

ARTICLE 10

SALARY AND EXPENSES

A. Salary Schedule:

The regular rate of pay for members of the bargaining unit shall be in accordance with the rates established in Addendum “A” (Salary Schedule). A history of salary schedule increases is in Addendum “B.”

B. Salary Schedule Advancement Date:

Anniversary dates for placement on the salary schedule shall be as follows: If initial employment occurred or occurs between July 1<sup>st</sup> and December 31<sup>st</sup>, the anniversary date for placement on the salary schedule shall be July 1<sup>st</sup> of that same year. If employment begins between January 1<sup>st</sup> and June 30<sup>th</sup>, the step increase shall occur on July 1<sup>st</sup> of the year following initial employment.

C. New Hires:

Unit members hired after the date of ratification of the contract shall not normally be placed above Step 3 on the existing salary schedule; however, to accommodate special, verifiable needs that may arise, a unit member may be placed up to Step 5 on the salary schedule based on experience and/or education. The Human Resources and CSEA President or designee will consider requests for placement above Step 3. The final determination will be made by the Superintendent.

D. Extra Pay While Classroom Teacher is Absent (Para-Educators):

1. The intent of this language is to compensate Para-Educators for the extra responsibility above and beyond their regular duties and responsibilities that are placed upon them when the regular classroom teacher is out of the classroom. The intent is not to receive extra compensation each time the teacher leaves the classroom (i.e., to use the restroom, lunch break, bus duty). Supervising students during short time periods such as these are part of the Para-Educator’s regular responsibility. For the purpose of this article, a short time period is defined as thirty (30) consecutive minutes.
2. Unit members will be compensated at a rate of \$25.00 per day in addition to their regular pay for the extra responsibility placed on them when the regular

classroom teacher is out and a substitute teacher is assigned for two or more hours. The unit member will receive this additional compensation for the first ten (10) days the same substitute is in the classroom.

3. Unit members will be compensated at a rate of \$50.00 per day in addition to their regular pay for the extra responsibility placed on them when the regular classroom teacher is out and a teacher of record is assigned for two or more hours.
4. Days when the regular teacher is out of the classroom for less than two hours during the day, the unit member will be compensated at a rate of \$15.00 per day. If a unit member is assigned to multiple teachers, the unit member can only earn a combined maximum of \$25.00 per day.
5. Unit members working extended school year assignments will be compensated at a rate of \$20.00 per day in addition to their regular pay for the extra responsibility placed on them when the ESY classroom teacher is out for the day. The unit member will receive this additional compensation for the first five (5) days the same substitute is in the classroom.
6. The unit member is responsible for documenting these days using the form provided (Addendum E-1 or E-2). In addition, the unit member shall be responsible for submitting each form monthly to their county office administrator for authorization. This extra pay will be paid on the supplemental payroll (tenth of the month) as forms are submitted.
7. Educational Interpreters are attached to a site and not to any one specific teacher. Interpreters do not have “regular” classroom duties; therefore, no “extra” responsibility is typically placed upon them when the regular classroom teacher is out of the classroom. The teachers of the Regional Specialized Academic Instruction (RSAI), are typically itinerant and cover multiple sites. The Para-Educator may commonly work independently with students. Therefore, there is typically no “extra” responsibility placed upon them when the regular classroom teacher is out of the classroom. Therefore, Para

Educators in the RSAI Program and all Educational Interpreters are excluded from the extra pay while classroom teacher is absent.

E. Alarm Call Out

Any bargaining unit member will be paid \$50.00 per alarm call that they respond to outside of their normal assigned work hours. Alarm call stipends will be paid on the supplemental payroll upon submission of a verified timecard.

F. Degree Stipend

The Sutter County Superintendent of Schools recognizes the valuable contribution our classified unit members make to their job and the professionalism they bring to the Sutter County Superintendent of Schools Office. As an educational agency, it is important to encourage and recognize the formal education unit members bring to their job. Listed below are the stipend program guidelines for classified staff.

Guidelines:

1. Education stipend will be added to annual salary and divided by equal monthly payments.
2. Stipend credit is granted from a minimum of 15 units to a maximum of 60 units without a degree. Earned degree stipends are outlined below.
3. Units must be from an accredited public or private community college, college, state university, or university.
4. Any accredited units from an institution of higher education will be accepted.
5. Units earned toward permits, certificates, and licenses are credited toward stipend.
6. Supplemental stipends for the following degrees are acceptable under this program: A.A./A.S., B.A./B.S., M.A./M.S., and doctorate.
7. Employer paid classes that qualify for college credit cannot be used toward stipend.
8. Part time unit members will be paid full stipend amount annually. Unit member is responsible for submission and verification of earned units prior to November 1 of each year.

Stipend amounts are granted in 15 unit increments (based on semester units).

Unit/Degree Stipend Schedule

Units	15	30	45	60	AA/AS	BA/BS	MA/MS	Doctorate
Stipend	\$50	\$100	\$150	\$200	\$250	\$500	\$1,250	\$1,750

G. Bi-Lingual Stipend:

1. Unit members, who are not compensated for speaking an additional language in their job description, such as Sign Language Interpreters, and who are fluent in a second language and who are willing to utilize this skill in the course of employment with the SCSOS may be eligible to receive an annual stipend of \$600.00 by making a request to their supervisor. Unit members requesting this stipend must agree to be on-call, as needed, to translate during regular work hours.
2. The Superintendent will determine which positions require the use of a second language and determine the unit member's eligibility for the stipend. A limited number of translators will be contracted for their services based on need as determined by the Superintendent.
3. The stipend for part-time unit members will be prorated based on the percentage they work. The stipend will be added to the unit member's base salary and paid in equal monthly installments.

H. Pay Frequency – Once Monthly:

All unit members shall be paid on a monthly basis in twelve (12) equal installments. For classroom related staff, the twelve (12) installments will commence in August and two (2) checks will be issued in June (for the months of June and July). For all other bargaining unit members, the twelve (12) installments will commence in July and end in June. Paychecks shall be payable on or before the last working day of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.

I. Payroll Errors:

1. Any payroll error which harms a unit member shall be corrected not later than five (5) workdays after the payroll error is discovered, pursuant to Education Code 45167.
2. Any payroll error resulting in an overpayment to a unit member will, after meeting with the unit member and verifying the overpayment, be corrected by deduction of the overpayment without interest from the next paycheck or the parties will attempt to agree on an installment payment plan which is completed within the current fiscal year. If no agreement is reached, the amount owed will be divided by the remaining months in the fiscal year and an equal amount will be deducted each month without interest. If the unit member resigns, retires or is separated, the full amount of the overpayment shall be deducted from pay owing.

J. Variable Payroll:

Any payroll adjustment due a unit member as a result of working out of class, working overtime, or reasons other than payroll errors shall be made and a supplemental check issued on the 10<sup>th</sup> of the next month.

K. Lost Checks:

Any paycheck for a unit member which is lost after receipt or which is not delivered within seven (7) calendar days of mailing, if mailed, shall be replaced not later than ten (10) work days after the date of the issuance of the original check.

L. Mileage Reimbursement:

1. Mileage will be paid for travel between assigned work sites.
2. Mileage rate will be adjusted to the current I.R.S. rate.
3. Appropriate mileage claims must be filed complying with Superintendent of Schools Office reporting requirements.
4. Unit members required to use their personal vehicles for attendance at conferences shall be reimbursed for the actual round trip mileage incurred.
5. If an administrator requests and/or authorizes a unit member to travel to a location other than his/her regular work assignment for a specific job-related reason, mileage shall be paid for actual round trip miles incurred.
6. For Para-Educators only:

To mitigate the hardship of assignment to a remote worksite, a unit member whose initial assigned work site is Pleasant Grove, East Nicolaus, Marcum Illinois, Browns, Robbins, Meridian, or Winship shall be reimbursed for one-way mileage to the initial work site calculated from the County Office (distances listed in Addendum C) or actual miles from his/her home, whichever is less. Mileage shall be submitted for reimbursement either monthly or quarterly.

7. Any reassignment causing a unit member to drive 10 or more additional miles from home to his/her initial work site will be reimbursed for miles after the first 10 additional miles each way.

M. Physical/TB Examinations:

The Superintendent agrees to provide the full cost of any physical examination or x-ray of unit members required as a condition of continued employment. Unit members shall attend the TB Clinic scheduled by the Superintendent except for a good cause excuse. A unit member who misses the Clinic will be required to obtain a TB test at his/her own expense.

N. Travel Expenses:

Any unit member who as a result of a special work assignment must incur meal expenses or must be lodged away from home overnight shall be reimbursed pursuant to the Superintendent Policy on Travel Expenses. When requested, the Business Department shall provide advance funds to the unit member up to 75% of the maximum daily meal rates pursuant to the Superintendent Travel Policy, provided the request is at least ten (10) days in advance of travel.

O. Attendance at Meetings:

1. Site Meetings:

Unit members do not regularly attend staff meetings. However, should their attendance at a meeting be necessary, the County Administrator may request their attendance, and they will be paid accordingly for the additional time worked that day. In an effort to keep the unit member staff informed of the information discussed at staff meetings, the County Administrators will

communicate the agenda (if one is developed ahead of time) with the unit member prior to the meeting. If the unit member has input on any agenda item, they can communicate their thoughts/ideas with their classroom teacher, and the teacher may be their spokesperson at the meeting. After each staff meeting, the minutes will be distributed to the unit member, so they will be aware of the outcome of each meeting. Unit members and teachers are to utilize the extra half hour per week allowed for collaboration to also discuss staff meetings.

2. Staff Development:

If the staff development trainings/meetings extend beyond the regular workday for bargaining unit members, the Superintendent will pay for up to six (6) additional hours per year at the unit member's hourly pay rate for voluntary attendance by each unit member. Unit members who stay shall sign in and out for the additional time.

P. Compensation During Required Training Periods:

A unit member who is required to attend training sessions or otherwise engage in training of any kind in order to continue their employment in a position shall receive compensation as follows: When the training occurs during the unit member's regularly assigned working hours, the unit member shall be paid at their regular rate of pay and shall receive all benefits to which they are entitled. When the regularly assigned hours of training combined total in excess of 7.5 hours on a regularly assigned workday, or when the training occurs at any time other than the regularly assigned workweek, the unit member shall be paid at the overtime rate appropriate for the day and/or time at which the training occurs. The overtime rate shall be based on the unit member's regular rate of pay. All costs incurred by a unit member under a mandated training program for unit member's transportation, registration fees, and supplies will be reimbursed.

Q. Replacing or Repairing Employee's Property:

Any personal tools and equipment used by the unit member at his/her administrator's request shall in the event of loss or damage be repaired or replaced at County Office expense.

R. Payroll Deduction Authorizations:

The Business Department shall, upon appropriate written authorization from any unit member, make payroll deductions and make appropriate remittance of all sums deducted for insurance premiums, credit union payments, savings bonds, charitable donations, or other plans or programs. The Business Department shall pay the designated payee within fifteen (15) days of the deduction.