

LANSING SCHOOL DISTRICT
SALARY AND FRINGE BENEFITS PACKAGE
FOR MEET & CONFER EMPLOYEES

July 1, 2007 through June 30, 2008

1. LEAVES OF ABSENCE

Leaves of absence without pay may be granted to employees for a period not to exceed one (1) year, or a period equivalent to the employee's length of service to the District in a regular position, whichever is shorter, upon written request to the Human Resources Department. Several types of leave are available.

- A. Military Service Leave - Leave of absence for an employee during the period of military service with the Armed Forces of the United States and of reinstatement thereafter, shall be governed by applicable statutes and decisions of the courts. Application for military service leave shall be made to the Director of Human Resources.
- B. Family and Medical Leave - Eligible employees may take leaves of absence pursuant to the Family & Medical Leave Act of 1993 (FMLA). The FMLA and the associated regulations allow eligible employees to take unpaid leaves for certain health and family related reasons for up to twelve (12) work weeks without loss of employer-paid health benefits. Eligible employees taking FMLA leave will be allowed to use accumulated sick leave and vacation leave during the FMLA leave period. Upon return from the FMLA leave, the employee will be restored to a comparable position, in accordance with the Act. Additional information regarding FMLA leaves is available from the Human Resources Department.
- C. Health Leaves - If an employee is not eligible for FMLA leave and/or has exhausted the FMLA leave benefit, is unable to work due to illness or injury, and has exhausted his/her compensable sick leave bank, the employee may request an unpaid health leave of absence. Such leaves will be granted for periods not to exceed one year in combination with any FMLA leave. One additional year may be granted at the discretion of the District. For leaves of longer than six months, the District will not be required to maintain a vacant position for the employee on leave of absence. However, upon return from health leave of more than six months, the District will offer the employee the next comparable vacancy for which the employee is qualified.

For all health-related leaves of absence (including FMLA and maternity), the employee must provide appropriate medical documentation. Upon returning from a health-related leave of absence, the employee must provide a physician's certification that s/he is physically sound and able to perform all essential duties of his/her position. The Board may choose at its option and expense to have the employee examined by the Board's physician prior to the employee's return to work.

- D. Maternity Leave - If an employee desires a maternity leave of absence, she must file a written request with the Human Resources Department at least thirty (30) days prior to the anticipated date of such leave. Maternity leaves shall be for the duration of the pregnancy and extended no longer than through the post-natal examination period [usually six (6) weeks after termination of the pregnancy].

After the termination of pregnancy, the employee shall be permitted to return from leave. However, unless parental leave has been granted, such return shall be no later than following the post-natal examination period [usually six (6) weeks after

termination of pregnancy]. Upon returning from a health-related leave of absence, the employee must provide a physician's certification that she is physically sound and able to perform all essential duties of her position. The Board may choose at its option and expense to have the employee examined by the Board's physician prior to the employee's return to work.

E. General Leave

After one year of service, leaves of absence without pay may be granted for a period not to exceed one (1) year to employees upon written request to the Human Resources Department for:

- (1) Adoptive leave - upon first notification of acceptance as an adoptive parent by the adoption agency, the employee desiring leave shall apply to the Human Resources Department for an adoptive leave which shall commence when the employee assumes custody of the child.
- (2) Parental leave - such leave must be requested in writing prior to the birth of the child.
- (3) Leaves other than those stated above may be approved by the Director of Human Resources.

F. Leaves for Other Purposes

- (1) Jury Duty - An employee who serves on Jury Duty will be paid the difference between the pay for that duty and the employee's regular pay, provided proof of service and pay is submitted. Jury service will not be charged to sick leave or vacation time.
- (2) Court Appearance - A leave of absence with full pay not chargeable against the employee's sick leave shall be granted for court appearance when subpoenaed as a witness in any case connected with the employee's employment or the school, provided the employee pays to the school district any sums received as subpoena fees.

- G. Return from Leave of Absence - An employee returning from a leave of absence must notify the Human Resources office at least one (1) month before the expiration of the leave of the anticipated date of return in order to permit planning, scheduling and placement. [The District may accept notice of less than one (1) month when it finds the circumstances of the individual case cannot reasonably allow fulfillment of the one (1) month notice requirement.] Failure to provide such notice shall be considered as a voluntary quit. When reinstated, the employee will return to the same salary step as that held at the time the unpaid leave of absence commenced. Unpaid leaves of absence shall be excluded from the employee's accumulated service time.

2. ABSENCE FROM WORK

- A. Compensable Leave – Employees shall be granted one (1) compensable leave day* per month worked, not to exceed twelve (12) days per year, with full pay.

Compensable leave with full pay may be taken for:

- (1) personal illness or injury;
- (2) illness or serious injury to members of the immediate family;**
- (3) death in the immediate family [limit five (5) days];
- (4) to attend the funeral of a close friend or relative [limit one (1) day per occurrence];
- (5) when exposure to contagious disease might create a health hazard for students or other employees; and/or
- (6) when unforeseen emergencies*** arise calling for the immediate presence of the employee.

*A compensable leave day shall be defined as the number of hours in the employee's regular work day if the employee works a five (5) day work week. In other cases, a compensable leave day shall be defined as 1/10 of the total hours regularly worked in a two (2) week period. In order to be eligible to receive a compensable leave day for the month, the employee must work at least one (1) full day between the first and the fifteenth of the month.

**Immediate family shall include the employee's spouse, children, parents, foster parents, parents-in-law, brothers, sisters, and any other person for whom they are financially or physically responsible.

***An emergency is an unforeseen incident over which the individual has no control and requires immediate attention. The individual should make, and has made, every effort in his/her power to resolve the situation without taking time off from work. Each case will be decided on its own merits.

- B. Personal Leave - Two (2) personal leave days with pay shall be granted annually to each full-time employee. Personal leave may be taken in increments of one (1) hour, as approved by the employee's supervisor.

- (1) Personal leave shall not be used during an absence for sick leave or during any leave of absence (except as allowed pursuant to the Family and Medical Leave Act).
- (2) An employee shall provide reasonable advance notice of intent to take personal leave to his/her supervisor, including a statement of the reason for the leave. Three (3) days' advance notice shall generally be considered reasonable in non-emergency situations.
- (3) Personal leave shall not be used for:
 - a. The day before or the day after a holiday, holiday-related day, or vacation day;

- b. recreational pursuits, shopping, or pleasure trips;
- c. other employment or seeking new employment;
- d. non-emergency child care; or
- e. any other leave provision in this Agreement.

Personal leave may be used for religious holiday observance, performance of civic duties, and attending children's school functions within the District.

- (4) In the event an employee does not use some or all of his/her personal leave, the unused portion shall be transferred to the employee's regular compensable leave balance. Personal leave shall not be accumulated from year to year.

3. WORKER'S COMPENSATION (On-the-job-injury)

If an employee becomes disabled from work as a result of a compensable accidental injury(ies) while on the job, the Employer will augment the payment the employee receives through Worker's Compensation, as follows:

If an employee is injured while on duty, resulting in loss of time, the employee shall be paid the full day's pay at the regular rate for the day on which the injury occurred. The employee shall receive from the Board the difference between the Worker's Compensation payment prescribed by law and the regular salary for the first seven (7) days following the date of injury.

Beyond the seventh day the employee shall receive from the Employer the difference between the Worker's Compensation payment prescribed by law and the regular weekly income to the extent and until such time as such employee shall have exhausted any accumulated sick leave. Sick leave shall be charged on a pro-rata basis computed on the relationship of the differential pay to the regular weekly pay until the sick leave is exhausted.

4. HOLIDAYS

- A. The following days shall be recognized and observed as paid holidays:

- New Year's Day
- M. L. King Birthday (if scheduled as a holiday in the teacher contract)
- President's Day (if scheduled as a holiday in the teacher contract)
- Good Friday
- Memorial Day
- Independence Day (for employees scheduled to work during that week)
- Labor Day
- The Day before Thanksgiving (if scheduled as a holiday in the teacher contract)
- Thanksgiving Day
- The Day after Thanksgiving
- The Day before Christmas
- Christmas Day
- The Day before New Year's Day

- B. When any of the above holidays fall on a Saturday, the Friday preceding shall be recognized as a paid holiday. When any of the above holidays fall on Sunday, the Monday following shall be recognized as a paid holiday.
- C. Employees shall be expected to work (or to be on paid compensable leave or vacation status) the day preceding and following a holiday to be eligible for holiday pay.
- D. Holidays occurring during the vacation period shall not be charged against vacation allowance.

5. PAID VACATIONS

- A. All full-year (12-month) employees hired on or before October 31, 1997 shall continue to accrue five (5) weeks of annual vacation each year. All full-year (12-month) employees hired on or after November 1, 1997 shall receive an annual vacation with full pay based on the following schedule:
 - (1) The first five years - 2 weeks + 1 day
 Upon completion of five years - 3 weeks + 1 day
 Upon completion of eleven years - 4 weeks + 1 day
 - (2) The vacation allowance to which an individual is entitled shall be determined by the number of years of service the employee has completed by June 30 of a given year.
 - (3) Pursuant to Board policy, ten (10) days of vacation allowance may be accumulated from one fiscal year to the next. Otherwise, vacation allowance may not be accumulated from one fiscal year to the next.
- B. Vacation earned each month will be credited to the employee monthly.

6. HOSPITALIZATION INSURANCE

- A. The Employer agrees to provide MESSA Tri-Med health and hospitalization insurance for all full-time employees and family members who are not covered, or full-time employees not eligible for group hospitalization benefits paid in full or in part by the employee's spouse's employer. For purposes of insurance coverage, employees scheduled to work at least five (5) hours per day for at least the extent of the school year shall be considered full-time, regular employees. Employees regularly scheduled for less than five (5) hours per day shall be entitled to 50% coverage paid by the Board. For new employees, coverage will become effective on the first day of the month following hire. The Board shall provide a \$5.00 co-pay prescription drug program.

For the 2007-2008 school year, the employee will contribute \$45 per month for single coverage, \$55 per month for two person coverage and \$65 per month for full family coverage.

- B. Full-time employees not electing the health insurance option will receive \$120.00 per month additional compensation.

7. LIFE INSURANCE

The Employer agrees to pay in full the premium on a term life insurance policy of \$20,000, including Accidental Death and Dismemberment, for each employee.

For the Executive Secretary position only, the Employer agrees to pay in full the premium on a term life insurance policy of \$25,000, including Accidental Death and Dismemberment, for each employee.

8. GROUP LONG-TERM DISABILITY

The employer shall provide group long-term disability income insurance with the following benefits:

- A. Up to 60% of monthly salary with a maximum of \$3,000 per month;
- B. Social Security and Michigan School Employees' Retirement benefits will be offset to the degree that they would add to the basic benefit in excess of 70% of monthly salary;
- C. payments to continue to age 65.

The waiting period before the benefit commences is ninety (90) calendar days or after all sick leave is consumed, whichever comes later.

9. DENTAL INSURANCE

The Board shall provide full family Delta Dental Plan E 80/80 insurance (without orthodontics) for all employees.

10. VISION REIMBURSEMENT

The Board shall provide the Lansing School District self-funded vision reimbursement plan to full time employees and eligible family members.

11. INSURANCE COVERAGE

- A. The Board retains the right to initiate a change in the vision, dental, or hospitalization programs, which would be substantially equivalent to or better than the coverage now specified. Advance notice of any such changes will be provided to all affected employees.
- B. Upon acceptance of written application by the insurance carriers, employees shall become eligible for insurance benefit programs beginning the first day of the month following employment. The employee must be actively at work on the day that the coverage becomes effective. Board contributions for coverage shall cease the end of the month during which the employee terminates or retires.

Changes in family status shall be promptly reported by the employee to the Employee Benefits Office within 30 days of such change. The employee shall be responsible for any overpayment of premiums made by the Board on his/her behalf for failure to comply with this paragraph.

- C. Employees, their spouses, or dependent children who cease to be eligible for Board-paid dental, medical, or vision insurance shall have the right to continue such coverage on a direct payment basis with the Lansing School District. Changes in dependent status (marriage, divorce, birth, adoptions, death, children no longer dependent) must be reported within 30 days of the event. Coverage may be continued for 36 months except for termination of employment or reduction in hours. In those cases maximum extension is 18 months.

12. LONGEVITY PAY

- A. Longevity payments will be made according to the following schedule:

Upon completion of 5 years	\$217
Upon completion of 10 years	433
Upon completion of 15 years	651
Upon completion of 20 years	868

The longevity to which an individual is entitled shall be determined by the number of years the employee has completed by December 1 of a given year.

- B. Longevity payments shall be paid in a lump sum, on a regular pay day, as soon as practical following December 1. Longevity will be prorated.

13. OVERTIME (Only for regularly scheduled overtime hours)

For purposes of overtime eligibility, most employees in the Meet and Confer group are considered salaried employees and are not eligible for overtime compensation. In extraordinary circumstances, the Superintendent may authorize additional compensation for a salaried employee.

Hourly employees are eligible to be paid overtime wages at a rate of time-and-one-half of their regular hourly rate for hours worked in excess of forty (40) in any work week. All overtime work must be authorized in advance of being performed.

14. TERMINAL LEAVE

Upon retirement under the Michigan School Employees' Retirement Plan, or upon death, the employee or beneficiary shall receive a lump sum payment computed by multiplying his/her last daily rate by fifty percent (50%) of the employee's accumulated sick leave, subject to a maximum amount established for each group. The maximum terminal leave payment for Meet and Confer is \$1,500.

15. MILEAGE REIMBURSEMENT

An employee who is required as a part of the job on a regular basis to use a personal vehicle for transportation in order to perform duties shall be reimbursed at the maximum current allowable Internal Revenue Service per-mile rate.

16. EVALUATION OF EMPLOYEES

Employees shall be evaluated yearly by April 30.

17. SPECIAL CONFERENCES

Special conferences for important matters will be arranged upon request of either the employees or the Director of Human Resources. Such meetings shall be between no more than three (3) representatives of either group. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested.

18. RESIDENCY

Each employee must maintain their current place of residence on file with the Human Resources Department.

19. LAYOFF

Any Instructional Support Specialist will be given thirty (30) calendar days notice before the effective date of a layoff.

20. PROFESSIONAL DEVELOPMENT

Each Meet and Confer Employee shall be eligible to be reimbursed for up to \$400.00, which he/she may use as a membership fee for a professional organization, for conference expenses related to training, or for tuition reimbursement. Reimbursement of these monies shall be made only after the approval of the appropriate supervisor. The administrator should get prior approval of the supervisor to ensure that it is an approved expense.

APPENDIX: SALARY SCHEDULE

Step increases will generally be given upon completion of one full year of service in the applicable classification. For those employees who have received step increases on July 1 prior to November 1, 1997, the July 1 step anniversary will be followed until they reach the top step for their classification.

In addition to the wages and salaries listed below, Meet and Confer employees will be eligible for up to an additional 1% based on the following salary enhancement formula:

Audited Blended Student Count	Total State Aid Foundation Revenue*	Increase to Salary Schedule
Greater than or equal to 15425	\$118.5 Million	1.00%
Greater than or equal to 15,225 but less than 15425	\$117 Million	0.67%
Less than 15,225 but greater than 15,075	\$116 Million	0.33%
*Determined in May 2008 and paid in June 2008 (net revenue in May 08)		
Based on budget projection for 07-08 student loss of 600 (blended count of 14,925) and \$200 increase in foundation grant.		

Wages and salaries for the Meet and Confer are as follows:

Salary Schedule-Supervisors & Managers (BG06)

Group A **Payroll Supervisor, Transportation Supervisor, Supervisor of Purchasing, Energy Management Coordinator, Human Resources Supervisor, Food Services Supervisor, Physical Plant Supervisor, Work Control Supervisor**

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	42,398	42,610
Step 2	45,309	45,536
Step 3	48,201	48,443
Step 4	51,129	51,385
Step 5	54,197	54,468

Group B **Mechanical Supervisor, Electrical Supervisor, Public Safety Supervisor Motor Pool Supervisor, Custodial Supervisors, Project Coordinator, General Maintenance Supervisor, Circulation & Aquisitions Manager, Grounds Supervisor**

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	41,250	41,457
Step 2	43,039	43,255
Step 3	44,813	45,038
Step 4	46,591	46,824
Step 5	48,568	48,811
Step 6	50,624	50,878

Salary Schedule-Supervisors & Managers (BG06)

Group A+ **Payroll Supervisor, Transportation Supervisor, Supervisor of Purchasing, Energy Management Coordinator, Human Resources Supervisor, Food Services Supervisor, Physical Plant Supervisor, Work Control Supervisor**

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	44,518	44,741
Step 2	47,575	47,813
Step 3	50,610	50,864
Step 4	53,686	53,955
Step 5	56,907	57,192

Group B+ **Mechanical Supervisor, Electrical Supervisor, Public Safety Supervisor Motor Pool Supervisor, Custodial Supervisors, Project Coordinator, General Maintenance Supervisor, Circulation & Aquisitions Manager, Grounds Supervisor**

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	43,313	43,530
Step 2	45,190	45,416
Step 3	47,054	47,290
Step 4	48,920	49,165
Step 5	50,997	51,252
Step 6	53,155	53,421

Salary Schedule-Cafe Managers (BG10)

Combined ABC	2008-09 (1.5%) 195 Days	2009-10 (0.5%) 195 Days
Step 1	27,715	28,143
Step 2	28,365	28,803
Step 3	29,568	30,024
Step 4	30,869	31,345
Step 5	32,164	32,660
Class D	2008-09 (1.5%)	2009-10 (0.5%)
Step 1(Hourly)	12.53	12.60
Step 2(Hourly)	13.17	13.24
Ebersole	2008-09 (1.5%)	2009-10 (0.5%)
Step 1(Hourly)	17.42	17.51
Step 2(Hourly)	17.82	17.91
Step 3(Hourly)	18.57	18.67
Step 4(Hourly)	19.40	19.50
Step 5(Hourly)	20.20	20.31

Salary Schedule-Administrative Secretaries (BG12)

	<u>2008-09</u>	<u>2009-10</u>
	<u>(1.5%)</u>	<u>(0.5%)</u>
<u>Group A</u>		
Step 1	32,911	33,076
Step 2	34,381	34,553
Step 3	35,844	36,024
Step 4	37,316	37,503
Step 5	38,201	38,392
Step 6	39,628	39,826

Salary Schedule-ISS (BG29)

**Project Development Specialist, Community and
Public Relations Specialist, Student Assistance Specialist
Mentoring Specialist, Diploma Completion Specialist (52 weeks)**

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	53,000	53,265
Step 2	54,832	55,107
Step 3	56,658	56,942
Step 4	58,492	58,785
Step 5	60,313	60,615

System Programmer, Coordinator of Sheltered Workshop- (52 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	62,632	62,946
Step 2	64,574	64,897
Step 3	66,511	66,844
Step 4	68,453	68,796
Step 5	70,392	70,744

System Analyst- (52 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	58,896	59,191
Step 2	60,832	61,137
Step 3	62,773	63,087
Step 4	64,709	65,033
Step 5	66,648	66,982

Salary Schedule-ISS (BG29)

Programmer Analyst- (52 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	46,261	46,493
Step 2	49,211	49,458
Step 3	52,158	52,419
Step 4	55,119	55,395
Step 5	58,071	58,362

Technical Programmer- (52 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	44,497	44,720
Step 2	46,613	46,847
Step 3	51,659	51,918
Step 4	53,856	54,126
Step 5	55,885	56,165

Adult and Continuing Education Supervisors: Supervisor of Operations, Supervisor of Instruction, Supervisor of Student Services. (42 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	61,839	62,149
Step 2	63,874	64,194
Step 3	65,913	66,243
Step 4	67,946	68,286
Step 5	69,979	70,329

Salary Schedule-ISS (BG29)

At Risk Coordinator and K-12 Student Services Coordinator (52 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	61,839	62,149
Step 2	63,874	64,194
Step 3	65,913	66,243
Step 4	67,946	68,286
Step 5	69,979	70,329

Specialist in Adult and Vocational Education, Coordinator of Marketing Services for Adult and Continuing Education, YPED Mentoring Specialist, ISS Specialist, Cable TV Supervisor (52 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	42,614	42,828
Step 2	45,542	45,770
Step 3	48,447	48,690
Step 4	51,392	51,649
Step 5	54,474	54,747

Adult Education Coordinator (40 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	39,577	39,775
Step 2	41,230	41,437
Step 3	42,874	43,089
Step 4	44,527	44,750
Step 5	46,169	46,400

Salary Schedule-ISS (BG29)

Coordinator of Human Development (42 Weeks)

2008-09(1.5%) 2009-10(0.5%)

40,130 40,331

**Human Resources Specialist, Supervisor for Research & Evaluations,
Supervisor Computer Technology, CTE/Adult Education, Budget
Specialist (52 Weeks)**

2008-09(1.5%) 2009-10(0.5%)

Step 1	67,436	67,774
Step 2	69,459	69,807
Step 3	71,545	71,903
Step 4	73,689	74,058
Step 5	75,900	76,280

Public Safety Supervisor, Magnet Specialist

2008-09(1.5%) 2009-10(0.5%)

Step 1	40,109	40,310
Step 2	41,313	41,520
Step 3	42,552	42,765
Step 4	43,829	44,049
Step 5	45,144	45,370

Salary Schedule-ISS (BG29)

Evaluation Assistant, Substitute Teacher Coordinator (52 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	40,216	40,418
Step 2	42,037	42,248
Step 3	43,861	44,081
Step 4	45,693	45,922
Step 5	47,518	47,756

Mental Health Coordinator (41 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	51,015	51,271
Step 2	53,053	53,319
Step 3	55,175	55,451
Step 4	57,383	57,670
Step 5	59,676	59,975

Environmental Center Site Coordinator/Resident Manager (52 Weeks)

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	51,561	51,819
Step 2	52,535	52,798
Step 3	53,507	53,775
Step 4	54,479	54,752
Step 5	55,450	55,728

Salary Schedule-ISS (BG29)

Health Manager/Resident Manager (Hourly) ⁵

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	13.90	13.97
Step 2	14.17	14.24
Step 3	14.45	14.52
Step 4	14.74	14.81
Step 5	15.03	15.11

Michigan School Readiness Program Manager

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	45,942	46,172
Step 2	47,321	47,558
Step 3	48,739	48,983
Step 4	50,201	50,453
Step 5	51,707	51,966

Parent Involvement Coordinator (46 Weeks) ⁴

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	59,655	59,954
Step 2	61,445	61,753
Step 3	63,290	63,607
Step 4	65,187	65,513
Step 5	67,143	67,479

Salary Schedule-ISS (BG29)

Diploma Completion Specialist (48 weeks) ^{2,3}

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	48,922	49,167
Step 2	50,613	50,867
Step 3	52,299	52,561
Step 4	53,992	54,262
Step 5	55,673	55,952

Student Parent Coordinator (52 Weeks) ⁶

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
Step 1	68,110	68,451
Step 2	70,153	70,504
Step 3	72,260	72,622
Step 4	74,426	74,799
Step 5	76,659	77,043

Hourly Support Specialists, Community Activity Coordinator RIF Coordinator

	<u>2008-09(1.5%)</u>	<u>2009-10(0.5%)</u>
	14.88 to 29.75	14.95 to 29.90

Salary Schedule-Business & Records Specialists BG(30)

Evaluation Technicians

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	24,479	24,602
Step 2	26,223	26,355
Step 3	27,969	28,109
Step 4	29,718	29,867
Step 5	31,470	31,628

Sheltered Workshop Accountant, Financial Analyst, Accountant

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	36,242	36,424
Step 2	37,397	37,584
Step 3	38,526	38,719
Step 4	39,669	39,868
Step 5	40,812	41,017

School Business Manager, Junior Accountant

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	30,519	30,672
Step 2	32,426	32,589
Step 3	34,329	34,501
Step 4	36,242	36,424
Step 5	38,140	38,331

Salary Schedule-Technical Specialists (BG31)

Office Specialist

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	37,317	37,504
Step 2	38,811	39,006
Step 3	40,365	40,567
Step 4	41,976	42,186
Step 5	43,658	43,877
Step 6	45,406	45,634

Audio Visual Technician, Instructional Computer Specialist, Instructional Computer Technologist, Media Electronics Specialist

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	38,086	38,277
Step 2	39,771	39,970
Step 3	41,440	41,648
Step 4	43,119	43,335
Step 5	43,963	44,183

Senior Audio Visual Technician, Book Review Specialist Senior Media & Electronic Specialist

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	41,028	41,234
Step 2	43,803	44,023
Step 3	45,476	45,704
Step 4	47,155	47,391
Step 5	48,845	49,090
Step 6	49,693	49,942

Salary Schedule-Technical Specialists (BG31)

Piano Technician (40 weeks) ²

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	32,576	32,739
Step 2	33,198	33,364
Step 3	33,989	34,159
Step 4	34,868	35,043
Step 5	35,843	36,023
Step 6	36,689	36,873

Senior Offset Press Operator

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	33,016	33,182
Step 2	33,988	34,158
Step 3	35,049	35,225
Step 4	36,105	36,286
Step 5	37,168	37,354
Step 6	38,011	38,202

Offset Press Operator, Media Technician

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	26,326	26,458
Step 2	27,352	27,489
Step 3	28,442	28,585
Step 4	29,586	29,734
Step 5	31,085	31,241
Step 6	31,928	32,088

Salary Schedule-Technical Specialists (BG31)

Graphic Design Printing Specialist

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	29,215	29,362
Step 2	30,093	30,244
Step 3	30,996	31,151
Step 4	31,925	32,085
Step 5	32,883	33,048
Step 6	33,869	34,039

Technical Support Specialist

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	31,656	31,815
Step 2	33,431	33,599
Step 3	35,211	35,388
Step 4	36,996	37,181
Step 5	38,779	38,973
Step 6	40,565	40,768

Community Outreach Specialist, Community & Gov't Relations Specialist ¹ Operations Specialist

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	32,911	33,076
Step 2	34,382	34,554
Step 3	35,845	36,025
Step 4	37,317	37,504
Step 5	38,201	38,393
Step 6	39,628	39,827

Salary Schedule-Technical Specialists (BG31)

Computer Technical Specialist ²

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	33,963	34,133
Step 2	35,750	35,929
Step 3	37,535	37,723
Step 4	39,321	39,518
Step 5	41,106	41,312
Step 6	42,890	43,105

Financial Accounting Specialists

	<u>2008-09 (1.5%)</u>	<u>2009-10 (0.5%)</u>
Step 1	38,643	38,837
Step 2	40,430	40,633
Step 3	42,205	42,417
Step 4	43,983	44,203
Step 5	45,960	46,190