



ATAS



SUPPORT • FACILITATE • COLLABORATE

POLICY

*Between the Bay-Arenac ISD Board of Education and the
Academic, Technical, and Administrative Support Group
July 1, 2025 through June 30, 2027*

THE ACADEMIC, TECHNICAL, AND ADMINISTRATIVE SUPPORT GROUP POLICY

This Policy covers persons employed by Bay-Arenac ISD who are not members of any bargaining unit, known as the Academic, Technical, and Administrative Support Group. Positions may be added or removed as recommended by the Superintendent/Designee. The actual work days required will be determined by the Superintendent/Designee. This agreement is effective July 1, 2025 and expires on June 30, 2027.

POSITIONS

ACADEMIC SUPPORT - Pre-K - 12 Education (185, 190, 195, 205, or 210 working days – No vacation days provided)

- 31N Mental Health Counselor
- Behavior Intervention Specialist
- Career Navigator
- Data Support Specialist
- Early Literacy Coach
- Early Math Specialist
- Family Engagement and Literacy Hub Coordinator
- Family Liaison
- Health Education Coordinator
- Lead Home Visitor
- Math and Science Consultant
- Outreach and Engagement Coordinator
- Parent Liaison
- Science Instructional Technology Coach
- Starting Strong Home Visitor
- Student Success Coordinator
- Truancy/McKinney Vento Coordinator

NON-EXEMPT ADMINISTRATIVE SUPPORT - Office Professionals, Business Services, Central Registry, Secretary, Application Support Specialist, Computer Technician, Graphics and Printing Services

- Accounts Payable (52 weeks)
- Accounts Receivable/Office Professional (52 weeks)
- Application Support Specialist (52 weeks)
- Central Registry Office Professional (48 weeks)
- Central Registry Office Professional (52 weeks)
- Computer Technician (52 weeks)
- Graphic and Digital Media Design Specialist (52 weeks)
- Graphics and Printing Technician (52 weeks)
- Office Professional/Receptionist (42-52 weeks)
- Payroll Clerk (52 weeks)
- Special Education Secretary (42-52 weeks)

EXEMPT ADMINISTRATIVE SUPPORT AND TECHNOLOGY AND APPLICATION SERVICES - The following positions are considered exempt from overtime pay through provisions of Section 13(a) (1) of FLSA.

ADMINISTRATIVE SUPPORT (52 Week Employees)

- Administrative Assistant to Director of Career and Technical Education
- Administrative Assistant to Director of Early Childhood
- Administrative Assistant to Director of Human Resources
- Administrative Assistant to Director of Instructional Services
- Administrative Assistant to Director of Special Education
- Administrative Assistant to Superintendent
- Administrative Assistant to Director of Technology
- Accountant

TECHNICAL SERVICES (52 Week Employees)

- Network Engineer

WORK DAYS

Definition of Full/Part-Time Personnel: Employees who work at least thirty-seven and one-half (37½) hours per week are recognized as full-time Employees.

Academic Support - The length of the Academic Support Employee's calendar is determined by the Director/Designee and will vary between 185 to 210 working days per school calendar year. All other days are considered non-compensable/non-working days unless authorized by the Director/Designee. The Academic Support Employee will develop their calendar with the program Director/Designee for the actual number of days worked. The calendar shall be submitted no later than July 1 of the school year. Employees shall get permission from the Director/Designee of the program prior to making any changes to the calendar they initially submitted. All calendars must be on file with the department Director.

Non-exempt Administrative Support – Forty-Two (42) - Fifty-Two (52) Week Employee - a calendar/schedule will be developed for 1 full school year to reflect days that will be considered non-work days. The calendar/schedule will be submitted for administrator approval no later than June 15th prior to the beginning of each school year. The approved calendar will be signed off by both parties (Employee and Director). Minimal changes to the calendar/schedule will be considered when suggested by either party. If changes are suggested and approved, both parties will sign off and date the updated change. If an agreement cannot be made an appeal can be made to the Director of the Department. Employees who support academic programs should follow the program calendar as closely as possible. Being present when staff and students are present is expected. Beginning in the 2026-2027 school year, Non-exempt Administrative Support that do not work 52 weeks per year will have the opportunity to enroll in 26 pays.

Exempt Administrative Support and Technician and Application Services - The length of the exempt Employee's work year is 52 weeks per year. All other days are considered non-compensable/non-working unless authorized by the Superintendent/Designee. Upon leaving the employment of Bay-Arenac ISD, those who are paid on a 26-week basis will have their final check adjusted to reflect actual days worked during the year.

HOLIDAYS

All employees covered by this agreement who work 52 weeks per year are paid for the following holidays:

Independence Day
Labor Day
Thanksgiving Day
The Friday after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Memorial Day

- A. Should the holiday fall on a Saturday, Friday shall be considered the paid holiday. Should the holiday fall on a Sunday, Monday shall be considered the paid holiday.
- B. Should a holiday, for which the Employee is eligible, occur during the Employee's vacation or other approved leave, the holiday shall not be counted against the Employee's accrued leave.

VACATION DAYS

Vacation days are not provided for Academic Support Employees. Vacation days are provided to Non-exempt, Exempt, and Technology and Application Services Employees. Vacation days shall not accrue from one year to the next. Employees shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the ISD. All scheduling of vacation days is subject to the approval of the Superintendent/Designee. Employees who terminate employment prior to completion of the fiscal year shall be paid a prorated portion of unused days.

All Employees who work a minimum of 37.5 hours/week, forty-two – fifty-two (42-52) weeks/year shall receive the following vacation days:

- A. Fifty-Two (52) weeks/year shall be entitled to 24 paid vacation days per year. An additional three (3) vacation days will be granted after 5 years of unbroken ATAS employment with the board. An increase of 1 vacation day per year for fifty-two (52) week year-round ATAS Employees.
- B. Forty-Six – Forty-Eight (46-48) weeks/year shall be entitled to 15 vacation days per year.
- C. Forty-Two (42) weeks/year shall be entitled to 10 vacation days per year.
- D. The vacation benefit shall not extend to Employees who work less than forty-two (42) weeks.

FACILITIES CLOSURE

When conditions not within the control of the Superintendent cause the complete or partial closure of District facilities, all Employees covered under this Policy (except Academic Support Employees) shall be notified of the closure and whether they shall report.

Academic Support Employees shall follow the calendar of the District they work. Should there be an individual building closure within a District, the Academic Support Employee shall contact their administrator for direction on where to report that day.

PAID LEAVES OF ABSENCE

Sick leave with pay will be granted to all Employees recognized under this Policy in cases of illness to the Employee or the Employee's family members. Employees will receive twelve (12) paid sick days per fiscal year and three (3) personal days. The total number of sick days accrued shall not exceed one hundred sixty (160) days on June 30 of the year accrued. All unused sick days will carry over to the following year, not to exceed 160 days.

Employees are to notify their supervisor as early as possible on the day they intend to use a sick day and complete the required documents within the time period the days were taken. The Superintendent/Designee may require a doctor's statement for any or all sick days used in accordance with the Earned Sick Time Act. Personal business days may be taken only upon prior approval of the Superintendent/Designee. At the end of the school year, any unused personal days will be rolled over into sick days up to a maximum of 160 days.

Five (5) days leave will be granted in case of the death of the Employee's spouse, children, step-children, Employee's parents, mother-in-law, father-in-law, brothers or sisters, grandparents or grandchildren, spouse's grandparents or grandchildren. Three (3) days leave will be granted in case of the death of the Employee's brothers-in-law or sisters-in-law. Funeral leave will be paid for normal working days only. Additional time may be granted at the discretion of the Superintendent/Designee

LEAVE OF ABSENCE WITHOUT PAY

When a prolonged serious illness beyond the provisions of the Family Medical Leave Act (FMLA) and/or the accrued sick leave allowance necessitates personal illness/disability leave up to one (1) year, may be granted by the Superintendent/Designee upon a written statement from a physician. Application for such leave shall be made as soon as the Employee is aware of such need to the commencement of the leave. The administration has a right to receive periodic recertification from the Employee's health care provider during the leave period and a medical certification of the Employee's fitness to return to duty at the expiration of the leave period. Should the Employee take the District's health care, the Employee will be responsible for the Employer and the Employee's share of the healthcare. Should the Employee not take health insurance, cash in lieu will not be provide during and extended leave of absence outside provisions of FMLA. An Employee returning from leave provided for in this paragraph shall be given benefits provided by the Board benefit plan subject to the limitation of the benefits provider and with no advancement on the salary schedule. The administration shall make every effort to return the Employee to their position if it still exists or an equivalent position within the limits of state and federal statute and Board Policy.

TERMINAL PAY

If an Employee has ten (10) continuous years of service with Bay-Arenac ISD, upon retirement from Michigan Public School Employees' Retirement System, the Employee will receive \$30.00 per day for all unused sick leave up to 160 days. Any Employee that notifies the board 6 months prior of their intent to retire or termination of employment, except for disciplinary reasons, will receive \$100 per day for a maximum of 160 days.

FAMILY MEDICAL LEAVE ACT (FMLA)

The District agrees to follow the provisions of the Family Medical Leave Act of 1993 (FMLA).

1. The twelve-week allowance referred to in the FMLA will be based on A "rolling" 12-month period measured backward from the date an Employee takes FMLA leave.
2. As prescribed and required by the FMLA, the District will provide insurance benefits as per the ¶ A, of the Insurance section of this agreement.
3. If an Employee does not return to work after the leave, any co-payment for fringe benefits owed the District shall be deducted from any severance pay to which the Employee is entitled, as provided by the FMLA. This includes reimbursing the District for any insurance costs the District paid for the Employee as defined by the Family Medical Leave Act of 1993.
4. Before allowing any leaves for medical purposes under FMLA, the District may require the Employee to obtain a second and/or third medical opinion or provide any necessary documentation of the need for such a leave from a District appointment physician. Any second or third opinion will be paid for by the District if not covered by insurance.
5. Any paid leave provided for in this agreement shall count toward the 12-week period provided for in the FMLA. Any paid leave provided for under this policy agreement must be exhausted before the Employee is eligible for an unpaid leave (to a combined maximum of 12 weeks as per the FMLA).
6. FMLA leave must be applied for. The application must be completed and approved prior to leave whenever possible.

To be eligible for FMLA, the Employee must have worked at least 1,250 hours in the previous 12 months, have worked for the District for at least 12 months, have a serious health condition that prevents them from working or performing essential job duties, and provide documentation from a health care provider confirming the serious health condition.

BENEFITS

The Board shall make premium payments on behalf of Employees covered under this agreement for group life insurance protection in the amount of \$30,000.00 that will be paid to the Employee's designated beneficiary. In the event of accidental death, the insurance benefit will double the specified amount. Any Employee will be eligible for the \$30,000.00 group term package who is employed on a 185 to 52-week schedule.

Health Insurance Medical Coverage and Costs: Full-time Employees who work a minimum of thirty (30) hours each week on a regularly scheduled basis shall be eligible for the fringe benefits provided in this Article.

To the extent allowable by law or regulation, upon proper application and acceptance for enrollment by the appropriate insurance underwriter, and/or carrier, the Board shall make payments for health insurance coverage (the "plan") for all eligible Employees (those not taking cash-in-lieu), their spouse and eligible dependents, toward the Employees chosen health insurance plan(s) in a combined monthly amount not to exceed the maximum monthly amounts of the State of Michigan determined hard cap paid by the District per eligible Employee for the plan year from January 1 through December 31. The ISD's contribution shall be the hard cap paid on a twelve (12) month basis, as provided in the Publicly Funded Health Insurance Contribution Act, Public Act 152 of 2011 (PA152).

From the monthly contributions, the Board shall deduct in a prorated amount per Employee, where applicable, any payments already made, or that will be made, by the Board during the "medical benefit plan coverage year" toward Board reimbursement of co-pays, deductibles, or payments into health reimbursement arrangements, health savings accounts, flexible spending accounts, or similar accounts used for health care costs, health insurance-related taxes or fees, and any portions of cash-in-lieu or stipend payments required to be accounted for pursuant to Public Act 152 of 2011 (collectively the "Supplementary Payments"). If the total value of the Supplementary Payments already made, or that will be made, during the "medical benefit plan coverage year", exceeds the aggregate Monthly Contributions, the Board shall reduce the payments that will be made during the "medical benefit plan coverage year" toward the Supplementary Payments in an amount necessary to avoid exceeding the aggregate Monthly Contributions cap. The Board may use its discretion in determining which future Supplementary Payments to reduce, and further, may deduct from Employee wages any past Supplementary Payments already made which are necessary to comply with Public Act 152 of 2011. The Monthly Contributions in Section B are subject to change pursuant to Public Act 152 of 2011. The Board shall confer with the Association regarding changes to the contributions.

The plan shall conform to all requirements of the Patient Protection and Affordable Care Act (PPACA) and Public Act 152 of 2011 (PA 152); including any requirements necessary to avoid penalties, taxes, or other liabilities for the Board; the Board is specifically authorized to make any adjustments to this Article necessary to fully comply with the PPACA and PA 152, including to avoid any penalties, taxes, or other liabilities chargeable to the Board.

The health care plan specifications set forth in this Article shall not include coverage for services which the Board is prohibited from funding under Section 166d of the State School Aid Act or its successor provision.

If the plan involves reimbursement of co-pays, deductibles, or payments into health reimbursement arrangements, health savings accounts, flexible spending accounts, or similar accounts used for health care costs, health insurance related taxes or fees, and any portions of cash-in-lieu or stipend payments required to be accounted for pursuant to PA 152, to the extent allowable by law or regulation, the Board shall fund the reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, health insurance-related taxes or fees, and any portions of cash-in-lieu or stipend payments required to be accounted for pursuant to PA 152, first, before paying any health insurance premiums or non-health insurance-related costs (i.e., dental, vision, etc.); but only to the maximums set forth above in subsection B.

Any necessary amounts beyond the Board's contribution, as specified above, which are required to maintain the selected coverage(s) are the responsibility of the Employee and shall be payroll deducted or, when payroll does not cover the deduction, paid directly by the individual Employee. To the extent allowable by law or regulation, the Employee may sign an agreement authorizing that any such premium amounts be payroll deducted through the Board's Section 125 Plan. If making direct payment, the Employee shall present payment directly on the 1st of each month prior to the date at which the payment becomes due. Failure of an Employee to pay their portion of the costs shall alleviate the Board of any duty to pay insurance contributions. The Board shall have the right to make

Health Care deduction of any amounts due from the Employee's wages, above the Board's hard cap, and shall be held harmless from any liability arising from the deduction.

Employees who have access to another Employee's Board-funded insurance which complies with the PPACA shall not be eligible for Board-provided health insurance. Exceptions shall be made for Employees who are less than 26 years of age and who are covered by a parent's PPACA-compliant insurance but have dependents of their own. Those individuals may take the Board funded insurance.

Unless otherwise noted within this Agreement, or as required by law or regulation, Employees on unpaid leave status or who have exhausted leave allowed under this Agreement are financially responsible for the Board's portion of insurance contributions for those days. (COBRA)

Employees who are eligible for Board paid insurance contributions under this Article may make a written waiver of that coverage and instead elect to receive cash-in-lieu of health benefits (less applicable taxes). Employees may apply (1/2) one-half of the Board's monthly hard-cap contribution for a single subscriber per month toward the following options provided through the District's Section 125 Plan: Cash, Group Term Life, or a tax shelter annuity of the Board's choice.

Employees are hereby advised that they may have a right pursuant to Section 4438 of the Insurance Code of 1956, MCL 500.4438, to convert their life insurance policy and that the Employee must make an application to the life insurance carrier within 31 days of any termination of their employment status.

To the extent permitted by law or regulation, and/or insurer's policies, Board-paid insurance premium contributions shall continue as long as the Employee is in a pay status but terminate at the end of the month during which the Employee ceases to be in a pay status, except as is otherwise provided herein or by law or regulation. Employees may continue the coverage at their own expense to the extent permitted by law or regulation. The Board shall not be required to remit premiums for any insurance coverages on behalf of an Employee if enrollment or coverage is denied by the insurance underwriter, carrier, policyholder, or third-party administrator. The terms of any insurance contract or policy issued by an insurance underwriter, carrier, policyholder, or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Employee is responsible for assuring completion of all forms and documents required for participation in the above-described insurance programs. Failure to complete the forms shall alleviate the Board of any requirements to fund insurance on behalf of that individual. The Board, by payment of its share of the insurance premium payments, indicated above, shall be relieved from any and all liability with respect to insurance benefits.

Changes in family status shall be reported by the Employee to the Board within thirty (30) days of such change. The Employee shall be responsible for any overpayment of premium made by the Board on their behalf for failure to comply with this paragraph, and the Board is specifically authorized to deduct any such amounts from future wages. Unless otherwise delineated by law or regulation or the terms of the agreement then in effect, eligible Employees shall receive insurance as of the 1st day of their employment. Those Employees opting to take cash-in-lieu shall not be eligible for Board paid health insurance contributions. An Employee shall be eligible for Board-paid insurance contributions or cash-in-lieu up to the maximum amounts allowed in this Article if the Employee is employed on a full-time basis as defined by the PPACA (currently, working an average of thirty (30) hours or more per week in the District).

The "medical benefit plan coverage year" shall run from January 1 to December 31 of each year. The Board shall be the policyholder.

The Board will provide Dental Coverage for Employee, spouse, and dependent children.

The Board will provide Vision Coverage for Employee, spouse, and dependent children.

In the event that an Employee is absent because of illness or injury and has exhausted sick leave accrual, medical benefits will continue for six months. Employee will be covered by fringe benefits the first day of return from an authorized leave of absence or the first date of employment, subject to the limitation of the insurance carrier.

In the event of a layoff, an Employee's life, the medical benefit will be continued at the Board's expense for a period of one (1) month from the end of the month in which the Employee last worked. Subject to the limitations of the insurance carrier, Employees who terminate or are laid off may elect to continue medical benefits to the extent allowed by COBRA. Benefit premiums are due to the Board prior to the premium date. Employees will be covered by fringe benefits at the Board's expense the first day of return from a layoff.

TRAVEL

Employees shall be reimbursed for travel while on District business per Board Policy, the Expense Reimbursement Procedures, and at current IRS rates. The following amounts will be reimbursed for Employees who attend conferences. Expenses beyond this limit must be approved by the administration prior to attendance.

1. Registration – All conference registration fees will be paid in full.
2. Transportation – All mileage will be paid at the current IRS rate. If two (2) or more Employees attend the same conference, mileage will be shared if more than one (1) vehicle is used. If an Employee attends an out-of-state conference, transportation costs will be paid per Board policy.
3. Meals – Per Diem rates may be adjusted to reflect IRS regional rates. Alcohol will not be reimbursed.
4. Lodging – Actual expenditures for a standard single room, with receipts, per Board policy, excluding gratuities, room service, and personal expenses.

JURY DUTY

An Employee who is off work for jury/subpoena duty will be paid their full salary for time missed. If an Employee is released from jury/subpoena duty prior to the end of their regular working day, they must contact their supervisor for direction for the balance of that working day. The amount the Employee is paid for jury/subpoena duty from the court, less any meal or mileage reimbursement, will be paid to the Board and the Employee will receive their regular paycheck.

PERSONNEL FILE

Each Employee will have a right to review, upon request, the contents of their personnel file other than those materials exempt by the Bullard-Plawecki Act.

TUITION REIMBURSEMENT

The Board will reimburse Employees for education course work from an accredited educational institution, relevant to their current position, to a maximum of three (3) credits per school year (July 1 – June 30).

All coursework to be taken must be specifically approved by the Superintendent/Designee in advance of enrollment if reimbursement is to be requested. Reimbursement will be paid upon submission of successful completion of the course and a paid receipt.

PROFESSIONAL EVALUATION

All Employees covered under this policy (Except Academic Support) shall be evaluated at least once every two years.

Academic Support Employees

Academic Support Employees with teaching certificates will be considered “Tenure” Employees. “Tenure” Employees shall be defined as certified Employees holding assignments for which certification is required by the Teachers’ Tenure Act. Academic Support Employees with teaching certificates will be evaluated in accordance with MCL 380.1248 and 380.1249. “Tenure” Employees will be required to develop professional goals annually.

Academic Support Employees without a teaching certificate will be considered “Non-tenure” Employees. “Nontenure” Employees shall be defined to include those Employees who are not eligible for tenure status according to the provisions of the Teacher’s Tenure Act but who hold state approval or state authorization appropriate to their assignments. “Non-tenure” Employees will be evaluated annually for the first three (3) years. Once the “Nontenure” Employee has three (3) consecutive effective and/or highly effective evaluations, they then will be evaluated every other year as long as they maintain effective or highly effective status. “Non-tenure” Employees will be required to develop professional goals annually.

Evaluation Process for Academic Support Employees

All Academic Support Employees in their first (1) year of employment with the District will be evaluated.

Once Academic Support Employees without teaching certificates have worked for Bay-Arenac ISD for one (1) year and have been rated as effective on all elements of the rubric, they will be evaluated every three (3) years thereafter, unless the evaluatee or the administrator requests an evaluation more frequently. If it is deemed necessary by an administrator that an Academic Support Employee be evaluated more frequently due to the need for improvement, the Employee will be notified verbally and in writing with the reason why from their administrator.

An Academic Support Employee with a teacher certificate will be evaluated annually in accordance with MCL 380.1249 and the following written process. Once an Academic Support Employee with a teaching certificate receives tenure and three (3) consecutive years of an effective evaluation they can move to triennial evaluations.

If an Academic Support Employee (with or without a teaching certificate) receives a needing support or developing rating on any area of the rubric, they will go back to yearly evaluations until the time in which they receive effective on three (3) consecutive evaluations.

Evaluation Time and Frequency

In an evaluation year, an Academic Support Employee shall be formally observed two (2) times per school year. Each observation will be at least 30 minutes long and scheduled in advance.

Within 30 days of each observation, the Employee shall be provided with feedback from the observation and shall participate in a post-observation conference in which the staff can discuss the observation with the evaluator.

Evaluation Instrument – Performance Criteria

The Bay-Arenac ISD evaluation rubric is specific to each Academic Support position and has been approved by BAISD administration.

Levels of Performance

- **Effective** - Employees at this level are masters in their content area and contribute to the field, both in and outside their school. Their workspace operates at a qualitatively different level.
- **Developing** - The Employee appears to understand the concepts underlying the component and attempts to implement its elements. But implementation is sporadic, intermittent, or otherwise only partially successful. Additional reading, discussion, visiting other Employees, and experience (particularly supported by a mentor) will enable the Employee to become proficient in this area. This level is minimally competent for supervision or evaluation - improvement is likely with experience, and little or no actual harm is done to students.
- **Needing support** - The Employee does not yet understand the component's concepts. Working on the fundamental practices associated with the elements will enable the Employee to grow and develop. There is a serious question as to whether or not learning is occurring.

Evaluation Requirements

The following areas will be documented in the District's evaluation platform for all Employees being evaluated:

Self-Evaluation - This will be done within the District's evaluation platform each evaluation year. This will be completed to assist in developing professional goals for the following year.

Professional Goals - Each evaluation year, the Academic Support Employee will create 2 professional goals based on the results of their self-evaluation. This will be completed within the District's evaluation platform.

Disciplinary Action - Any disciplinary action will be documented in the final year-end evaluation.

Individualized Development Plan (IDP)

Academic Support Employees shall have an Individualized Development Plan (IDP) for the first year of employment or if a need for improvement is identified and deemed necessary by their administrator. An IDP will also be provided to any Employee who receives a Developing or Needing Support rating on their final evaluation. An IDP may also be implemented if the administrator has documented evidence that the Employee has received a Developing or Needing Support during an observation or in day-to-day tasks.

Mid-year Progress Report

A mid-year progress report will be completed for any Employee in their first year with BAISD, during an observation year, or for those on an IDP. The mid-year progress report will be based at least in part on the following:

- alignment with the Employees' individualized development plan
- specific performance goals for the remainder of the school year
- therapy room/classroom observations to assist in the performance evaluation
- discipline

Other Criteria Considered

Growth on goals, evidence that set protocols and expectations have been followed, and participation in respective building level processes will be reviewed as part of the evaluation process.

Compensation

Initial placement on the salary schedule (Appendix A) attached to and incorporated herein is determined by the Superintendent/Designee. Advancement to the next lane will depend on successful completion of coursework in an approved program from an accredited degree-granting institution, appropriate to the position held on July 1st of each school year. Employees who receive certification or a degree during the school year will be advanced in the next pay period following submission of evidence of completion. Programs of study which lead to a certificate or degree used for advancement on the salary schedule must have prior approval by the Superintendent/Designee. Each salary will be discussed with the Employee prior to any adjustment.

Eligible Employees who begin their 10th- 14th year of unbroken employment (District seniority date) with the Board shall receive a longevity payment of \$1000, 15th – 19th year of unbroken employment with the Board shall receive a longevity payment of \$1500, and 20th year of unbroken employment with the Board shall receive \$2000. Payment will be made half in January and the other half in June of each year and will not be prorated for partial years. The District will consider years of service in other Districts as long as the Employee can demonstrate that the exact same essential functions were performed in the previous District.

Academic Support Employees - Pre-K - 12

Step advancement will take place at the beginning of the 2025 - 2026 school year, and each year thereafter until the advancement on the schedule is exhausted for Employees who work 185, 190, 195, or 205 days.

- A. All Employees employed on June 30, 2025, will receive one step advancement beginning with the Employees' first pay of hours in the 2025 - 2026 fiscal year. At the beginning of the 2025 - 2026 school year Appendix A Salary Schedule will be increased by 4% over the 2024 - 2025 school year salary schedule.
- B. All Employees employed on June 30, 2026, will receive one step advancement beginning with the Employees' first pay of hours in the 2026 - 2027 fiscal year. At the beginning of the 2026 - 2027 school year Appendix A Salary Schedule will be increased by 3% over the 2025 - 2026 school year salary schedule.

Academic Support Employees – Starting Strong

Step advancement will take place at the beginning of the 2025 - 2026 school year, and each year thereafter until the advancement on the schedule is exhausted.

- A. At the beginning of the 2025 - 2026 school year, Appendix A Schedule will be increased by \$1.00 over the 2024 -25 school year pay schedule.
- B. At the beginning of the 2026 - 2027 school year, the Appendix A Schedule will be increased by \$ 1.00 over the 2025 - 2026 school year pay schedule.

Non-exempt Administrative Support

Step advancement will take place at the beginning of the 2025 - 2026 school year, and each year thereafter until the advancement on the schedule is exhausted.

- A. At the beginning of the 2025 - 2026 school year Appendix A schedule will be increased by \$1.00 over the 2024 -25 school year schedule.
- B. At the beginning of the 2026 - 2027 school year Appendix A schedule will be increased by \$ 1.00 over the 2025 - 2026 school year schedule.
- C. The payroll clerk will receive \$4.00 per hour over their established hourly rate.

Exempt Administrative Support, Technology and Application Services, Network Engineers, Computer Technicians and Application Support Specialists

Step advancement will take place at the beginning of the 2025 - 2026 school year, and each year thereafter until the advancement on the schedule is exhausted. All Employees employed on June 30, 2025, will receive one one-step advancement beginning with the Employees' first pay of hours in the 2025 - 2026 fiscal year. At the beginning of the 2025 - 2026 school year, the Appendix A Salary Schedule will be increased by 3% over the 2024 - 2025 school year salary schedule.

- A. All Employees employed on June 30, 2026, will receive one step advancement beginning with the Employees' first pay of hours in the 2026 - 2027 fiscal year. At the beginning of the 2026 - 2027 school year Appendix A Salary Schedule will be increased by 3% over the 2025 - 2026 school year salary schedule.

APPENDIX A

2025 – 2026

Academic Support – 185 Day

Step	BA	MA	MA+15	MA+30
1	\$ 47,939	\$ 52,786	\$ 53,374	\$ 53,964
2	\$ 50,543	\$ 55,626	\$ 56,216	\$ 56,856
3	\$ 53,129	\$ 58,441	\$ 59,030	\$ 59,916
4	\$ 56,098	\$ 61,675	\$ 62,265	\$ 62,948
5	\$ 58,675	\$ 64,439	\$ 65,030	\$ 66,432
6	\$ 61,320	\$ 67,303	\$ 67,892	\$ 69,413
7	\$ 63,960	\$ 70,113	\$ 70,767	\$ 72,493
8	\$ 66,535	\$ 72,965	\$ 73,766	\$ 75,565
9	\$ 68,254	\$ 74,941	\$ 76,721	\$ 78,592
10	\$ 69,822	\$ 77,116	\$ 78,803	\$ 80,725
11	\$ 71,491	\$ 79,111	\$ 81,088	\$ 83,070
12	\$ 73,134	\$ 80,928	\$ 82,950	\$ 84,973
13	\$ 75,707	\$ 83,774	\$ 85,864	\$ 87,961

Academic Support – 195 Day

Step	BA	MA	MA+15	MA+30
1	\$ 50,530	\$ 55,639	\$ 56,259	\$ 56,881
2	\$ 53,275	\$ 58,633	\$ 59,255	\$ 59,929
3	\$ 56,001	\$ 61,600	\$ 62,221	\$ 63,155
4	\$ 59,130	\$ 65,009	\$ 65,631	\$ 66,351
5	\$ 61,847	\$ 67,922	\$ 68,545	\$ 70,023
6	\$ 64,635	\$ 70,941	\$ 71,562	\$ 73,165
7	\$ 67,417	\$ 73,903	\$ 74,592	\$ 76,412
8	\$ 70,131	\$ 76,909	\$ 77,753	\$ 79,650
9	\$ 71,943	\$ 78,992	\$ 80,868	\$ 82,840
10	\$ 73,596	\$ 81,284	\$ 83,063	\$ 85,089
11	\$ 75,355	\$ 83,387	\$ 85,471	\$ 87,560
12	\$ 77,087	\$ 85,302	\$ 87,434	\$ 89,566
13	\$ 79,799	\$ 88,302	\$ 90,505	\$ 92,716

Academic Support – 190 Day

Step	BA	MA	MA+15	MA+30
1	\$ 49,235	\$ 54,213	\$ 54,817	\$ 55,422
2	\$ 51,909	\$ 57,129	\$ 57,735	\$ 58,393
3	\$ 54,565	\$ 60,020	\$ 60,625	\$ 61,535
4	\$ 57,614	\$ 63,342	\$ 63,948	\$ 64,649
5	\$ 60,261	\$ 66,181	\$ 66,788	\$ 68,227
6	\$ 62,977	\$ 69,122	\$ 69,727	\$ 71,289
7	\$ 65,689	\$ 72,008	\$ 72,680	\$ 74,452
8	\$ 68,333	\$ 74,937	\$ 75,760	\$ 77,607
9	\$ 70,099	\$ 76,966	\$ 78,795	\$ 80,716
10	\$ 71,709	\$ 79,200	\$ 80,933	\$ 82,907
11	\$ 73,423	\$ 81,249	\$ 83,280	\$ 85,315
12	\$ 75,111	\$ 83,115	\$ 85,192	\$ 87,270
13	\$ 77,753	\$ 86,038	\$ 88,185	\$ 90,338

Academic Support – 205 Day

Step	BA	MA	MA+15	MA+30
1	\$ 53,122	\$ 58,493	\$ 59,144	\$ 59,798
2	\$ 56,007	\$ 61,640	\$ 62,293	\$ 63,003
3	\$ 58,873	\$ 64,759	\$ 65,412	\$ 66,393
4	\$ 62,163	\$ 68,343	\$ 68,996	\$ 69,753
5	\$ 65,018	\$ 71,405	\$ 72,060	\$ 73,614
6	\$ 67,949	\$ 74,579	\$ 75,232	\$ 76,917
7	\$ 70,875	\$ 77,693	\$ 78,417	\$ 80,330
8	\$ 73,728	\$ 80,853	\$ 81,741	\$ 83,734
9	\$ 75,633	\$ 83,043	\$ 85,015	\$ 87,088
10	\$ 77,370	\$ 85,453	\$ 87,322	\$ 89,452
11	\$ 79,220	\$ 87,664	\$ 89,854	\$ 92,051
12	\$ 81,040	\$ 89,677	\$ 91,918	\$ 94,159
13	\$ 83,892	\$ 92,831	\$ 95,147	\$ 97,470

Academic Support - Starting Strong

Step	Home Visitor	Lead Home Visitor
1	\$ 23.74	\$ 26.29
2	\$ 24.35	\$ 26.90
3	\$ 25.00	\$ 27.54
4	\$ 25.62	\$ 28.18
5	\$ 26.24	\$ 28.79
6	\$ 26.86	\$ 29.41
7	\$ 27.47	\$ 30.02
8	\$ 28.12	\$ 30.66
9	\$ 28.72	\$ 31.28
10	\$ 29.41	\$ 31.96

Tech. & Application Services

Step	NTWENG	CMPTECH	APLSS
1	\$ 60,034.00	\$ 18.41	\$ 24.16
2	\$ 61,596.00	\$ 19.53	\$ 24.87
3	\$ 63,159.00	\$ 20.25	\$ 25.59
4	\$ 64,723.00	\$ 21.16	\$ 26.31
5	\$ 66,286.00	\$ 22.07	\$ 27.02
6	\$ 72,120.00	\$ 22.98	\$ 27.73
7	\$ 73,920.00	\$ 23.52	\$ 28.46
8	\$ 75,768.00	\$ 24.08	\$ 29.17
9	\$ 77,663.00	\$ 24.64	\$ 29.88
10	\$ 79,605.00	\$ 25.48	\$ 30.60
11			\$ 31.31
12			\$ 32.03
13			\$ 32.80

Exempt - Admin. Support

Step	AA/60 Cr.	BA
1	\$ 47,717.00	\$ 49,121.00
2	\$ 49,033.00	\$ 50,459.00
3	\$ 50,370.00	\$ 51,864.00
4	\$ 51,684.00	\$ 53,245.00
5	\$ 53,022.00	\$ 54,581.00
6	\$ 54,359.00	\$ 55,942.00
7	\$ 55,674.00	\$ 57,279.00
8	\$ 57,011.00	\$ 58,683.00
9	\$ 58,326.00	\$ 60,019.00
10	\$ 59,779.00	\$ 61,516.00
11	\$ 61,275.00	\$ 63,053.00
12	\$ 62,807.00	\$ 64,630.00
13	\$ 64,377.00	\$ 66,246.00

Office Professionals, Business Services, Central Registry, Secretary, Printing Services

Step	
1	\$18.75
2	\$19.54
3	\$20.36
4	\$21.22
5	\$22.13
6	\$23.05
7	\$24.04
8	\$25.06
9	\$26.13
10	\$27.24

APPENDIX A

2026 – 2027

Academic Support – 185 Day

Step	BA	MA	MA+15	MA+30
1	\$ 49,377	\$ 54,370	\$ 54,975	\$ 55,583
2	\$ 52,059	\$ 57,295	\$ 57,902	\$ 58,562
3	\$ 54,723	\$ 60,194	\$ 60,801	\$ 61,713
4	\$ 57,781	\$ 63,525	\$ 64,133	\$ 64,836
5	\$ 60,435	\$ 66,372	\$ 66,981	\$ 68,425
6	\$ 63,160	\$ 69,322	\$ 69,929	\$ 71,495
7	\$ 65,879	\$ 72,216	\$ 72,890	\$ 74,668
8	\$ 68,531	\$ 75,154	\$ 75,979	\$ 77,832
9	\$ 70,302	\$ 77,189	\$ 79,023	\$ 80,950
10	\$ 71,917	\$ 79,429	\$ 81,167	\$ 83,147
11	\$ 73,636	\$ 81,484	\$ 83,521	\$ 85,562
12	\$ 75,328	\$ 83,356	\$ 85,439	\$ 87,522
13	\$ 77,978	\$ 86,287	\$ 88,440	\$ 90,600

Academic Support – 195 Day

Step	BA	MA	MA+15	MA+30
1	\$ 52,046	\$ 57,309	\$ 57,947	\$ 58,587
2	\$ 54,873	\$ 60,392	\$ 61,032	\$ 61,728
3	\$ 57,681	\$ 63,448	\$ 64,088	\$ 65,049
4	\$ 60,904	\$ 66,959	\$ 67,600	\$ 68,341
5	\$ 63,702	\$ 69,960	\$ 70,602	\$ 72,124
6	\$ 66,574	\$ 73,069	\$ 73,709	\$ 75,360
7	\$ 69,440	\$ 76,120	\$ 76,830	\$ 78,704
8	\$ 72,235	\$ 79,216	\$ 80,086	\$ 82,039
9	\$ 74,102	\$ 81,361	\$ 83,295	\$ 85,326
10	\$ 75,804	\$ 83,722	\$ 85,554	\$ 87,641
11	\$ 77,616	\$ 85,889	\$ 88,036	\$ 90,187
12	\$ 79,400	\$ 87,862	\$ 90,057	\$ 92,253
13	\$ 82,193	\$ 90,951	\$ 93,221	\$ 95,497

Academic Support – 190 Day

Step	BA	MA	MA+15	MA+30
1	\$ 50,712	\$ 55,839	\$ 56,461	\$ 57,085
2	\$ 53,466	\$ 58,844	\$ 59,467	\$ 60,145
3	\$ 56,202	\$ 61,821	\$ 62,444	\$ 63,381
4	\$ 59,343	\$ 65,242	\$ 65,866	\$ 66,588
5	\$ 62,068	\$ 68,166	\$ 68,791	\$ 70,274
6	\$ 64,867	\$ 71,196	\$ 71,819	\$ 73,427
7	\$ 67,660	\$ 74,168	\$ 74,860	\$ 76,686
8	\$ 70,383	\$ 77,185	\$ 78,032	\$ 79,936
9	\$ 72,202	\$ 79,275	\$ 81,159	\$ 83,138
10	\$ 73,861	\$ 81,576	\$ 83,361	\$ 85,394
11	\$ 75,626	\$ 83,686	\$ 85,778	\$ 87,874
12	\$ 77,364	\$ 85,609	\$ 87,748	\$ 89,887
13	\$ 80,086	\$ 88,619	\$ 90,830	\$ 93,049

Academic Support – 205 Day

Step	BA	MA	MA+15	MA+30
1	\$ 54,715	\$ 60,248	\$ 60,918	\$ 61,592
2	\$ 57,687	\$ 63,489	\$ 64,162	\$ 64,893
3	\$ 60,639	\$ 66,701	\$ 67,374	\$ 68,385
4	\$ 64,028	\$ 70,393	\$ 71,066	\$ 71,845
5	\$ 66,969	\$ 73,547	\$ 74,222	\$ 75,822
6	\$ 69,988	\$ 76,816	\$ 77,489	\$ 79,224
7	\$ 73,001	\$ 80,023	\$ 80,770	\$ 82,740
8	\$ 75,940	\$ 83,279	\$ 84,193	\$ 86,246
9	\$ 77,902	\$ 85,534	\$ 87,566	\$ 89,701
10	\$ 79,692	\$ 88,016	\$ 89,942	\$ 92,136
11	\$ 81,597	\$ 90,293	\$ 92,550	\$ 94,812
12	\$ 83,472	\$ 92,367	\$ 94,676	\$ 96,984
13	\$ 86,408	\$ 95,615	\$ 98,001	\$ 100,395

Academic Support - Starting Strong

Step	Home Visitor	Lead Home Visitor
1	\$ 24.74	\$ 27.29
2	\$ 25.35	\$ 27.90
3	\$ 26.00	\$ 28.54
4	\$ 26.62	\$ 29.18
5	\$ 27.24	\$ 29.79
6	\$ 27.86	\$ 30.41
7	\$ 28.47	\$ 31.02
8	\$ 29.12	\$ 31.66
9	\$ 29.72	\$ 32.28
10	\$ 30.41	\$ 32.96

Tech. & Application Services

Step	NTWENG	CMPTECH	APLSS
1	\$ 61,835.00	\$ 19.41	\$ 25.16
2	\$ 63,444.00	\$ 20.53	\$ 25.87
3	\$ 65,054.00	\$ 21.25	\$ 26.59
4	\$ 66,665.00	\$ 22.16	\$ 27.31
5	\$ 68,275.00	\$ 23.07	\$ 28.02
6	\$ 74,284.00	\$ 23.98	\$ 28.73
7	\$ 76,138.00	\$ 24.52	\$ 29.46
8	\$ 78,041.00	\$ 25.08	\$ 30.17
9	\$ 79,993.00	\$ 25.64	\$ 30.88
10	\$ 81,993.00	\$ 26.48	\$ 31.60
11			\$ 32.31
12			\$ 33.03
13			\$ 33.80

Exempt - Admin. Support

Step	AA/60 Cr.	BA
1	\$ 48,676.00	\$ 50,595.00
2	\$ 50,018.00	\$ 51,973.00
3	\$ 51,383.00	\$ 53,420.00
4	\$ 52,723.00	\$ 54,842.00
5	\$ 54,087.00	\$ 56,218.00
6	\$ 55,451.00	\$ 57,620.00
7	\$ 56,793.00	\$ 58,997.00
8	\$ 58,157.00	\$ 60,443.00
9	\$ 59,498.00	\$ 61,820.00
10	\$ 60,980.00	\$ 63,361.00
11	\$ 62,507.00	\$ 64,945.00
12	\$ 64,069.00	\$ 66,569.00
13	\$ 65,671.00	\$ 68,233.00

Office Professionals, Business Services, Central Registry, Secretary, Printing Services

Step	
1	\$19.75
2	\$20.54
3	\$21.36
4	\$22.22
5	\$23.13
6	\$24.05
7	\$25.04
8	\$26.06
9	\$27.13
10	\$28.24