

**SYLACAUGA CITY
SCHOOLS**

SALARY SCHEDULE

2020-2021

Introduction

The Salary Schedule has been prepared for use by regular Sylacauga City School System employees.

Nothing in this salary schedule creates, or is intended to create, a promise or representation of continued employment for any employee. The salary schedule is current as of the publication date. When operational procedures or policies are updated or changed, future editions of the salary schedule will include the changes, or you may receive updates by hand mail. The salary schedule is not intended supersede any Sylacauga City School Board policies. If, at any time, conflicts arise between statements in the salary schedule and existing policies, official policy statements will override salary schedule statements.

If you believe that there are differences between the information in this salary schedule and information given to you by your supervisor, please discuss the matter with him or her. All supervisors and departmental administrators will have an office copy of the salary schedule for reference and any updates that have been issued. All regular employee will also receive a copy of the salary schedule and copies of updates.

We welcome and encourage your suggestions and comments concerning the content, quality, and usefulness of the salary schedule. Your comments will be considered as we prepare future editions.

**BOARD POLICY
RELATED TO ADMINISTRATION
OF PAYROLL AND BENEFITS**

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Policy Manual is available online at www.scsboe.org.

SYLACAUGA BOARD OF EDUCATION

PAYROLL REGULATIONS

- 1 Upon the first day of work or before, but no later than the third day of employment, the employee must provide the following records to the Board of Education office:
 - a. copy of social security card (see attached)
 - b. completed W-4 tax withholding form (see attached)
 - c. drug/alcohol testing consent form (if applicable) (GAMD-F)
 - d. sexual harassment policy acknowledgment form
 - f. drug-free workplace policy acknowledgment form (GAMC-F)
 - g. TB test result

- 2 The following employee categories are considered salaried positions. The salary for these positions will be distributed over 12 installments; one each month. These positions are defined as being exempt under Title 29, Part 541 of the Code of Federal Regulations, 1983.
 - * administrators
 - * supervisors
 - * coordinators
 - * teachers

- 3 Other employee categories are considered hourly wage positions. Persons occupying these positions must utilize the TES time clock system. Time sheets will be printed for signatures of the employee and supervisor. Wages for hourly employees will be distributed over 12 installments; one each month as required by Board Policy.

- 4 Only hourly wage employees are eligible for overtime compensation or compensatory time as described. All overtime hours must be approved in advance by the employee's immediate supervisor.

- 5 Certified employees additional requirements:
 - valid teaching certificate
 - official college transcript

SUPPLEMENT PAYROLL PROCEDURE

The Superintendent will approve all supplemental (bonus/offline) payrolls. All supplemental direct deposits will be processed for payment on the 15th of the month. National Board, payment for work paid by outside entities, summer school, or substantial error in regular payroll will be processed on the 15th of the month. If documentation arrives in the payroll office on the 10th of the month or after, payment, for that work will be held until the 15th of the following month. All other extra work will be paid at the end of the month through regular payroll.

SYLACAUGA BOARD OF EDUCATION

Workday Standards

- 1 Teachers: (187 days)
- 2 Bus Drivers: (182 days) / Pay based on 4 hours per day
- 3 Instructional Assistants: (182 days) / Pay based on 7 hours or 7.5 hours per day.
 - 7 hrs. or 7.5 hrs. on duty/7.5 hrs. or 8 hrs. total day
 - .5 hour duty free lunch
 - actual work schedule to be determined by the principal
- 4 School Nurse (LPN): (182 days) / Pay based on 7 hours per day. (RN): (187 days) 7.5 hours per day
 - 7 hours on duty/ 7.5 hrs. total day
 - .5 hour duty free lunch
 - actual work schedule to be determined by the registered nurse
- 5 Instr. Assistant/Receptionist: (185 days) / Pay based on 7 hours per day.
 - 7 hrs. on duty/7.5 hrs. total day
 - .5 hour duty free lunch
 - actual work schedule to be determined by the principal
- 6 Secretaries/Bookkeepers/Receptionists (Schools): (220 days) / Pay based on 8 hours per day.
 - 7.5 hours on duty/8 hours total day
 - .5 hour paid duty free lunch
 - actual work schedule to be determined by the principal
- 7 Secretaries/Bookkeepers (Central Office): (240 days) / Pay based on 8 hours per day.
 - 7.5 hours on duty/8.5 hours total day
 - 1 hour duty free lunch (.5 hour paid/.5 hour unpaid)
 - work schedule to be determined by the superintendent
- 8 Clerical Asst./Receptionist (Central Office): (187 days) / Pay based on 7 hours per day.
 - 7.0 hours on duty/8.0 hours total day
 - 1 hour duty free lunch (.5 hour paid/.5 hour unpaid)
 - work schedule to be determined by the superintendent
- 9 Custodians: (213 days – 10 mos.; 240 days – 12 mos.) / Pay based on 8 hours per day.
 - 7.5 hours on duty/8 hours total day
 - .5 hour paid duty free lunch
 - actual work schedule determined by building principal
- 10 Maintenance Workers: (240 days) / Pay based on 8 hours per day.
 - 7.5 hours on duty/8.5 hours total day
 - 1 hour duty free lunch (.5 hour paid/.5 hour unpaid)
 - work schedule to be determined by supervisor of buildings and grounds
- 11 Child Nutrition Workers: (185 days) / Pay based on position - see page 15.
 - hours as directed by CNP supervisor
 - .5 hour duty free lunch

WORK YEAR DEFINITIONS

- 1 Twelve-month salaried employees work 240 days each year. Recesses/Intercessions may be reduced to accommodate the 240-day schedule. Vacation days may also be varied to accommodate the 240-day schedule except that no employee will have fewer than 10 days vacation.
- 2 Twelve-month hourly employees work 240 days each year. Recesses/Intercessions may be reduced to accommodate the 240-day schedule. Vacation days may also be varied to accommodate the 240-day schedule except that no employee will have fewer than 10 days vacation.
- 3 Eleven-month employees work 220 days each year.
- 4 Ten-month salaried employees work 207 days each year.
- 5 Ten-month custodians work 213 days each year.
- 6 Nine-month salaried employees work 187 days each year, School Nurses (LPN) - 182; School Nurses (RN) - 187
- 7 Nine-month hourly employees work as follows: Bus Drivers and Instructional Assistants -182; Child Nutrition Program Workers - 185; Child Nutrition Program Managers - 187.

VACATION ALLOCATIONS

Paid vacation leave shall be granted to the following full-time employees as indicated below:

- 1 Superintendent - as per contract provision
- 2 a) All twelve month employees
 - after 1 year, 10 days
 - after 4 years, 15 days
 - after 14 years, 20 days

All School Secretaries to Principals, School Secretaries, Receptionists and School Bookkeepers shall be granted leave time as follows:

- after 1 year, 10 days
- after 4 years, 15 days

Vacation days for all School Secretaries to Principals, School Secretaries, Receptionists and School Bookkeepers are no longer being granted as of July 1, 2007. Vacation days for 11 month employees hired prior to July 1, 2007 will continue for such employees until resignation or retirement.

- b) July 1 and June 30 will be the beginning and ending dates, respectively, for vacation leave for all twelve and eleven month employees following their first anniversary of employment. An employee whose anniversary date falls after July 1, shall receive prorated vacation allocation. Example: an employee with a December 31 anniversary date would receive five days paid vacation to be used between January 1 and June 30. However, this does not apply to twelve month employees transferring in from another school system. Their vacation days will be based on the years of experience for which they are paid beginning July 1, and shall be prorated if transferring in the middle of the year.
- c) Vacation leave may be taken upon the approval of the employee's immediate supervisor.
- d) No employee shall be paid for unused vacation leave days unless approved by the Board.

PROCEDURES FOR OVERTIME APPROVAL

- 1 No non-exempt employee of the Sylacauga City Board of Education shall work in excess of 40 hours per week except with the advanced approval of the Superintendent of Education or the Superintendent's designee as stated in Policy 3.9.5. Effective December 1, 2016 all non-exempt employees making less than \$47,476 per year must be paid overtime if working more than 40 hours in a workweek. Certified staff are considered exempt and do not qualify.
- 2 Supervisors and administrators shall make every effort to prevent a non-exempt employee from being required to work more than a 40-hour week.
- 3 The Athletic Director, based on his knowledge, should determine the number of overtime hours suitable for all coaching positions held by non-exempt employees.
- 4 *Request for Overtime Compensation Form* must be completed prior to any overtime worked.
- 5 Upon completion of the Request for Overtime Compensation Form, it must be approved and signed by the employee's immediate supervisor. If the request is for Athletics, the form must be approved and signed by the Athletic Director first and the immediate supervisor second.
- 6 After the form has been signed by the Immediate Supervisor or Principal, it must be approved and signed by the **Superintendent before** overtime work can begin.
- 7 Non-exempt employees should be aware of hours worked and avoid incurring overtime.

COMPENSATORY TIME

The Fair Labor Standards Act authorizes public education agencies such as Sylacauga City Schools to provide compensatory time (comp time) off in lieu of monetary overtime compensation, at a rate of not less than one and one-half hours of compensatory time for each hour of overtime worked. Overtime is defined as hours worked over 40 in a workweek. Hours on paid leave or holidays are not included when counting hours worked.

Employees who work fewer than 40 hours a week, with prior authorization from the appropriate immediate supervisor may work additional hours at the regular rate before becoming eligible for compensatory time off.

Agreement or understanding to use compensatory time must be arrived at before the work is performed. The Agreement does not have to be in writing, but a record that the agreement exists should be kept.

Employees may accrue up to 240 hours of compensatory time; since compensatory time is accumulated at time and one-half, this is only 160 hours of actual overtime work.

An employee who has accrued compensatory time and requests use of the time, must be permitted to use the time off within a "reasonable period" after making the request if it does not "unduly disrupt" the operations of Sylacauga City Schools.

In the event an employee leaves employment in Sylacauga City Schools, payment for the balance of compensatory time must be made to the employee at the current rate of pay. Sylacauga City School Board will require employees to use the balance of compensatory time in advance of separation to the extent possible in the given time frame. Employees who plan to resign or retire should discuss plans to use compensatory time in advance of separation with the immediate supervisor.

Documentation of compensatory time must be included on the regular time sheet for the employee. The time sheet for the period when overtime is worked should show all hours worked. The total hours worked should include the overtime. A note on the timesheet should be included stating "overtime hours to be taken off as comp time at a later date". On the time sheet where comp time is used, the hours taken should be documented as comp time taken. A running balance of comp time accrued should be maintained by the employee's supervisor and documented on the time sheet.

COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Sylacauga City School System grants non-exempt employees compensatory time off in lieu of monetary compensation for hours worked in excess of 40 hours in a workweek. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per workweek.

I knowingly agree to the provisions of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time off.

Employee Signature

Date

**SYLACAUGA CITY SCHOOLS
SAMPLE Compensatory Time Record**

Employee Name

Employee ID

Workweek Dates	Actual Hours Worked over 40 in the workweek	Comp Time Accumulated O.T. X 1.5	Date Comp Time Used	Comp Time Hours Used	Balance

Supervisor

Date

FORMS REQUIRED FOR NEW EMPLOYEES

- _____ 1 Federal Withholding Form W-4
- _____ 2 State Withholding Form A-4
- _____ 3 Teacher's Retirement Form
- _____ 4 Form I-9
- _____ 5 Copy of Social Security Card and Drivers License (please make these available for copies)
- _____ 6 Drug-Free Workplace Acknowledgement Form (See Policy 5.18)
- _____ 7 Direct Deposit Form

OPTIONAL FORMS FOR NEW EMPLOYEES

- _____ 1 PEEHIP Enrollment Form(s)
- _____ 2 Section 125 Cafeteria Plan Form
- _____ 3 Employee Information Sheet

ENCLOSED FOR INFORMATION ONLY

- A. Comparison of Benefits (health insurance plans)
- B. RSA-1 Deferred Compensation Plan
- C. Teacher Retirement System of Alabama Questions and Answers and Retirement Facts

SYLACAUGA CITY SCHOOLS
TEACHERS
2020-2021

Years					
<u>Experience</u>	<u>B</u>	<u>M</u>	<u>6Y</u>	<u>DO</u>	<u>ND</u>
0	40,874	47,006	50,683	54,364	40,874
1	40,874	47,006	50,683	54,364	40,874
2	40,874	47,006	50,683	55,109	40,874
3	44,962	51,707	55,754	59,799	44,962
4	45,216	51,707	55,754	59,799	45,216
5	46,068	51,707	55,754	59,799	46,068
6	47,917	54,268	58,202	62,414	47,917
<9 (7,8)	48,893	55,248	59,008	63,287	48,893
<12 (9,10,11)	48,893	55,248	59,008	63,287	48,893
<15 (12,13,14)	49,129	55,687	60,044	64,402	49,129
<18 (15,16,17)	49,597	56,956	61,412	65,871	49,597
<21 (18,19,20)	50,167	57,693	62,208	66,723	50,167
<24 (21,22,23)	51,583	58,428	63,001	67,574	51,583
<27 (24,25,26)	51,765	59,030	63,603	68,175	51,765
27+	52,014	59,637	64,209	68,780	52,014

Holidays: See school calendar (page 25)

Vacation: See vacation allocations (page 7) See Policy 5.10.6

Recesses: See school calendar (page 25)

Workdays Without Students: See school calendar (page 25)

Work Schedule: 187 days as defined in "Work Year Definitions" addendum. (page 6)

Sick Leave: See Policy 5.10.3

Sick Leave Bank: See Policy 5.12

Personal Leave: See Policy 5.10.5

Stipend: \$100.00 per day except where a competitive grant has been awarded by the State Department of Education and a different daily rate has been approved to be paid.

Summer School Teachers/Tutors: \$25.00 per hour

Summer Literacy Program Teacher: \$40.00 per hour

Summer Literacy Instructional Assistant: \$15.00 per hour

Homebound Teachers: Hourly Wage

Mentor Teachers: \$1,000 per State Department of Education Guidelines

Adjunct Instructor: \$25 per hour

ADMINISTRATIVE/SUPERVISORY SALARY SCHEDULE
2020-2021

Years Experience	<3 (0,1,2)	<6 (3,4,5)	<9 (6,7,8)	<12 (9,10,11)	<15 (12,13,14)	<18 (15,16,17)	<21 (18,19,20)	<24 (21,22,23)	24+
High School Principal (12m)	Contract								
Middle School Principal (12m)	Contract								
Secondary Asst. Principal (12m)	72,474	73,924	75,402	76,909	78,446	80,015	81,615	83,248	86,578
Elementary Principal (12m)	Contract								
Elementary Asst. Principal (10m)	64,175	65,460	66,768	68,101	69,464	70,853	72,271	73,716	76,665
Executive Director (12m)	83,473	85,142	86,844	88,581	90,352	93,966	97,724	101,634	105,699
Director/CSFO (12m)	72,880	74,338	77,604	78,678	80,059	81,883	82,944	84,001	84,803
Maintenance Supervisor (12m)	53,215	54,279	55,365	56,472	57,601	58,754	59,928	61,127	62,350
Transportation Supervisor (12m)	53,215	54,279	55,365	56,472	57,601	58,754	59,928	61,127	62,350
Custodial Coordinator (12m)	39,104	39,870	40,651	41,448	42,260	43,088	43,933	44,793	45,670

Additional Compensation: Maintenance employees will receive an additional \$1,000 per year for each certification held in Plumbing (must be qualified gas fitter), HVAC (must be ACCA Refrigerant Certified), and Electrical (must be State Licensed).

Holidays: July 4, Labor Day, Veterans Day (if on a weekday), day before Thanksgiving, Thanksgiving Day, and the day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, any unused weather make-up days.

Vacation: See Vacation Allocations (page 7)

Recesses: See school calendar (page 25)

Sick Leave: See Policy 5.10.3

Personal Leave: See Policy 5.10.5

Work Schedule: As defined in "Work Year Definitions" addendum.

SYLACAUGA CITY SCHOOLS
INSTRUCTIONAL SUPPORT SALARY SCHEDULE
2020-2021

Instructional Technologist (12 mos.) - Appropriate Teacher Salary

School Guidance Counselors (9mos. - 12 mos.) - Appropriate Teacher Salary

	NON-CERTIFIED	CERTIFIED
Years	JOB COACH	JOB COACH
Experience	(12 mos.)	(12 mos.)
<3 (0,1,2)	35,136	50,683
<6 (3,4,5)	35,839	55,754
<9 (6,7,8)	36,556	58,203
<12 (9,10,11)	37,287	59,008
<15 (12,13,14)	38,033	60,075
<18 (15,16,17)	38,794	61,412
<21 (18,19,20)	39,570	62,207
<24 (21,22,23)	41,153	63,001
<27 (24,25,26)	42,799	63,603
27+	43,227	64,208

	NURSE	NURSE	NURSE
Years	LPN	RN	RN/MS
Experience	(182 days)	(187 days)	(187 days)
<3 (0,1,2)	22,051	40,873	47,001
<6 (3,4,5)	23,613	44,956	51,700
<9 (6,7,8)	24,629	46,925	53,963
<12 (9,10,11)	24,948	47,554	54,688
<15 (12,13,14)	25,396	48,419	55,679
<18 (15,16,17)	25,955	49,522	56,952
<21 (18,19,20)	26,268	50,163	57,684
<24 (21,22,23)	26,582	50,803	58,424
<27 (24,25,26)	27,147	51,408	59,030
27 +	27,713	52,014	59,636

- Holidays:** See School Calendar (page 25)
- Vacations:** See vacation allocations (page 7)
- Recesses:** See School Calendar (page 25)
- Sick Leave:** See Policy 5.10.3
- Personal Leave:** See Policy 5.10.5
- Work Schedule:** As defined in "Work Year Definitions" addendum (page 6)

SYLACAUGA CITY SCHOOLS
BUS DRIVERS
2020-2021

Bus Drivers hourly wages are computed on the basis of four hours per day/182 days per year.

Years Experience	Bus Drivers
	(9 mos./4 hrs.)
	(182 days)
<3 (0,1,2)	14,349
<6 (3,4,5)	14,551
<9 (6,7,8)	14,753
<12 (9,10,11)	14,846
<15 (12,13,14)	14,931
<18 (15,16,17)	15,086
<21 (18,19,20)	15,226
<24 (21,22,23)	15,381
24+	15,544

New

Field Trips/Athletic Trips

Trips less than four hours	\$75.00
Trips four to eight hours	\$110.00
Trips over eight hours and Overnight Trips (Ex.: First day and overnight stay would be \$150.00 plus \$75.00 for next day return trip if less than four hours)	\$150.00

Tutoring Programs

compensated at hourly wage of employee

Bus Supervision Assistants

compensated at hourly wage of employee

Parking Lot Supervision

compensated at hourly wage of employee

Holidays:

Those holidays named in the administrative/supervisory schedule which fall during the driver work schedule.
 July 4, Labor Day, Veterans Day (if on a weekday), day before Thanksgiving, Thanksgiving day and the day after,
 Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Jr. Day,
 Memorial Day, any unused weather make-up days

Vacation/Recesses:

Not applicable

Work Schedule:

See Workday Standards for Support Staff page 5

Sick Leave:

See Policy 5.10.3

Personal Leave:

See Policy 5.10.5

SYLACAUGA CITY SCHOOLS
CHILD NUTRITION PROGRAM
2020-2021

Years	CNP	CNP	CNP*
Experience	Assistant	Manager	Manager
	(9 mos./6 hrs.)	(9 mos./8 hrs.)	(9 mos./8 hrs.)
	(185 days)	(187 days)	(187 days)
<3 (0,1,2)	17,110	25,181	
<6 (3,4,5)	17,394	25,675	
<9 (6,7,8)	17,477	26,249	
<12 (9,10,11)	17,560	26,792	
<15 (12,13,14)	17,642	27,302	32,341
<18 (15,16,17)	17,737	27,860	32,676
<21 (18,19,20)	17,820	28,434	33,298
<24 (21,22,23)	17,915	28,976	34,462
24+	18,009	29,550	34,638

* Salary schedule includes CNP Managers hired prior to June 17, 2008.

CNP Assistant (hourly wages are computed on the basis of six (6) hours per day/185 days per year)
(or hourly wages are computed on the basis of seven (7) hours per day/185 days per year)

CNP Manager (hourly wages are computed on the basis of eight (8) hours per day/187 days per year)

Holidays: Those holidays named in the administrative/supervisory schedule which fall during the Child Nutrition Program work schedule.
July 4, Labor Day, Veterans Day (if on a weekday), day before Thanksgiving, Thanksgiving day and the day after,
Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day,
any unused weather make-up days

Vacations: Not Applicable
Recesses: Not Applicable
Sick Leave: See Policy 5.10.3
Personal Leave: See Policy 5.10.5
Additional Compensation:

* Breakfast Program Supplements at three schools - 1 at SHS, 1 at NLMS and 1 at IVES for 1.5 hours per day each.

SYLACAUGA CITY SCHOOLS
SHS & NLMS COACHING SUPPLEMENTS
2020-2021

SPORT	POSITION	APPROX. PERCENT(AMOUNT)
Athletic Director (11 mo.)	Head	5.25(3,444) per season (10,332 total for 11 months)
	Assistant	1.75(1,148) per season (3,444 total for 11 months)
	Secretary to AD	(120 hours allocated annually)
Football	Varsity Head (1)	31(16,638)
	Asst. Varsity (7)	9 (4,830)
	Coordinator (1)	5 (2,684)
	7/8 th Head (1)	9 (4,830)
	8 th Grade Asst. (2)	6 (3,220)
	7th Grade Asst. (2)	6 (3,220)
	Conditioning (1)	6 (3,220)
	Paid by Athletic Booster Club Equip.Rm Services (2)	0 (750)
Basketball	Head (2)	10 (5,367)
	Varsity Asst. (2)	7 (3,757)
	Paid by Athletics (Includes Boys & Girls) B-Team Assistant (2)	0 (1,000)
	9th Head (2)	6 (3,220)
	8th Head (2)	6 (3,220)
Baseball/Softball (Includes Boys & Girls)	Head (2)	10 (5,367)
	Asst. Varsity (2)	7 (3,757)
	Asst. (2)	6 (3,220)
	7/8 th (2)	6 (3,220)
	Asst. 7/8 th (2)	0 (1,500)
Volleyball	Head (1)	6 (3,220)
	Varsity Asst. (2)	4 (2,147)
	7/8th Grade Asst. (1)	3.8 (2,040)
Soccer	Head (2)	10 (5,367)
	Asst. (2)	4 (2,147)
	Middle School Asst. (2)	3.8 (2,040)
Track	Head (2)	6 (3,220)
	Asst. (2)	4 (2,147)
Golf	Head (1)	5 (2,684)
Tennis	Head (1)	5 (2,684)
Cheerleader	9-12 Coach (2)	5.5 (2,952 x 2 = 5,904)
	9-12 Sponsor (0)	2.75 (1,476 x 2 = \$2,952)
	7/8 Coach (1)	2 (1,073 x 3 = 3,219)
	7/8 Sponsor (1)	1 (537 x 3 = 1,611)
Athletic Bus Driver		300
Summer Field Maint. Asst.		250
Summer Field Maint. Head	(1)	1,000

All Employees eligible for overtime, including extra curricular sponsors and coaches, shall adhere to the overtime approval procedures as stated in board policy 3.9.

SYLACAUGA CITY SCHOOLS
ACADEMIC AND OPERATIONS SUPPLEMENTS
2020-2021

<u>Description</u>	<u>No. of Positions</u>	<u>Annual Supplement</u>
SHS Yearbook Advisor Supplement	1	1,400
Psychometrist Supplement	1	5,000
Energy Manager Supplement	1	5,250
Academic Competition Coach Supplement	TBD	500
Parking Lot Supervisor - SHS	1	2,500
Doctoral Stipend - Administrators	3	2,500
Career Technical Director	1	15,000
Band Director Supplement	1	10,000
Band Assistant Supplements	4	1,614
Half-Time Band Assistant Supplement	1	807
Dance Team Sponsor	2	968
Virtual Learning Teacher (applies to students outside of regular work schedule)	4	\$25 per student per month
Choral Music Supplements	2	1,550
AVID Site Coordinator	2	1,000
Crossing Guard Supplement	1	1,200
Athletic Multimedia and Productions Supplement	1	2,500
Literacy Camp Administrator	1	2,800

National Board Certified Teachers will receive a supplement each year. The money will be received from the State Department of Education annually and will be distributed to individuals whose names are also provided by the State.

All employees eligible for overtime, including extra curricular sponsors and coaches, shall adhere to the overtime approval procedures as stated in board policy 3.9.5.

SYLACAUGA CITY SCHOOLS
MAINTENANCE
2020-2021

Years Experience	Maintenance Specialist (12 mos/8 hr day) (240 days)	Maintenance Worker (12 mos/8 hr day) (240 days)
<3 (0,1,2)	40,525	27,794
<6 (3,4,5)	41,344	28,347
<9 (6,7,8)	42,162	28,920
<12 (9,10,11)	43,022	29,514
<15 (12,13,14)	43,861	30,087
<18 (15,16,17)	44,741	30,701
<21 (18,19,20)	45,642	31,315
<24 (21,22,23)	47,463	31,929
24+	49,387	32,563

Additional Compensation: Maintenance employees will receive an additional \$1,000 per year for each certification held in Plumbing (must be qualified gas fitter), HVAC (must be ACCA Refrigerant Certified), and Electrical (must be State Licensed).

Holidays: July 4, Labor Day, Veterans Day (if on a weekday), day before Thanksgiving, Thanksgiving and the day after, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Martin Luther King Day, Memorial Day, and any unused weather make-up day.

Vacation: See Vacation Allocations (page 7)

Recesses: See school calendar (page 25)

(In the event the forgoing schedule does not accommodate a 240 day work schedule, the intercession schedule will be adjusted to do so.)

Sick Leave: See Policy 5.10.3

Personal Leave: See Policy 5.10.5

Work Schedules: As defined in "Work Year Definitions" addendum. (page 6)

SYLACAUGA CITY SCHOOLS
CUSTODIAL
2020-2021

Years	12 Mos. Custodian*	12 Mos. Custodian	Custodian	Custodian
Experience	All Schools	All Schools	All Schools	Half-time
	(12 mos/8 hr day)	(12 mos/8 hr day)	(10 mos/8 hr day)	(9 mos/4 hr day)
	(240 days)	(240 days)	(213 days)	(187 days)
<3 (0,1,2)	28,593	26,321	23,360	10,254
<6 (3,4,5)	29,186	26,607	23,614	10,366
<9 (6,7,8)	29,759	26,853	23,832	10,461
<12 (9,10,11)	30,353	27,140	24,086	10,573
<15 (12,13,14)	30,967	27,385	24,304	10,669
<18 (15,16,17)	31,581	27,692	24,577	10,788
<21 (18,19,20)	32,236	27,979	24,831	10,900
<24 (21,22,23)	33,505	28,511	25,303	11,107
24+	34,835	29,104	25,830	11,339

* Above salary schedule includes 12 Mos. Custodians hired prior to July 1, 2014.

10 month employees work 213 days: $213 \times 8 = 1704$ (213 days includes two additional professional development days.)

12 month employees work 240 days: $240 \times 8 = 1920$

Holidays: July 4, Labor Day, Veterans Day (if on a weekday), day before Thanksgiving, Thanksgiving and the day after, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Martin Luther King Day, Memorial Day, and any unused weather make-up day

Vacation: See Vacation Allocations (page 7)

Recesses: See School Calendar (Page 25)

(In the event the forgoing schedule does not accommodate a 240 day work schedule, the intercession schedule will be adjusted to do so.)

Sick Leave: See Policy 5.10.3

Personal Leave: See Policy 5.10.5

Work Schedules: As defined in "Work Year Definitions" addendum (page 6).

SYLACAUGA CITY SCHOOLS
CENTRAL OFFICE ADMINISTRATIVE ASSISTANT/SECRETARY/
ACCOUNTS PAYABLE/PAYROLL/TECHNOLOGY
2020-2021

Years	Executive	District Bookkeeper	Executive	Supporting Prog.	Network Systems	Technology
Experience	Assistant	& Payroll	Secretary	Secretary	Administrator	Technician
	(12 mos./8 hr.)	(12 mos./8 hr.)	(12 mos./8 hr.)	(11 mos./8 hr.)	(12 mos./8 hr.)	(12 mos./8 hr.)
	(240 days)	(240 days)	(240 days)	(220 days)	(240 days)	(240 days)
<3 (0,1,2)	42,903	36,841	36,370	26,829	47,341	35,060
<6 (3,4,5)	43,783	37,598	37,087	27,373	48,282	35,756
<9 (6,7,8)	44,683	38,335	37,844	27,917	50,083	36,493
<12 (9,10,11)	45,604	39,092	38,622	28,480	51,086	37,209
<15 (12,13,14)	46,525	39,891	39,358	29,043	52,109	37,946
<18 (15,16,17)	47,468	40,689	40,136	29,625	55,589	38,724
<21 (18,19,20)	48,450	41,569	40,955	30,206	56,715	39,481
<24 (21,22,23)	50,374	43,411	42,592	31,426	57,840	41,057
24+	52,478	46,072	44,291	32,683	58,986	42,715

Holidays: July 4, Labor Day, Veterans Day (if on a weekday), day before Thanksgiving, Thanksgiving and the day after, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Martin Luther King Day, Memorial Day, and any unused weather make-up day

Vacation: See Vacation Allocations (page 7)

Recesses: See school calendar (page 25)

(In the event the forgoing schedule does not accommodate a 240 day work schedule, the intercession schedule will be adjusted to do so.)

Sick Leave: See Policy 5.10.3

Personal Leave: See Policy 5.10.5

Work Schedules: As defined in "Work Year Definitions" addendum. (page 6)

SYLACAUGA CITY SCHOOLS
SCHOOL RECEPTIONISTS/SECRETARIES/BOOKKEEPERS/INSTRUCTIONAL ASSISTANTS
2020-2021

Years	School Secretaries and Bookkeepers*
	(11 mos./220 days/8 hr)
<21 (18,19,20)	35,047
<24 (21,22,23)	36,454
24+	37,898

* Above salary schedule includes Secretary I, Secretary II, Receptionist, and School Bookkeepers hired prior to June 17, 2008.

SCHOOL RECEPTIONIST/SECRETARY/BOOKKEEPER/INSTRUCTIONAL ASSISTANT *

Years	Secretary I	Secretary II/ Registrar	School Bookkeeper	School Receptionist	Instructional Assistant	Instructional Assistant	Instr./Office Assistant	Instr.Asst/ Recept.NLMS
Experience	Elementary	Secondary	Bookkeeper	Receptionist	Assistant	Assistant	Assistant	Recept.NLMS
	(11 mo./8 hr.)	(11 mo./8 hr.)	(11 mo./8 hr.)	(9 mo./8 hr.)	(9 mo./7 hr.)	(9 mo./7.5 hr.)	(12 mo./8 hr.)	(9 mo./7 hr.)
	(220 days)	(220 days)	(220 days)	(185 days)	(182 days)	(182 days)	(240 days)	(185 days)
<3 (0,1,2)	25,872	26,829	30,300	21,598	18,592	19,993		18,899
<6 (3,4,5)	26,641	27,373	30,919	21,788	18,755	20,095		19,064
<9 (6,7,8)	27,035	27,917	31,557	22,009	18,945	21,419		19,258
<12 (9,10,11)	27,448	28,480	32,176	22,245	19,149	21,623		19,465
<15 (12,13,14)	27,711	29,043	32,814	22,466	19,339	21,841		19,658
<18 (15,16,17)	28,292	29,625	33,489	22,797	19,624	22,277		19,948
<21 (18,19,20)	28,837	30,206	34,146	23,255	20,018	22,714		20,348
<24 (21,22,23)	29,793	31,426	35,516	23,713	20,412	23,180		20,748
24+	30,356	32,683	36,942	24,186	20,819	23,660	38,990	21,163

* Above salary schedule includes Secretary I, Secretary II, Receptionists, and School Bookkeepers hired after June 17, 2008.

** Will continue to correct each step, as employee progresses, changing back to Instructional Assistant Hourly Pay at the number of hours worked per day.

Holidays: July 4, Labor Day, Veterans Day (if on a weekday), day before Thanksgiving, Thanksgiving and the day after, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Martin Luther King Day, Memorial Day, and any unused weather make-up day

Vacation: See Vacation Allocations (page 7)

Recesses: See school calendar (page 25)

(In the event the forgoing schedule does not accommodate a 240 day work schedule, the intercession schedule will be adjusted to do so.)

Sick Leave: See Policy 5.10.3

Personal Leave: See Policy 5.10.5

Work Schedules: As defined in "Work Year Definitions" addendum. (page 6)

- 11 month – 220 days (Secr., Bookkeepers) 1,760 hrs.
- 9 month - (Instructional Assistants)
- 7 hours/182 days (Instructional Assistants) 1,274 hrs.
- 7.5 hours/182 days (Instructional Assistant) 1,365 hrs.
- 7 hours/185 days (Instr. Asst/Recept.) 1,295 hrs.

SYLACAUGA CITY SCHOOLS
SUBSTITUTE EMPLOYEES
2020-2021

Pay Rates

Teachers	-	\$32.50 half day \$65.00 full day								
Bus Drivers/Certified Employees Classified Employees	-	\$25 half day; \$50 for regular routes Hourly wage of bus driver pay based on employees total years of experience in Alabama public schools								
Instructional Assistants	-	\$29 half day; \$58.00 full day								
Child Nutrition/Custodial/Secretarial/ Maintenance Classified Employees	-	<table border="0" style="margin-left: 20px;"> <tr> <td style="text-align: right;">Minimum wage \$7.25 hr.</td> <td style="text-align: center;"><u>4 hour</u></td> <td style="text-align: center;"><u>6 hour</u></td> <td style="text-align: center;"><u>8 hour</u></td> </tr> <tr> <td></td> <td style="text-align: center;">\$ 29.00</td> <td style="text-align: center;">\$ 43.50</td> <td style="text-align: center;">\$ 58.00</td> </tr> </table> Hourly wage of position of substitution based on employees total years of experience in Alabama public schools	Minimum wage \$7.25 hr.	<u>4 hour</u>	<u>6 hour</u>	<u>8 hour</u>		\$ 29.00	\$ 43.50	\$ 58.00
Minimum wage \$7.25 hr.	<u>4 hour</u>	<u>6 hour</u>	<u>8 hour</u>							
	\$ 29.00	\$ 43.50	\$ 58.00							
School Nurse - LPN	-	\$75 day								
School Nurse - RN	-	\$125 day (Only in the absence of all the school registered nurses, will the substitute for the school system RN receive this pay.)								

Substitute Employees must have the following documentation on file with the business office:

- copy of social security card
- copy of drivers license
- copy of diploma or GED equivalent
- Background Check release forms
- W-4 form
- A-4 form
- I-9 form
- Drug Free Workplace form
- Information Sheet

SYLACAUGA CITY SCHOOLS

2020-2021 School Calendar

43 N. Broadway Avenue
Sylacauga AL, 35150
256-245-5256

Aug 6-19	Professional Dev./Work Days
Aug 17	Institute
Aug 20	First Day of School for Students
Sep 7	Labor Day
Sep 23	Sylacauga High eLearning Day
Oct 7	Sylacauga High eLearning Day
Nov 11	Veterans Day
Nov 23-27	Thanksgiving Break
Dec 18	Early Dismissal
Dec 21-Jan 1	Winter Break
Jan 4	Professional Dev. Day/Work Day
Jan 5	Students Return to School
Jan 18	Martin Luther King, Jr. Day (weather make-up)
Feb 23	Sylacauga High eLearning Day
March 9	Sylacauga High eLearning Day
Mar 22-26	Spring Break
May 26	Last Day for Students/Early Release Day

Student Days	Teacher Days
89 1st Term	100 1st Term
87 2nd Term	87 2nd Term
176 Days	187 Days
TEST DATES	
Pre-ACT and Workkeys	Oct 7
ACT Plus Writing	March 9
Access for ELLs	Feb/March
ACAP (grades 2-8)	March/Apr

Grading Periods	
Aug 20-Oct 21	44 days
Oct 22-Jan 15	45 days
Jan 19-Mar 19	44 days
Mar 29-May 26	43 days

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						



March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

 School Closed
 Early Release

 PD Professional Development (no school for students)
 eLearning Day at Sylacauga High

 Students Return