

This SALARY MATRIX AND OUTSIDE CLASSROOM PAY Schedule and Guidelines are explained further in the document entitled "STEP & Lane".

2011-2012 Salary Schedule

	BA	BA+8	BA+16	BA+24	MA	MA+15	MA+30	MA+45	DMA
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9
Step 1	\$39,651	\$40,702	\$41,781	\$42,888	\$46,390	\$48,882	\$51,508	\$54,275	\$57,191
Step 2	\$40,702	\$41,781	\$42,888	\$44,025	\$47,620	\$50,178	\$52,873	\$55,714	\$58,707
Step 3	\$41,781	\$42,888	\$44,025	\$45,192	\$48,882	\$51,508	\$54,275	\$57,191	\$60,263
Step 4	\$42,888	\$44,025	\$45,192	\$46,390	\$50,178	\$52,873	\$55,714	\$58,707	\$61,860
Step 5	\$44,025	\$45,192	\$46,390	\$47,620	\$51,508	\$54,275	\$57,191	\$60,263	\$63,500
Step 6	\$45,192	\$46,390	\$47,620	\$48,882	\$52,873	\$55,714	\$58,707	\$61,860	\$65,183
Step 7	\$46,390	\$47,620	\$48,882	\$50,178	\$54,275	\$57,191	\$60,263	\$63,500	\$66,911
Step 8	\$47,620	\$48,882	\$50,178	\$51,508	\$55,714	\$58,707	\$61,860	\$65,183	\$68,685
Step 9	\$48,882	\$50,178	\$51,508	\$52,873	\$57,191	\$60,263	\$63,500	\$66,911	\$70,506
Step 10	\$50,178	\$51,508	\$52,873	\$54,275	\$58,707	\$61,860	\$65,183	\$68,685	\$72,375
Step 11	\$51,508	\$52,873	\$54,275	\$55,714	\$60,263	\$63,500	\$66,911	\$70,506	\$74,293
Step 12	\$52,873	\$54,275	\$55,714	\$57,191	\$61,860	\$65,183	\$68,685	\$72,375	\$76,263
Step 13	\$54,275	\$55,714	\$57,191	\$58,707	\$63,500	\$66,911	\$70,506	\$74,293	\$78,284
Step 14	\$55,714	\$57,191	\$58,707	\$60,263	\$65,183	\$68,685	\$72,375	\$76,263	\$80,359
Step 15	\$57,191	\$58,707	\$60,263	\$61,860	\$66,911	\$70,506	\$74,293	\$78,284	\$82,490
Step 16	\$58,707	\$60,263	\$61,860	\$63,500	\$68,685	\$72,375	\$76,263	\$80,359	\$84,676
Step 17	\$60,263	\$61,860	\$63,500	\$65,183	\$70,506	\$74,293	\$78,284	\$82,490	\$86,921
Step 18		\$63,500	\$65,183	\$66,911	\$72,375	\$76,263	\$80,359	\$84,676	\$89,225
Step 19		\$65,183	\$66,911	\$68,685	\$74,293	\$78,284	\$82,490	\$86,921	\$91,590
Step 20		\$66,911	\$68,685	\$70,506	\$76,263	\$80,359	\$84,676	\$89,225	\$94,018
Step 21				\$72,375	\$78,284	\$82,490	\$86,921	\$91,590	\$96,510
Step 22					\$80,359	\$84,676	\$89,225	\$94,018	\$99,069

Payment for Out-Of-Class Responsibilities

Index Class	Min	Min+	A	B	C	D	E	F	G	H	I	J	K	O
1-3 yrs	.020	.030	.040	.050	.060	.070	.080	.090	.100	.110	.120	.130	.140	.180
4-6 yrs	.022	.033	.044	.056	.068	.080	.092	.104	.116	.128	.140	.152	.164	.212
7-9 yrs	.024	.036	.048	.062	.076	.090	.104	.118	.132	.146	.160	.174	.188	.244
10-12 yrs	.026	.039	.052	.068	.084	.100	.116	.132	.148	.164	.180	.196	.212	.276
13+ yrs	.028	.042	.056	.074	.092	.110	.128	.146	.164	.182	.200	.218	.236	.308

Index is % of Beginning Teacher Salary (Step 1; Lane 1)

Payment Schedule Guidelines

1. For teachers new to the school district, experience credit is determined using the following formula: one (1) year of experience equals .5 year on the out-of-class responsibilities payment schedule.

For example: a teacher with six (6) years of experience as a coach, sponsor, director, etc., would be placed in year three (3) on the payment schedule. A teacher with seven (7) years of experience would be credited with 3.5 years (rounded up to four [4] years) on the payment schedule.

2. Experience will be credited for satisfactory work in the school district in one general classification even though the specific assignment may change.

For example: a teacher with three (3) years of experience as an 8th grade volleyball coach in the District will move to year four (4) on the payment schedule if he/she assumes the responsibility of coaching the varsity team at the high school.

3. Experience earned in one general classification cannot be used in another classification.

For example: a teacher with five (5) years of experience as a girls' sophomore softball coach will start at year one (1) on the payment schedule if he/assumes the responsibility of coaching the boys' varsity baseball team.

4. Compensation for an out-of-class responsibility will begin with the first paycheck in September of each school year (assuming the stipend contract is properly signed and received in the Office of Human Resources by September 1 of each school year) and will be spread over twenty-six (26) pay periods.

5. A list of approved out-of-class responsibilities is available from your building principal or Association building representative.

6. Special increases in compensation may be granted at the discretion of the Superintendent of Schools.

7. There are no tenure or seniority rights in connection with out-of-class responsibilities. Appointment to an out-of-class responsibility will be reviewed annually.

General Stipend Guidelines

1. Teachers receive additional compensation beyond their annual teacher salary for a variety of out-of-class responsibilities. A list of approved out-of-class responsibilities is maintained by the Office of Human Resources and distributed to building principals and Association building representatives by October 15 of each year.
2. Compensation for an out-of-class responsibility is determined using a payment schedule maintained by the Office of Human Resources and listed on the stipend contract. Placement on the payment schedule is based on prior experience with an out-of-class responsibility and the index value (percentage of the base salary in that school year) of the out-of-class responsibility.
3. A stipend contract for each out-of-class responsibility (except committee stipend contracts) is issued to a teacher by June 1 of each school year. Stipend contracts, properly signed, are to be returned to the building principal (or designee) by the last day of school each year. Stipend contracts are then forwarded to the Office of Human Resources by July 1.
4. Compensation for an out-of-class responsibility will begin with the first paycheck in September of each school year (assuming the stipend contract is properly signed and received in the Office of Human Resources by September 1) and will be spread over twenty-six (26) pay periods.
5. A stipend contract for a committee assignment, generated by the Office of Human Resources, is issued to a teacher in September of each school year. Committee stipend contracts, properly signed, are to be returned to the Office of Human Resources. Compensation for committee work will take place following the completion of the work of the committee or not later than the first pay period in June.
6. A teacher requesting a change in an out-of-class responsibility shall submit a written request, using the proper out-of-class responsibility stipend change form, to his/her Association building representative by January 15 of each school year. A job description for the out-of-class responsibility shall be submitted with the stipend change form. The Association building representative and the building principal (or designee) will meet by February 15 to discuss each stipend change request, including those initiated by a building administrator. The building administrator and the Association building representative will determine if the stipend change request will impact existing equity relationship with other stipends within the same category (i.e. athletic, non-athletic, drama, music, etc.). If other stipends require review, the current staff members receiving those stipends will be required to submit information as requested by the building administrator. This information will be used to determine if the original stipend change request can stand-alone or if equity issues require all stipends within a category to be reviewed. The building administrator will complete all stipend reviews and prepare a recommendation.
7. The building principal (or designee) will forward a recommendation of approval or disapproval to the Assistant Superintendent-Business and Assistant Superintendent-Human Resources by April 1. The Assistant Superintendent-Business and the Assistant Superintendent-Human Resources will review the principal's recommendations and take final action on each modification request by May 15.
8. There are no tenure or seniority rights in connection with any out-of-class assignment. Out-of-class assignments will be reviewed annually. Discussion and evaluation of a teacher's

performance in an out-of-class assignment may occur during the teacher's formal evaluation conference, but will not be included in the teacher's formal evaluation report.

9. A teacher intending to resign his/her out-of-class responsibility should notify his/her building principal by March 15 of each school year.
10. A list of all extracurricular vacancies throughout the school district will be posted in each building by April 15 of each school year. This list of vacancies will include those extracurricular positions held by individuals who are not teaching in the school district.

District Level Committee Stipend Guidelines

1. There are two levels of compensation that may apply to teacher committee work.
2. A **Level 1** committee will meet a minimum of five (5) times for at least ten (10) hours. The stipend rate for a **Level 1** committee will be .020 of the base (Step 1, Lane 1) teacher salary. Committee chairpersons will receive an additional .01 rate in compensation for the added responsibility.
3. A **Level 2** committee will meet a minimum of ten (10) times for at least twenty (20) hours. The stipend rate for a **Level 2** committee will be .030 of the base (Step 1, Lane 1) teacher salary. Committee chairpersons will receive an additional .015 rate in compensation for the added responsibility.
4. Committees that do not qualify for Level 1 will not be compensated.
5. When a committee is required to meet predominantly in the evening, the number of required meetings needed to qualify for the above stated levels will be reduced by one-half (1/2). When a committee, upon administrative approval, exceeds the maximum required number of meetings of that applicable level, the committee stipend will be adjusted.
6. It is the responsibility of the committee chairperson to take attendance at all committee meetings. The expectation for attendance at committee meetings is very high due to the direct impact that attendance has upon the ability of the committee to complete its task. It will be the responsibility of the Assistant Superintendent-Curriculum and Instruction to monitor the attendance of all committee members and to reduce or cancel committee compensation if attendance expectations are not met.
7. It is also the responsibility of the committee chairperson to review compensation guidelines at the first committee meeting to ensure that all committee members understand the number and length of committee meetings.
8. Compensation for committee work will take place following the completion of the work of the committee or no later than the first pay period in June. A committee member will have his/her compensation reduced by 10% for each committee meeting absence in excess of one (Level I committee) or in excess of two (Level II committee), excluding those committee absences on a day that a teacher is on sick or personal leave.
9. Acceptance of a committee assignment is made with the expectation that it may be a multi-year commitment. Most committee assignments will be limited, however, to three (3) years.
10. In addition to compensation, teachers may earn recertification credit for membership on certain committees. The Office of Human Resources maintains a list of committees that qualify for recertification credit.

Stipend Change Guidelines

1. A teacher requesting a stipend change must complete the attached form and submit it to his/her Association building representative by January 15 of each school year. An elementary teacher requesting a change in an out-of-class responsibility should complete the attached document in consultation with those who hold the same position at other elementary schools prior to January 15. The Association building representative may schedule a meeting with the person initiating the change to clarify/discuss the merits of proposed change. A stipend change may include but is not limited to an increase/decrease in compensation, a change of title or job description, or the addition/deletion of an extracurricular position.
2. The Association building representative and building principal (or designee) will meet prior to February 15 of each school year to review proposed stipend changes, including those initiated by a building administrator. A teacher who requests a stipend change or who may be directly impacted by a stipend change may request or be invited to the meeting between the Association building representative and the building principal (or designee).
3. The role of the Association representative at this meeting is to offer insight regarding the proposed change and answer questions that will assist the building principal (or designee) in evaluating each request for a stipend change.
4. The building administrator and the Association building representative will determine if the stipend change request will impact existing equity relationship with other stipends within the same category (i.e. athletic, non-athletic, drama, music, etc.). If other stipends require review, the current staff members receiving those stipends will be required to submit information as requested by the building administrator. This information will be used to determine if the original stipend change request can stand-alone or if equity issues require all stipends within a category to be reviewed. The building administrator will complete all stipend reviews and prepare a recommendation.
5. Following a review of all proposed stipend changes, the building principal (or designee) will make a recommendation regarding each stipend change proposal to the Assistant Superintendent of Business and Assistant Superintendent-Human Resources by April 1. A copy of these recommendations will be provided to the Association building representative in each building. Prior to April 1, all elementary principals will meet to review a request for a change in an elementary stipend.
6. The Assistant Superintendent-Business and the Assistant Superintendent-Human Resources will review each building principal's stipend recommendations and take final action on each request for a stipend change by May 15. Prior to taking final action regarding stipend modification requests, the Superintendent of Schools will notify the Association President of the priority rank of stipend modifications. Prior to the end of the school year, the building principal (or designee) will inform each teacher who has submitted a stipend change request form the status of that request. The Association building representative will also receive a status report regarding each proposed stipend change.

- 7 The Office of Human Resources will update the list of approved out-of-class responsibilities each summer and forward the revised list to each building principal and Association building representative by October 15 of each school year.
8. A teacher may appeal a decision not to modify an out-of-class responsibility by using the appeal process outlined in the Agreement Between the Geneva Education Association and the Board of Community Unit School District 304 (Article VI - Processing Appeals).
9. Special modifications in compensation for an out-of-class responsibility may be granted at the discretion of the Superintendent of Schools (or designee).

Appendix A

Special Education Resource FTE Formula

In order to support program modifications for students with special education one-on-one assistants and to support the regular classroom teacher, the following formula will be utilized.

After the determination of the total FTE required to serve the Individualized Education Programs in each elementary school, an additional 10% of the total FTE will be allocated for facilitation as deemed appropriate within the school to provide curriculum/program modifications for students assigned a special education one-on-one assistant. The sum of the total FTE plus the 10% of the total FTE will round up to the next greater .1 teachers to determine the new total number of special education resource teachers that will be assigned to the building.

$$(\# \text{ of special education students in building}) / (20) = \text{FTE}$$

$$\text{FTE} + .10(\text{FTE}) = (\# \text{ of special education resource teachers in the building})$$

Example #1: Assume there are 59 special education students in the building, and 20 special education students is the maximum caseload per special education resource teacher.

$$(59) / (20) = 2.95 \quad \text{Thus 2.95 will be the total FTE.}$$

$$2.95 + .10(2.95) = 3.245$$

$$2.95 + .295 = 3.245 \quad \text{Thus 3.3 special education resource teachers will be assigned to the building.}$$

Example #2: Assume there are 47 special education students in the building, and 20 special education students is the maximum caseload per special education resource teacher.

$$(47) / 20 = 2.35 \quad \text{Thus 2.35 will be the FTE.}$$

$$2.35 + .10(2.35) = 2.585$$

$$2.35 + .235 = 2.585 \quad \text{Thus 2.6 special education resource teachers will be assigned to the building.}$$

August 15, 2004