

WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent

Date: 10/20/11

Request For Placement on Board Agenda:

AGENDA TOPIC: Revised Confidential Salary Schedule 2011-12

PRESENTER: Betty Skala, Director of Business Services

Background Information:

The salary schedule for Classified/Confidential is being revised to reflect the actual rates per hour and per month for each longevity step. The prior salary schedule reflects verbally longevity steps. The proposed salary schedule with actual amounts fiscally quantifies the longevity steps.

The reason for this change is to ensure that employees working in positions within this salary schedule earn their retirement base according to the hourly/monthly as reflected specifically on the salary schedule. PERS, based on the prior salary schedule would require us to report retirement on the base salary and treat longevity as addition pay and the employee would not get the full benefit of their retirement benefits. This change to the salary schedule allows us to continue to report the base pay including longevity; otherwise we would have to report to PERS as two separate entries.

Additionally, we have updated the salary schedule to eliminate the columns that provide salary information for those hired prior to April 1, 2006. We no longer have employees that fit that criterion. The revised salary schedule would now reflect those hired after April 1, 2006.

Recommendations:

Approved the revised Classified/Confidential Salary Schedule for 2011-12.

**WILLOWS UNIFIED SCHOOL DISTRICT
CLASSIFIED/CONFIDENTIAL SALARY SCHEDULE
2011-2012**

Proposed

	ADMINISTRATIVE ASSISTANT (formerly Supt Sec) (8 hours per day)	DISTRICT BOOKKEEPER/ CAFETERIA COORDINATOR	ATTENDANCE/ ACCOUNT CLERK
1	\$4,798	\$3,913	\$3,570
2	\$4,985	\$4,057	\$3,696
3	\$5,182	\$4,206	\$3,827
4	\$5,389	\$4,365	\$3,967
5	\$5,605	\$4,531	\$4,112
6		\$4,704	\$4,265
7		\$4,887	\$4,427
8		\$5,078	\$4,595
3% 12 yrs	\$5,773	\$5,230	\$4,733
6% 16 yrs	\$5,941	\$5,383	\$4,871
9% 20 yrs	\$6,109	\$5,535	\$5,009
12% 24 yrs	\$6,277	\$5,687	\$5,147
15% 28 yrs	\$6,445	\$5,840	\$5,284

	ADMINISTRATIVE ASSISTANT (formerly Supt Sec) (8 hours per day)	DISTRICT BOOKKEEPER/ CAFETERIA COORDINATOR (8 hours per day)	ATTENDANCE/ ACCOUNT CLERK (8 hours per day)
1	\$27.68	\$22.58	\$20.59
2	\$28.76	\$23.41	\$21.33
3	\$29.90	\$24.27	\$22.08
4	\$31.09	\$25.18	\$22.88
5	\$32.34	\$26.14	\$23.73
6		\$27.14	\$24.61
7		\$28.19	\$25.54
8		\$29.30	\$26.51
3% 12 yrs	\$33.31	\$30.18	\$27.31
6% 16 yrs	\$34.28	\$31.05	\$28.10
9% 20 yrs	\$35.25	\$31.93	\$28.90
12% 24 yrs	\$36.22	\$32.81	\$29.69
15% 28 yrs	\$37.19	\$33.69	\$30.49

LONGEVITY: Longevity increases shall be provided to an eligible employee who was employed in the district on December 31, 2005 as follows:

- 3% after 12 complete years with the District
 - 3% after 16 complete years with the District
 - 3% after 20 complete years with the District
 - 3% after 24 complete years with the District
 - 3% after 28 complete years with the District
- Note: Total longevity increments = 15%

PROFESSIONAL GROWTH: The Professional Growth Awards will be paid in one lump sum following the completion of each approved nine units. In successive years, the award will be paid in one lump sum on the final June paycheck.

NOTES:

- Additional 4% Increase effective July 1, 2006
- Benefits On Salary Schedule (\$11,611) effective January 1, 2006
- Represents a 4.53% Increase effective July 1, 2007
- Represents no increase for 2008-09
- Board Approved - 03/05/09
- Board approved 01/14/10 - no increases/five days furlough
- Board approved 08/ 5/10 - no increases/five days furlough
- Board approved 06/23/2011 - no increases/five days furlough; 11/3/11 change to include longevity.

**WILLOWS UNIFIED SCHOOL DISTRICT
CLASSIFIED/CONFIDENTIAL SALARY SCHEDULE
2011-2012**

Approved

	ADMINISTRATIVE ASSISTANT (formerly Supt Sec) (8 hours per day)	DISTRICT BOOKKEEPER/ CAFETERIA COORDINATOR	ATTENDANCE/ ACCOUNT CLERK
1	\$4,798	\$3,913	\$3,570
2	\$4,985	\$4,057	\$3,696
3	\$5,182	\$4,206	\$3,827
4	\$5,389	\$4,365	\$3,967
5	\$5,605	\$4,531	\$4,112
6		\$4,704	\$4,265
7		\$4,887	\$4,427
8		\$5,078	\$4,595

Prior to 4/1/2006

	ADMINISTRATIVE ASSISTANT (formerly Supt Sec) (8 hours per day)	DISTRICT BOOKKEEPER/ CAFETERIA COORDINATOR (7.5 hours per day)	ATTENDANCE/ ACCOUNT CLERK (7.5 hours per day)
1	\$27.68	\$24.08	\$21.97
2	\$28.76	\$24.97	\$22.75
3	\$29.90	\$25.88	\$23.55
4	\$31.09	\$26.86	\$24.41
5	\$32.34	\$27.88	\$25.30
6		\$28.95	\$26.25
7		\$30.07	\$27.24
8		\$31.25	\$28.28

Schedule After 4/1/2006

	DISTRICT BOOKKEEPER/ CAFETERIA COORDINATOR (8 hours per day)	ATTENDANCE/ ACCOUNT CLERK (8 hours per day)
	\$22.58	\$20.59
	\$23.41	\$21.33
	\$24.27	\$22.08
	\$25.18	\$22.88
	\$26.14	\$23.73
	\$27.14	\$24.61
	\$28.19	\$25.54
	\$29.30	\$26.51

LONGEVITY: Longevity increases shall be provided to an eligible employee who was employed in the district on December 31, 2005 as follows:

- 3% after 12 complete years with the District
 - 3% after 16 complete years with the District
 - 3% after 20 complete years with the District
 - 3% after 24 complete years with the District
 - 3% after 28 complete years with the District
- Note: Total longevity increments = 15%

PROFESSIONAL GROWTH: The Professional Growth Awards will be paid in one lump sum following the completion of each approved nine units. In successive years, the award will be paid in one lump sum on the final June paycheck.

NOTES:

- Additional 4% increase effective July 1, 2006
- Benefits On Salary Schedule (\$11,611) effective January 1, 2006
- New hires after April 1, 2006 will use the separate 8 hour schedule**
- Represents a 4.53% Increase effective July 1, 2007
- Represents no increase for 2008-09

Board Approved - 03/05/09

- Board approved 01/14/10 - no increases/five days furlough
- Board approved 08/ 5/10 - no increases/five days furlough
- Board approved 06/23/2011 - no increases/five days furlough