



SUPPORT STAFF SALARY SCHEDULES AND CONDITIONS OF EMPLOYMENT

2015-2016 School Year

**Board Approved · October 6, 2015
(Effective for Pay Periods Beginning July 12, 2015)
Board Revised January 5, 2016**

SOUTH HARRISON COMMUNITY SCHOOL CORPORATION

SALARY SCHEDULE FOR INSTRUCTIONAL ASSISTANTS

Position	Hours per Day (see Condition #2 below)	Years of Experience	Hourly Rate
Instructional Assistants	5 ½ - 7 (includes 30 minute non-paid, duty-free lunch)	0	\$11.29
Library Assistants		1	\$11.61
		2	\$11.89
		3 or more	\$12.24
Alternative Assistants	7 ¾ (includes 30 minute non-paid, duty-free lunch)	0	\$13.64
		1	\$13.99
		2	\$14.33
		3 or more	\$14.68
Collaboration Assistants*	Varies, 4-7 hours per day, 1-2 days per week No benefits – less than 20 hours per week	0	\$13.64
		1	\$13.99
		2	\$14.33
		3 or more	\$14.68

Conditions of Employment

- Clock-in/clock-out times will be determined by the building principal. Deviation from this condition must have the approval of the immediate supervisor and/or Superintendent of Schools.
- Actual number of hours worked may vary by building as approved by the Board of School Trustees for above positions.
- Instructional assistants are compensated for 181 days annually. The 181 days include all student days and orientation day.
- Non-certificated personnel employed less than twelve (12) months will not be paid for school days canceled, but will be paid for days made up.
- *Days worked in this position whether worked alone or in conjunction with another position do not accumulate as credit towards years of teaching service.

SALARY SCHEDULE FOR SCHOOL OFFICE PERSONNEL

Position	Years of Experience	Hourly Rate	Hours Per Week *
Secretary/Treasurer	0	\$12.70	37 ½
Secretary	1	\$12.98	
Bookkeeper	2	\$13.28	
Receptionist	3 or more	\$13.46	

Conditions of Employment

- Eight (8) hour day to include a non-paid duty-free time of at least thirty (30) minutes between the hours of 10:00 A.M. and 2:00 P.M. Clock-in/clock-out times will be determined by the building principal. Deviation from this condition must have the approval of the immediate supervisor and Superintendent of Schools.
- *Actual number of hours worked may vary by building as approved by the Board of School Trustees for above positions.
- These positions are compensated for 205 days annually. The 205 days include two (2) weeks before and two (2) weeks after school is out plus all days that teachers are scheduled to report.
- Non-certificated personnel employed less than twelve (12) months will not be paid for school days canceled, but will be paid for days made up.

SOUTH HARRISON COMMUNITY SCHOOL CORPORATION

SALARY SCHEDULE FOR THE SCHOOL HEALTH SERVICES PERSONNEL

Years of Experience	Hourly Rate for RN/BSN	Hourly Rate for LPN
0	\$24.25	\$15.46
1	\$24.53	\$15.69
2	\$24.83	\$16.01
3 or more	\$25.11	\$16.31

Conditions of Employment

1. Seven and three quarters (7 3/4) hour day to include a non-paid duty-free time of thirty (30) minutes between the hours of 10:00 A.M. and 2:00 P.M. Clock-in/clock-out times will be determined by building principals.
2. The R.N. is employed for 185 days per year. The L.P.N. is employed for 181 days per year.
3. Where assigned duties require travel, mileage will be reimbursed at the rate per mile set by the Board of Education, to be paid by itemized claim.
4. Non-certificated personnel who are employed for less than twelve (12) months will not be paid for school days canceled, but will be paid for days made up.

SALARY SCHEDULE FOR THE BILINGUAL (SPANISH) INTERPRETER

Years of Experience	Hourly Rate	Hours per Day
0	\$22.44	5
1	\$23.47	5
2	\$24.48	5
3 or more	\$25.51	5

Conditions of Employment

1. Five and one half hour day to include a non-paid duty-free time of thirty (30) minutes. Clock-in/clock-out times will be determined by building principals. Alternative hours of work may be assigned to accommodate special events such as parent/teacher conferences and kindergarten roundup.
2. The bilingual (Spanish) interpreter is employed for 181 days per year.
3. Where assigned duties require travel, mileage will be reimbursed at the rate per mile set by the Board of Education, to be paid by itemized claim.
5. Non-certificated personnel who are employed for less than twelve (12) months will not be paid for school days canceled, but will be paid for days made up.

SALARY SCHEDULE FOR THE EDUCATIONAL (HEARING IMPAIRED) INTERPRETER

Years of Experience	Hourly Rate – Indiana Certified	Hourly Rate – National Certified	Hours per Day
0	\$20.40	\$28.56	7
1	\$22.44	\$30.09	7
2	\$24.48	\$31.63	7
3 or more	\$26.52	\$33.15	7

Conditions of Employment

1. The educational interpreter is employed for 181 days per year and is eligible for full-time employee fringe benefits.
2. Where assigned duties require travel, mileage will be reimbursed at the rate per mile set by the Board of Education, to be paid by itemized claim.
3. Non-certificated personnel who are employed for less than twelve (12) months will not be paid for school days canceled, but will be paid for days made up.

SOUTH HARRISON COMMUNITY SCHOOL CORPORATION

SALARY SCHEDULE FOR FOOD SERVICE PERSONNEL

	Position	Years of Experience	Hourly Rate	Hours Per Day
N/A	Food Services Coordinator	0	\$17.31	8
		1	\$17.52	8
		2	\$17.92	8
		3 or more	\$18.37	8
Class I	Cafeteria Manager 6 cooks or more (Cafeteria Mgr. is included as a cook.)	0	\$13.08	8
		1	\$13.41	
		2	\$13.76	
		3 or more	\$14.06	
Class II	Cafeteria Manager 5 cooks or less (Cafeteria Mgr. is included as a cook.)	0	\$12.49	7 1/2
		1	\$12.77	
		2	\$13.08	
		3 or more	\$13.41	
Class III	Kitchen Helpers Working more than 20 hours per week	0	\$11.46	7
		1	\$11.87	
		2	\$12.19	
		3 or more	\$12.53	
Class IV	Kitchen Helpers Working less than 20 hours per week (No benefit entitlement)	0	\$12.07	Varies
		1	\$12.46	
		2	\$12.78	
		3 or more	\$13.10	

Conditions of Employment

1. Food Services Coordinator will work 200 days per school year.
2. Substitute kitchen helpers will be paid at the rate of Class III, zero years of experience.
3. All eligible or principal approved food service personnel will have a thirty (30) minute duty-free lunch period to be assigned at the discretion of the cafeteria manager. Clock-in/clock-out times will be determined by the cafeteria manager and building principal.
4. Food service personnel are paid for the number of days students are scheduled for class plus orientation day (181 days).
5. Non-certificated personnel employed less than twelve (12) months will not be paid for school days canceled, but will be paid for days made up.
6. Breakfast and lunch will be served daily, unless otherwise directed.
7. An additional day or two of work may be necessary before the school term begins and after it ends for the purpose of getting the cafeteria and kitchen area in order. The amount of work needed in this instance and the number of workers should be recommended by the cafeteria manager with the final determination to be the responsibility of the building principal.

SOUTH HARRISON COMMUNITY SCHOOL CORPORATION

SALARY SCHEDULE FOR FACILITIES MANAGEMENT

Position	Years of Experience	Hourly Rate	Hours Per Week	Length of Year
Facilities Coordinator	0	\$54,386/year	Exempt Position	12 months
	1	\$54,935/year		
	2	\$55,496/year		
	3 or more	\$56,068/year		
*Maintenance Certified	0	\$18.57	40	12 months
*Maintenance	0	\$16.01	40	12 months
*Custodial/Grounds Keeping	0	\$12.77	40	12 months
	1	\$13.08		
	2	\$13.41		
	3 or more	\$13.77		

Conditions of Employment

1. *A probationary period of one year will be invoked upon employment. During the probationary period, hourly compensation will be reduced by \$1.00. Upon satisfactory 90 day review, an hourly increase of \$0.50 will be given. Upon satisfactory 6 month review, an additional \$0.50 hourly increase will be given.
2. Substitute custodians will be paid at the hourly rate equivalent to zero years of experience.
3. Facilities employees holding a valid Class B commercial drivers' license with public passenger and school bus endorsements (air brake endorsement is preferred, but not required) will be paid an additional \$0.75 per hour and will be called upon and expected to operate a school bus when necessary.
4. Eight (8) hour day to include a non-paid duty-free time of at least thirty (30) minutes. Clock-in/clock-out times will be determined by the Building Principal or immediate supervisor. Deviation from this condition must have the approval of the immediate supervisor and/or administration.
5. Overtime will be paid at the hourly rate of time and one half. Overtime must be approved by the Building Principal or immediate supervisor.

SOUTH HARRISON COMMUNITY SCHOOL CORPORATION

SALARY SCHEDULE FOR TRANSPORTATION

Position	Years of Experience	Rate of pay	Length of Year
Transportation Coordinator – must hold a valid Class B commercial drivers’ license with public passenger and school bus endorsements (air brake endorsement is preferred, but not required)	0	\$47,000/year	12 months (Exempt Position)
	1	\$47,697/year	
	2	\$48,393/year	
	3 or more	\$49,091/year	
*Transportation Assistant – must hold a valid Class B commercial drivers’ license with public passenger and school bus endorsements (air brake endorsement is preferred, but not required)	0	\$13.54/hour	12 months/40 hours per week
	1	\$13.86/hour	
	2	\$14.19/hour	
	3 or more	\$14.57/hour	
Corporation Regular Routes and Part-Time Special Education Routes	N/A	\$61.72/day	N/A
Full Time Special Education Routes (multiple sessions)	0	\$111.76/day	N/A
	1	\$114.26/day	N/A
	2	\$117.00/day	N/A
	3 or more	\$120.14/day	N/A
Full Time Special Education Routes	0	\$96.54/day	N/A
	1	\$99.03/day	N/A
	2	\$101.77/day	N/A
	3 or more	\$104.91/day	N/A
Prosser Routes	0	\$109.13/day	N/A
	1	\$111.69/day	N/A
	2	\$115.16/day	N/A
	3 or more	\$118.62/day	N/A
Special Education Bus Assistant	0	\$9.12/hour	N/A
	1	\$9.42/hour	N/A
	2	\$9.66/hour	N/A
	3 or more	\$9.97/hour	N/A
	N/A	\$27.88/day	N/A
Traffic Control Officer	N/A	\$27.88/day	N/A

Conditions of Employment

1. Hours are flexible as assigned by Transportation Coordinator.
2. If applicable, benefits are in accordance with benefits for full time twelve month support staff employees.

SOUTH HARRISON COMMUNITY SCHOOL CORPORATION

SALARY SCHEDULES FOR TECHNOLOGY SERVICES

Position	Years of Experience	Hourly Rate	Hours Per Week	Length of Year
Systems Administrator	0	\$76,140/year	Exempt Position	12 months
	1	\$76,925/year		
	2	\$77,709/year		
	3 or more	\$78,495/year		
Lead Systems Technician	0	\$56,576/year	Exempt Position	12 months
	1	\$58,843/year		
	2	\$61,090/year		
	3 or more	\$63,357/year		
Systems Technician	0	\$16.31	40	12 months
	1	\$17.13		
	2	\$17.68		
	3 or more	\$18.49		
Information Technology Specialist	0	\$15.06	40	12 months
	1	\$15.61		
	2	\$15.89		
	3	\$16.44		

Conditions of Employment

1. Hours are flexible as assigned by Director of Technology.
2. Benefits are in accordance with benefits for full time twelve month support staff employees.

SALARY SCHEDULES FOR ATHLETIC DIRECTOR - CCHS

Position	Years of Experience	Hourly Rate	Hours Per Week	Length of Year
Athletic Director - CCHS	0	\$66,936/year	Exempt Position	12 months
	1	\$67,619/year		
	2 or more	\$68,302/year		

Conditions of Employment

1. Hours are flexible as assigned by Building Principal.
2. Benefits are in accordance with benefits for full time twelve month support staff employees.

SOUTH HARRISON COMMUNITY SCHOOL CORPORATION

SALARY SCHEDULE FOR ADMINISTRATIVE CENTER PERSONNEL

Position	Years of Experience	Hourly Rate	Hours Per Week	Length of Year
Accounting Specialist (2) Payroll Specialist Human Resource Specialist	0	\$17.31	40	12 months
	1	\$17.52		
	2	\$17.91		
	3 or more	\$18.37		
Corporation Secretary (2)	0	\$15.06	40	12 months
	1	\$15.61		
	2	\$15.89		
	3 or more	\$16.44		

Conditions of Employment

1. Eight and one half (8 1/2) hour day, to include a non-paid duty free time of at least thirty (30) minutes between the hours of 10:00 A.M. and 2:00 P.M. Clock-in/clock-out times will be determined by the immediate supervisor. Deviation from this condition must have the approval of the immediate supervisor and Superintendent of Schools.

Corporation Treasurer and Deputy Treasurer

1. In addition to the hourly rate indicated above, the individual appointed by the Board of School Trustees annually to serve as the Corporation Treasurer will receive an additional \$1.65 per hour for the additional duties and responsibilities associated with such appointment.
2. In addition to the hourly rate indicated above, the individual appointed by the Board of School Trustees annually to serve as the Corporation Deputy Treasurer will receive an additional \$0.50 per hour for the additional duties and responsibilities associated with such appointment.

SALARY SCHEDULE FOR EXCEPTIONAL LEARNERS COOPERATIVE PERSONNEL

Position:	Years of Experience	Hourly Rate	Length of Year
Office Staff	0	\$12.70	204 days *
	1	\$12.98	
	2	\$13.28	
	3 or more	\$13.46	
Transition Coordinator	0	\$15.46	195 days
	1	\$15.69	
	2	\$16.01	
	3 or more	\$16.31	

Conditions of Employment

1. Eight and one half (8 1/2) hours per day, which includes a non-paid duty free time of at least thirty (30) minutes between the hours of 10:00 A.M. and 2:00 P.M. Clock-in/clock-out times will be determined by the immediate supervisor. Deviation from this condition must have the approval of the immediate supervisor and Superintendent of Schools.
2. * Office staff employees work 204 days with six (6) paid holidays (New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Friday Following Thanksgiving Day and Christmas Day) totaling 210 days of compensation per school year.