

P4502 WAGE AND SALARY ADMINISTRATION

BOARD POLICY:

Increment or step increases are included in all wage and salary schedules, to recognize changes in responsibility based on assignment, and to reward length of service. The employee economic benefits are separate from adjustments in wage and salary schedules required by changes in general economic conditions.

Administrative Implemental Procedures:

1. Employees who began service prior to January 1 of the current calendar year shall normally advance one step on the salary schedule on July 1. Notwithstanding anything to the contrary herein, classified employees shall not move a step for the 2013-2014 or the 2014-2015 school year.
2. Employees, who on July 1 are on a disciplinary Plan of Assistance, shall not advance on the salary schedule.
3. Certain employees, due to the nature of their jobs, are required to qualify for and obtain certificates from the City of Wichita or other governmental bodies. In such instances, the following rules and regulations are applicable:
 - a. The administration shall identify the operational service areas, the parties with primary responsibility for the specific function, and the total number of certificates or licenses that will be recognized and awarded payment in such operational service areas.
 - b. All such employees, with the exception of those recognized for asbestos certificates, shall be responsible to qualify themselves and to take any required examinations as well as pay any costs involved in obtaining and maintaining such certificate, license, and surety bond, if required.

The school district shall pay all expenses involved in annual training, testing, and certificate renewal for all asbestos certificates and positions which are recognized as a part of this policy.

License and certificate should be in the name of the qualified person. No employee shall receive supplemental pay for more than one license or certificate.
 - c. Certain employees may be required to obtain an appropriate certificate or license as a condition to reaching or remaining on designated pay ranges. In case a certificate or license is required and the employee is unable or unwilling to obtain such certificate or license, termination or demotion may be necessary. In the event a certificate or license is no longer recommended for the position which the individual holds, the supplemental pay will be terminated.
 - d. When employees in a designated operational service area have qualified themselves and obtained a certificate or license, they shall present a copy of it to the administration. The regular procedure shall then be followed recommending that their salary reflect any additional supplemental pay.
 - e. Full-time employees having a certificate which is recognized for reimbursement in "a" above shall be paid according to the following categories:

Architectural State Registration, Main \$300/mo.
Architectural State Registration, Back-up \$150/mo.

Asbestos Program Manager \$200/mo.
 Asbestos Management Planner \$100/mo.
 Asbestos Inspector \$50/mo.
 Asbestos Supervisor Class II \$35/mo.
 Asbestos Worker Class I \$20/mo.
 ASE (automotive) certificate, any 1 area \$60/mo.
 ASE (automotive) certificate, any 2 areas \$80/mo.
 ASE (automotive) certificate, any 3 areas \$100/mo.
 ASE (automotive) certificate, any 4 areas \$120/mo.
 ASE (automotive) certificate, any 5 areas \$140/mo.
 ASE (automotive) certificate, any 6 areas \$160/mo.
 ASE (automotive) certificate, any 7 areas \$180/mo.
 ASE (automotive) certificate, any 8 areas \$200/mo.
 Cement
 Contractor License \$100/mo.
 Contractor License back-up \$75/mo.
 Commercial Drivers License/Class B \$20/mo.
 Commercial Drivers License/Class A \$40/mo.
 Commercial Drivers License HAZMAT Endorsement \$60/mo.
 Contractor, General, Main \$250/mo.
 Contractor, General, back-up \$150/mo.
 Drainlayer
 Masters Certificate \$100/mo.
 Masters License back-up \$75/mo.
 Electrical
 Masters License \$200/mo.
 Masters back-up \$150/mo.
 Journeyman \$100/mo.
 Fire Alarms
 NICET II, Main \$300/mo.
 NICET II, back-up \$200/mo.
 NICET I, Main \$100/mo.
 Fire Extinguishers (portable)
 Class RB state certification-NAFED, Main \$150/mo.
 Class RB state certification-NAFED, back-up \$100/mo.
 Heating
 Masters, Main \$200/mo.
 Masters, back-up \$150/mo.
 Journeyman \$100/mo.
 Mechanical
 Masters License, Main \$200/mo.
 Masters back-up \$150/mo.
 Journeyman \$100/mo.
 Metals, General
 Masters, Main \$200/mo.
 Masters back-up \$150/mo.

Journeyman \$100/mo.
 Pest Control, 7A-E Main \$200/mo.
 Pest Control, 7A-E back-up \$150/mo.
 Playgrounds, Main \$200/mo.
 Playgrounds, Back-up \$150/mo.
 Plumbing
 NICET II, Main \$300/mo.
 NICET II, Back-up \$200/mo.
 Masters License \$200/mo.
 Masters Back-up \$150/mo.
 Journeyman \$100/mo.
 Professional Engineer License
 (Electrical) \$150/mo.
 Professional Engineer License
 (Mechanical) \$150/mo.
 Roofing License Back-up D \$100/mo.
 Welder certificate \$100/mo.

Part-time employees will receive a prorated amount. The administration shall recommend necessary additions to be made to the above categories. Asbestos certificate monthly payments will be paid only to employees who are required to seek the certificates and will continue as long as the employees are working with asbestos. Normally, the certificates will be required of selected employees within the Masonry/Carpentry, Plumbing, Building Engineer, and Asbestos Program Management areas.

4. Full-time classified employees placed on Ranges A through Jc of the Classified Salary Schedule shall be paid 50 cents differential pay for each hour of their regular working schedule which occurs later than 6:00 p.m., but earlier than 6:00 a.m.
5. An additional 75 cents per hour is paid to eligible employees when assigned to spray painting and spray painting cleanup work.
6. An additional \$1.00 per hour is paid to eligible employees when assigned to sandblasting and sandblasting cleanup work.
7. An additional 75 cents per hour will be paid to eligible employees in the Facilities Division and Operations Division areas when working conditions are identified by the employees as justifying such differential pay and when the need is verified by the supervisors. These working conditions will also include verified working time spent in the Nutrition Services coolers and freezers.
8. An additional \$1.25 per hour shall be paid to eligible employees when working with pitch.
9. An additional \$1.00 per hour shall be paid to eligible employees when working with pesticides.
10. Employees who are required to have an asbestos Class I or Class II certificate, and employees who have received a minimum of 16 hours of asbestos training and are identified and required by the appropriate administrator to wear the protective garb and

respirator, shall be paid an additional \$1.75 per hour for a minimum of two hours when working with asbestos.

11. Full-time clerical employees who qualify for and complete the requirements of the Clerical Professional Growth Program (CPG) approved by the Human Resources Division will receive the following compensation:

Basic Certificate \$30/mo.

Associate Certificate \$40/mo.

Advanced I Certificate \$50/mo.

Advanced II Certificate \$60/mo.

Advanced III Certificate \$70/mo. (Includes Bachelor's and Master's Degrees)

The Clerical Professional Growth Program will closely parallel the Professional Standards Program (PSP) of the National Association of Educational Office Professionals (NAEOP), which should allow a clerical employee to receive a PSP certificate from NAEOP, if desired. Part-time employees will receive a prorated amount.

12. Full time service employees who qualify may complete the requirements for the Professional Development Program (PDP) certificates awarded by the School Nutrition Association. Upon receipt in the Human Resources Office of proof of such certification and approval by the Director of Nutrition Services, qualified employees will receive the following compensation. Part-time employees will receive a prorated amount.

SNA Certification \$18.00/mo.

SNA Certification \$28.00/mo.

+24 hours credit

+2 years of service

SNA Certification \$38.00/mo.

+24 additional hours credit (48 total)

+3 years of service

SNA Certification \$48.00/mo.

+24 additional hours credit (72 total)

+4 years of service

SNA Certification \$58.00/mo.

+24 additional hours credit (96 total)

+5 years of service

SNA Certification \$68.00/mo.

+24 additional hours credit (120) total

+6 years of service

A Career Ladder Committee shall consist of three (3) A-Jc employees appointed by the Union President and three (3) management employees appointed by the Director of Nutrition Services. The Committee shall meet and report as needed by management or the union.

13. Full-time custodial employees paid on Ranges A through Jc who successfully complete a Custodial Building Maintenance program will receive a Certificate of Proficiency awarded by the Wichita Public Schools and \$40.00 a month. Employees earning a Masters' Certificate issued by the Wichita Public Schools will receive \$70.00 per month. Employees are responsible for submitting evidence of training to their immediate supervisor who shall forward such materials to the Human Resources Division for

placement in their respective personnel files. The above certificates are issued for two or five years and can be renewed after expiration if the holder has attended at least one class during the life of the certificate. Part-time employees will receive a prorated amount. Head custodians who held the position prior to July 1, 2012, will be grandfathered in regarding Master Certificate at their current base location, unless they move to a new location. All other head custodian positions after July 1, 2012, will require a Master Certificate.

14. Full-time security employees paid on Ranges A through Jc who earn a college degree in Law Enforcement and/or Administration of Justice, and upon receipt in the Human Resources Office of said proof of degree, shall receive the following monthly compensation:

Associate Degree \$55/mo.

Bachelor's Degree \$60/mo.

Master's Degree \$65/mo.

Part-time employees will receive a prorated amount.

15. Classified employees who are released to attend district sponsored inservice activities and are being paid a wage will be allowed to use that time, if approved by Superintendent, Chief Human Resources Officer or designee, to advance on a career ladder or receive compensation for certificates or required licenses.

16. Certificate/License/Degree Compensation or Career Ladder Advancement

Notwithstanding anything to the contrary herein for classified employees, there will be no advancement on career ladders (including Paraeducators or A-Jc Security employees), increases in compensation for certificates, licenses, or degrees awarded after June 30, 2014, unless a special license is required for movement from one position to another position, subject to Paragraph Z of the SEIU Agreement.

17. An additional \$15 per month will be paid to eligible school security personnel who drive their private automobiles during the work day for the purpose of securing attendance center parking lots during the month of December through February. Such eligibility shall be verified by the Supervisor of Security.
18. Eligible security personnel who are required to wear special uniforms will receive \$550 annual uniform maintenance allowance.
19. Classified employees who are required to drive their own automobiles in connection with their employment shall be compensated at a rate per mile established by the Board of Education at the beginning of the fiscal year. Compensation shall be in a manner consistent with procedures established by Financial Services.
20. An additional \$30 per month for ten (10) months will be paid to eligible special education paraeducators who drive their own car in transporting students in the community based instruction program.
21. Nutrition Services employees, paraeducators, aides, and library clerks who are employed at an extended year school, and who work at least 210 days shall receive the same benefits as do 220-day employees, except they shall not receive vacation benefits.

22. Paraeducators who supervise a classroom or classrooms when a certificated teacher for the classroom is absent from school and when there are no other certified or substitute staff present in the classroom shall receive an additional four dollars (\$4.00) per hour for providing such supervisory services. The right to direct the work in Article III of the SEIU Agreement.
23. Regularly established holidays are included in determining the number of paid working days in a pay period for computing fractional or partial time worked by employees. Permanent classified employees who work 20 hours or more per week are eligible for paid holidays according to the following working schedules:
 - 260-day schedule a minimum of 13 paid holidays
 - 230-day schedule a minimum of 10 paid holidays
 - 225-day schedule a minimum of 10 paid holidays
 - 220-day schedule a minimum of 10 paid holidays
 - 198-day schedule a minimum of 10 paid holidays
 - 196-day schedule a minimum of 10 paid holidays
24. Employees are eligible for holiday pay if they are in pay status (except personal business) or have an approved request for absence on the day before and the day following paid holidays.
25. The bi-weekly payroll deduction rate of excess personal business leave and excess temporary leave shall be the actual daily earning rate.
26. Business Technology Trainee, Student Helpers, and Student Workers pay rate will be \$7.25 per hour for 2013-2015.
27. Lunch Period Aides pay rate will be \$9.26, \$9.67, \$10.34, or \$10.39 per hour for 2013-2014 and 2014-2015. Summer Nutrition Workers will be placed on Range A, Step 1 of the salary schedule.
28. Custodial Aides pay rate will be \$7.72, \$8.13, \$8.54 per hour for 2013-2014 and 2014-2015.
29. Summer temporary help are paid on the salary schedule on the appropriate range and step.
30. The Wichita State University Cooperative Education Paraeducator will be placed on Range A of the Salary Schedule.
31. Employees receiving an award approved by the Program to Reward Innovative District Employees (PRIDE) will receive an amount, which, after paying the required taxes, will net the employee a specified amount of money.
32. In the event it is necessary to employ a person as a coach aide pursuant to Rule 10 of the Kansas State High School Activities Association, the employee will be paid an amount determined by the Chief Human Resources Officer subject to the approval of the Board. If the person employed is already an employee of USD 259, the salary paid as a Rule 10 coach aide is for a second and unrelated job.
33. Employees at the Alvin E. Morris Administrative Center shall be provided a parking space or paid parking within reasonable walking distance of the Alvin E. Morris Administrative Center.

Administrative Responsibility: Human Resources

Latest Revision Date: September 2013

Previous Revision Date: July 2013 P4502

Reference: *Classified Policies for Classified Personnel*

Updated administratively for alignment purposes: March 2014