (2) paid approved absences days per year, non-cumulative, to cover legal appointments, medical/dental appointments that can't be made during non-work time and attendance at funerals of a relative shall be granted and not deducted from the employee's sick leave bank.

X. HOURLY PART-TIME POSITIONS

A. SUBSTITUTES (HeadStart/PEP/Regular Education/Pre-School)

- 1. **Certificated Teacher** - \$86.00 per day (based on SEVEN hour day) - \$43.00 per half day (based on THREE AND ONE HALF hour day) - Does not include lunch period.

If the substitute is in one assignment for more than ten (10) consecutive school days, the rate of pay is \$96.00 per day, retroactive to the first day in that assignment. After sixty (60) consecutive days in the same assignment the substitute for regular education teacher shall be paid at the daily teacher contract rate for a beginning B.A. degree teacher, starting on the 61st day. The teacher shall also earn one (1) day of paid sick leave per twenty (20) consecutive days worked, and shall receive pay for any of the ten district recognized holidays that fall within the assignment. After subbing for the school district for thirty (30) full days or combination of in a school year, the rate of pay for any days beyond will be \$96.00 per day - \$48.00 per half day (based on THREE AND HALF hour day).

- 2. **Bus Driver** - \$11.00 per hour
Bus Driver Trainee - minimum wage
- 3. **Custodial** - \$9.00 per hour
- 4. **Secretary** - \$10.00 per hour
- 5. **All Assistants/Attendants/Technicians** - \$8.45 per hour
- 6. **Sub Child Care Assistants** \$8.70 per hour
- 7. **Food Service** - \$6.25 per hour for thirty days worked
\$7.00 per hour over thirty days worked
\$7.50 per hour over sixty days worked
- 8. **Food Service Driver** - \$10.00 per hour
- 9. **Elementary Librarian** - \$8.81 per hour

B. OTHER CLASSIFICATIONS

- 1. Co-op, care giver and part-time student help - \$6.00 per hour 1st year/\$6.50 per hour 2nd year, unless another rate is required for a funded program.
- 2. Hearing/Vision Technician - hourly rate established by the Oakland County Health Division.
- 3. A-V Assistant - \$5.83 per hour

- 4. J.T.P.A. - \$5.15 per hour unless another rate is required for the program.
- 5. Test Proctor - \$10.30 per hour
- 6. Driver Education Mechanic - \$16.27 per hour

Employees hired after July 1, 1995 in these classifications will be placed in appropriate GDB classification.

- 7. Adult Athletic Supervisor - Up to the maximum paid thru the Master Agreement (WEA) except for new hires since July 1, 1994 - \$10.00 per hour.
- 8. Driver Education - Children's Village - Up to the maximum paid thru the Master Agreement (WEA).
- 9. Special Education Overnight Trips - Per Master Agreement.(WEA)
- 10. Child Care Billing Clerk - \$9.87 per hour
- 11. Administrative Technician - \$12.02
Receives same benefits as Level III (Career & Technical Ed.)
- 12. Coordinator of Parent Resources - \$12.02 per hour
Same benefits as Assistants on Level III page 2. A 10 month position (no benefits for working summer hours).
Parent Resource Assistant - \$10.51 per hour. No benefits package.
- 13. FAMILIES FOR THE FUTURE
 - a. Site Facilitator
\$20.60 per hour and same benefits as Level III (Career & Technical Ed.)
 - b. Parent Educator/Home Visitor
Degreed \$16.02 per hour
Non-Degreed \$11.78 per hour
Same benefits as Assistants on page 1.
 - c. Fast Teacher Liaison \$18.00 per hour or Catholic Social Services reimbursement amount.
- 14. AFTER SCHOOL ACTIVITIES PROGRAMS
 - a. Supervisors

0 Year	\$ 21.11 per hour
1 Year	\$ 21.63 per hour
 - b. Instructors

1 st Year	\$ 13.39 per hour
2 nd Year	\$ 15.45 per hour
3 rd Year	\$ 16.48 per hour
 - c. Hall Monitor \$ 9.40 per hour
 - d. Assistant \$ 8.70 per hour
 - e. High School Student Helper \$ 5.30 per hour
- 15. Early Childhood Specialist \$ 25.00 per hour
Fringe Benefits same as Headstart Teachers

16. ELEMENTARY KID'S CLUB

a. Coordinator	\$ 11.84 per hour
b. Instructor	\$ 9.27 per hour
c. Assistant	\$ 8.70 per hour

XI. WATERFORD SENIOR CENTER PROGRAM

All positions and levels of compensation are dependent upon outside funding and employees are employed at the will of the district. The rate of pay within the ranges will be determined by the coordinator of the Senior Center based on education and experience.

Supervisors:	Adult Day Care, Outreach, Nutrition. Pay range: \$12.05 - \$16.05
Activities Programmer:	Pay range: \$10.05 - \$12.05
Assistants:	Customer Service, Financial, Nutrition, Travel. Pay range: \$8.00 - \$10.60
Van Drivers:	Pay range: \$7.00 - \$8.50
Aides:	Adult Day Care, Nutrition, Outreach. Pay range: \$6.00 - \$8.50 per hour

A. Holidays

Each employee working twenty (20) hours or more a week will receive the following paid holidays, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, *New Year's Eve*, New Year's Day, Good Friday, Monday after Easter and Memorial Day. The holiday will be paid based on the average number of hours per day worked in a week and only if the holiday falls on the scheduled work day of the employee.

B. Vacation

1. **Employees working 37.5 or more hours per week:** will receive ten (10) paid vacation days per year, after one (1) year of employment. After their fifth (5th) year of employment, employees are eligible for fifteen (15) vacation days.
2. **Employees working 20-37 hours per week:** will receive five (5) paid vacation days after one year of employment. All vacation time must be used within the fiscal year earned.

C. Sick Days

Employees working 20 hours/week or more shall earn paid sick days amounting to one-half (1/2) day per month worked, or a maximum of six (6) days per year after first year of employment. Maximum accumulation, fifty (50) days, to be used only for the employee's verified personal illness. A day of sick leave shall equal the average of hours scheduled per day and can be used only on the days the employee is actually scheduled to work.

D. Health Insurance

Employees (hired after 7/1/99) working 35 + hours per week, if not eligible for group insurance elsewhere, will be entitled to a single person HMO insurance. Additional family members may be covered at employee's expense. Employees working a minimum of 37.5 hours weekly shall also receive dental and vision benefits. The employee must work a majority of their scheduled work days each month to have the appropriate portion of health-insurance paid.

E. Approved Leave of Absence

When approved by the immediate supervisor, one (1) paid approved absence day per year worked, non-cumulative, shall be granted and not deducted from the employee's sick leave bank, to cover legal, medical appointment and attendance at funerals. Up to three (3) additional days per funeral for the funeral of a member of the immediate family may be used. Immediate family is defined as mother, father, brother, sister, children, mother-in-law or father-in-law.

XII. WATERFORD COALITION FOR YOUTH

A. Director \$23.17 per hour

B. Parent Educator /Home Visitor

Degreed \$16.02 per hour

Non-Degreed \$11.78 per hour

Same benefits as Assistants on page 1.

C. Clerical Assistant Same rate and benefits as Classification I (page 1).

GENERAL CONDITIONS FOR ALL GDB POSITIONS

A. **Averaging of Hours**

For purposes of GDB, any time employees are paid for days, such as holidays and sick leave, the hours to be paid will be determined by the supervisor by adding the hours worked for one week and dividing That amount by five(days) to compute the average hours to be paid for the holiday.

B. **New Positions**

The Superintendent of Schools shall have the authority to approve new positions not listed in Policy GDB and changes in wages and working conditions of listed positions on a temporary basis, based upon need, until the Board of Education can officially act upon the Superintendent's recommendation.

C. **JURY DUTY**

Any employee turning in his/her jury duty pay check will be paid by the district for his/her normal hours at his/her hourly rate for the scheduled workdays he/she was unable to work.

D. **CONTRACTED SERVICES**

As approved by appropriate Director(s) and Supervisor of Accounting, Finance and Purchasing.

E. **EMPLOYER PAYMENTS**

The Board will pay the employer's amount for workers' compensation coverage and state mandatory retirement contributions.