



# BAY DISTRICT SCHOOLS SALARY PLACEMENT SCHEDULE 2023-2024

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**Board Approved: June 13, 2023**  
Revised: 06/27/23, 7/25/23, 8/8/23, 9/12/23  
11/14/23, 11/28/23, 1/09/24, 02/13/24, 03/12/24

# SALARY PLACEMENT SCHEDULE

## 2023-2024

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## **GENERAL INFORMATION**

**YEARS OF EXPERIENCE FOR PAY PURPOSES** (*applies to Administrative and Instructional Employees*) shall be interpreted to mean the time an employee has been employed in a position or positions of equivalent classifications and not the total years of service as an employee of the Bay County School Board. Progressive advancement in equivalent classifications shall qualify an employee to retain his/her earned experience. Equivalent classification shall be interpreted to mean employees paid on the same Placement Schedule. An employee moving from a position paid from one Placement Schedule to a position paid from another Placement Schedule will begin the new position paygrade at the "0" years' experience on the Placement Schedule except that employee who can document experience as an administrator or as an instructional employee may transfer the approved years of experience to the appropriate Placement Schedule. The Superintendent or his designee will evaluate and recommend the experience for School Board approval.

**YEARS OF SERVICE FOR THE PURPOSE OF COMPUTING ANNUAL LEAVE** shall be interpreted to mean the years' service as an employee for the Bay County School Board in a full-time (52 weeks annually) position. Years' service in positions of employment with the Bay County School Board of less than 52 weeks annually do not qualify for annual leave and that service will not be considered when an employee transfers to a 52-week position. (Effective July 1, 1985)

**ADMINISTRATIVE EXPERIENCE:** Only experience in an administrative position will count towards salary computation on the Administrative Placement Schedule (Placement Schedule 2). Leadership positions held (as department head, team leader, etc.) while employed as an instructional employee may be submitted for consideration/review by the Bay District Schools Human Resources Department. Experience as an acting administrator will also count toward computing administrative experience on Placement Schedule 2. See page 29, H for Assistant Administrators.

Any employee wishing to claim administrative experience must make a written request to the Superintendent or his/her designee. Such requests must include written documentation of the specific assignments and time spent in qualifying administrative positions.

**EDUCATIONAL SUPPORT PERSONNEL REASSIGNMENTS:** A reassignment is movement of an employee from one position to another at the same work site, or from one bus route to another.

**EDUCATIONAL SUPPORT PERSONNEL TRANSFERS:** A transfer is movement of an employee from one work site to another.

**SPECIAL CONTRACTS**, as used in this Placement Schedule, are defined as contracted work performed by instructional employees in excess of the regular 196-day schedule contract.

**NORMAL WORK WEEK** is defined as beginning on each Sunday and extending through the next Saturday. Employees assigned beyond a forty (40) hour work week shall be compensated at time and one half their regular hourly rate of pay or compensatory time.

**PAYMENT TO INSTRUCTIONAL PERSONNEL FOR SERVICES OUTSIDE THE 196 DAY CONTRACT THAT INVOLVE NON-STUDENT INSTRUCTION TIME:** These services include Curriculum Development Projects, workshops, in-service training, Pre-K screening, planning fees for workshop presenters (workshop to be presented on a teacher contract day) and other activities not involving student instruction. A day will be 6 hours excluding lunch breaks.

**ADMINISTRATIVE EMPLOYEES TRANSFERRING BACK TO AN INSTRUCTIONAL POSITION:**

If a certified administrator is moving back to an instructional position, either voluntarily or involuntarily, the following will determine the placement for salary and experience purposes.

- Credit for previous years of verified and approved instructional and administrative experience will be used, providing the years meet the HR guidelines.
- The employee will be returned to the contract status previously earned (annual or continuous). Those on continuous employment, "Grandfathered", will be offered the option to switch to the Performance Pay Schedule annually between contract years.
- Employees who previously earned additional pay for advanced degrees will be placed back on the same method of payment, or supplement, for degrees for which they were previously paid.

**DIRECT DEPOSIT:** Direct Deposit participation is mandatory.

As of October 1, 2022, personnel will be paid at the minimum hourly rate of \$15.00 per hour. This rate has been established based upon Chapter 2022-156, Laws of Florida.

# **INSTRUCTIONAL PERSONNEL & SUBSTITUTES**

## INSTRUCTIONAL PERSONNEL

- A. Instructional salaries are paid according to the highest level of training and approved experience using Placement Schedule 1. (Grandfathered or Performance Schedule)
- B. The hourly rate of pay for instructional employees employed under special contract for work in excess of the regular 196 days will be computed by dividing the employees annual base pay from schedule 1 as follows: Annual rate of pay divided by 196 days = daily rate of pay divided by 7.5 hours = hourly rate of pay.
- C. The annual salary for ROTC instructors shall be as specified by an agreement between the Bay County School Board and the Department of Defense for Jr. ROTC programs. The monthly salary may vary in accordance with the information furnished by the Department of Defense and the instructors shall be paid accordingly. Contract periods for ROTC instructor positions are determined based upon the Department of Defense and dictated by the specific branch of service. Example: Twelve months and Ten months. These employees do not qualify for annual leave or paid holidays other than noted in paragraph II-D. Since the ROTC Instructor salary and supplements (housing, clothing, etc.) and COLA are determined by the Department of Defense, ROTC instructor salary increases are not part of the Bay District Schools Placement Schedule.
- D. Instructional Employees receive the following paid holidays:
- |                             |                           |
|-----------------------------|---------------------------|
| Monday, September 4, 2023   | Monday, December 25, 2023 |
| Friday, November 10, 2023   | Monday, January 1, 2024   |
| Thursday, November 23, 2023 | Monday, January 15, 2024  |
- E. Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- F. Refer to the School Board Policies and Association of Bay County Educators Master Contract for other terms and conditions of employment related to instructional personnel.
- G. Placement Schedule 1 will be used to calculate the salaries of non-certificated instructional personnel authorized under the provisions of State Board Rule 6A-1.0502. Full-time instructional personnel will not be paid less than the salary for a bachelor's degree.
- H. **Curriculum Development Projects:** Beginning on the first student day of school year 2015-2016, teachers employed in curriculum development projects that involve developing and/or revising curriculum projects or district/school reports will be paid a Beginning Teacher's Hourly Rate. Teachers employed in curriculum development will produce a product at the end of the project. Curriculum Development Projects will be approved and monitored by the Division of Teaching and Learning.
- I. **Special Training/Staff Development Projects:** Beginning on the first student day of school year 2015-2016, teachers employed for special training/staff development projects that support the District Improvement Plan and School Improvement and that have funds expressly for the compensation of participants will be paid \$90.00 per day. (Rate is based upon a six (6) hour day.)
- If training occurs outside the normal school day (nights or Saturdays) during the regular school year, the rate of pay will be \$125. (Rate is based on a six (6) hour day.)
- J. Employees do not receive an automatic step on a Placement Schedule for pay increase.

# Grandfathered Instructional Pay Schedule Placement Schedule 1

*Board Approved  
11/12/2013*

BA	
PG	\$ Amount
00	34,480
01	34,480
02	34,730
03	34,980
04	35,480
05	35,980
06	36,480
07	36,980
08	37,480
09	38,230
10	38,980
11	39,730
12	40,480
13	41,230
14	41,980
15	42,980
16	43,980
17	44,980
18	45,980
19	46,980
20	48,080
21	49,180
22	50,280
23	51,380
24	52,480
25	53,980
26	55,480
27	56,980
28	57,180
29	57,380
30	57,580
31	58,180

Master's degree will earn an additional \$2,500 per year  
 Specialist degree will earn an additional \$5,100 per year  
 Doctorate degree will earn an additional \$7,800 per year

Base Placement Schedule includes advanced degrees

# Instructional Performance Pay Placement Schedule Salary Schedule 1

Effective July 31, 2022  
(implemented 02/29/24)

PG	\$ Amount
0	48,250
1	48,250
2	48,250
3	48,250
4	49,350
5	49,350
6	49,350
7	50,450
8	50,450
9	50,450
10	51,550
11	51,550
12	51,550
13	52,650
14	52,650
15	52,650
16	53,750
17	53,750
18	53,750
19	54,850
20	54,850
21	54,850
22	55,950
23	55,950
24	55,950
25	57,050

**An Associate Teacher is a full-time employee and will be paid a salary of \$26,000 a year plus benefits.**

Master's degree will earn an additional \$2,500 per year

Specialist degree will earn an additional \$5,100 per year

Doctorate degree will earn an additional \$7,800 per year

In accordance with Florida State Statute 1012.22, all individuals hired after July 1, 2011 with an advanced degree in the individual's area of certification will receive payment as indicated on the Placement Schedule for applicable degree as a supplement as this amount will not be included in the individual's base salary.

Performance Pay Placement Schedule will be used for instructional personnel hired after July 1, 2014.  
(ABCE Contract 16.1)



## INSTRUCTIONAL EXTRA PAY FOR EXTRA DUTY SCHEDULE

1. Supplements will be based on the current Performance Placement Schedule with the salary for a BA/BS teacher with 0 years of experience as the base.
2. Outline of the duties to be performed to earn a supplement shall be written by the school administrator and signed by the teacher involved and the school administrator. One copy is to remain with the administrator, one with the teacher and another copy filed with the Superintendent's office by October 1st of each school year.
3. No supplement shall be paid when job performance is not in accordance with the agreed outline.
4. Any employee may receive more than one supplement, but not more than three (3) supplements for duties performed and shall be subject to conditions of Item Number 3 of this schedule. Miscellaneous supplements will not count as one of the three.
5. All supplements listed in this schedule are granted only on the basis of one school year.
6. No employee hired for the position contained in this schedule shall be paid less than the percentages indicated.
7. Personnel supplemented for athletics will be paid up to ten percent (10%) of their supplement for participation in post season athletic competition in the following manner: two percent (2%) will be paid for participation in each level of competition.
8. Personnel hired for the position of band director and/or choir director will automatically receive the supplement and will be expected to perform the duties described in order to retain that position.
9. To qualify as a Department Head (Sr. /Post-Secondary), the department must contain no less than four (4) full-time instructional personnel. Teachers who are assigned to departments with fewer than four full-time instructional personnel shall be given the opportunity to apply for a department head position which may be created by combining two or more departments.
10. To qualify as a Team Leader or Grade Group Chair, the team must contain no less than four (4) full-time instructional personnel. Special area personnel shall be included in grade group teams and shall be given the opportunity to apply for a team leader or grade group chair position. Any teacher, who performs the essential duties of the team leader/grade group chair on a consistent, regular basis, shall receive the supplement regardless of the title given the position.
11. Special area personnel (Art, Music, PE, Media, Guidance, etc.) may be given an opportunity to form a special area group and qualify for a grade group chair. This supplement shall be subject to the facility manager's approval.
12. In sports supplements which are seasonal in nature, the employee will be due full compensation for such. For supplemental employees who separate employment before the end of the school year, supplements will be paid as follows:
  - A. If the supplemented activities have been completed, the employee will receive the entire percentage indicated.
  - B. If the supplemented activities have not been completed, or are of a year-round nature, such supplement shall be paid on the proportion of the job completed.

13. Academic supplemental positions shall be filled by teachers. Non-academic, extra-curricular supplemental positions (such as athletic coaches) shall be filled on an annual basis by the most qualified, coaching-certified applicant provided that teachers who apply for such positions are interviewed for the position. Under no circumstances, however, shall the supplement be paid to an administrator.
14. Schools will receive school improvement team supplements based on this formula beginning in school year 2006-2007:
  - 0-799 Students receive four (4) teacher supplements
  - 800-1299 Students receive six (6) teacher supplements
  - 1300+ Students receive eight (8) teacher supplements
15. Beginning in school year 2008-2009 Elementary and Middle schools will receive funding from the District for Department Heads, Team Leaders, or Grade Group Chairs according to this formula:
  - 0-599 Students receive three (3) teacher supplements
  - 600-799 Students receive four (4) teacher supplements
  - 800-1049 Students receive five (5) teacher supplements
  - 1050-1299 Students receive six (6) teacher supplements
  - 1300+ Students receive seven (7) teacher supplements

Middle schools will receive one additional team leader/department head for their ASPIRE teachers.

#### **SENIOR HIGH SCHOOL**

#### **PERCENT**

Athletic Director.....	14%
Head Coach – baseball, basketball, soccer, softball, track, volleyball, wrestling.....	10%
Assistant Coaches ( <i>same sports as above &amp; football</i> ).....	9%
Head Coach–golf, swimming, tennis, rhythmic gymnastics, cross country, weightlifting .....	6%
Assistant Coach ( <i>same sports as above</i> ) .....	4%
Head Coach, Boys/Girls – golf, swimming, tennis, cross country. To be paid this supplement a coach must have a minimum of five (5) boys and five (5) girls participating on each team .....	10%
Band Director .....	16%
Assistant Band Director.....	9%
Choir Director.....	8%
Cheerleader Sponsor .....	7%
Assistant Cheerleader Sponsor.....	6%
Drama Coach.....	4%
Department Heads with administrative planning period .....	4%
Department Heads without administrative planning period .....	6%
Club Sponsors with administrative planning period .....	2%
Club Sponsors without administrative planning period .....	3%
Annual Sponsor .....	4%
Academic Team Coach ( <i>one per school</i> ) .....	3%
Newspaper Sponsor .....	4%

<b>MIDDLE SCHOOL</b>	<b>PERCENT</b>
Middle School Athletic Director .....	7%
Middle School Intramural Coach .....	7%
Head Coach – basketball, football, soccer, softball, track, volleyball, wrestling .....	7%
Head Coach – tennis.....	5%
Head Coach, Boys/Girls – tennis – To be paid this supplement a coach must have a minimum of five (5) boys and girls participating on each team.....	7%
Assistant Coaches .....	5%
Band Director .....	11%
Choir Director.....	6%
Cheerleader Sponsor .....	6%
Team Leader/Grade Group Chair .....	6%
Academic Team Coach ( <i>one per school</i> ) .....	3%

### **ELEMENTARY SCHOOL**

Elementary Intramural Coach.....	6%
Grade Group Chair/Team Leader.....	6%

### **MISCELLANEOUS**

Resource Teacher .....	6%
Title I School-Wide Plan Coordinator .....	6%
School Psychologist.....	10%
School Social Worker.....	6%
Bus Duty with additional planning period.....	2%
Bus Duty without additional planning period.....	3%
Teachers at New Horizons, St. Andrew School, Margaret K. Lewis School in Millville, Margaret K. Lewis at Surfside, Rosenwald High School & DJJ.....	5%
School Improvement Team Member .....	3%
Peer Teacher ( <i>with a maximum of 4 teachers to each Peer Teacher</i> ) Grant Funded .....	6%
Teacher serving as: District History Fair Coordinator 6-12, District Middle School Science Fair Coordinator, District High School Science Fair Coordinator.....	5%
*Teacher with one (1) additional period of teaching/full year (2 per department) .....	15%
*Teacher with one (1) additional period of teaching/semester (2 per department) .....	7.5%
*Teacher on Block Schedule with one (1) additional period of teaching/Full year .....	20%
*Teacher on Block Schedule with one (1) additional period of teaching/Semester .....	10%
*Teacher with sixty (60) additional minutes of student contact time per day for the full year at Haney only .....	15%
*Teacher with sixty (60) additional minutes of student contact time per day for one semester at Haney only .....	7.5%

*\*Teachers must be certified for the course they are selected to teach. Positions will be advertised as specified in Article X (10.2) of the contract.*

Professional Development Certification Program (PDCP) Mentor Teacher (with a maximum of two teachers to mentor each semester)

1st Mentee: ..... 1 semester 1.5%, 2 semesters 3%

2nd Mentee: ..... 1 semester 1.5%, 2 semesters 3%

*In accordance with Florida State Statute 1012.22, all individuals hired after July 1, 2011, with an advanced degree in the individual's area of certification will receive payment as indicated on the Placement Schedule for applicable degree as a supplement as this amount will not be included in the individual's base salary.*

### **CONSULTANT FEES FOR INSTRUCTIONAL STAFF EMPLOYEES**

\$100.00	per day for individuals without degrees but certified in specific areas of expertise (CPR, First Aid, etc.)
\$150.00	per day of presentations for consultants with degrees and expertise/training in the area(s) of presentation for services which do not occur within the normal 196 days of contracted services.
\$250.00	per day of presentation for workshops lasting five or more days having ten or more participants. Consultants must have a degree and expertise/training in the areas of presentation for services which do not occur within the normal 196 days of contracted services.
\$ 55.00	planning fee may be paid for each day of presentation.

### **Informational Notes**

**PART-TIME HOURLY RATE:** Teachers employed less than 7 ½ hours per day during the regular school year and teachers employed on additional contracts or for curriculum development projects or special training/staff development projects shall be paid an hourly rate in accordance with their position on the Placement Schedule.

**Instructional Personnel Compensation:** In accordance with State Statute, beginning July 1, 2014 all instructional personnel must receive an Effective or Highly Effective performance evaluation rating in order to qualify for a salary increase. Such salary increases are not automatic and they are not necessarily a movement from one level on the Placement Schedule to another. Any salary increase will be determined through negotiation and will conform to all applicable Florida Statutes.

BA/BS	is equivalent to a bachelor's degree earned at a standard institution of higher learning.
MA/MS	is equivalent to a master's degree earned at a standard institution of higher learning.
6 <sup>th</sup> YR	is equivalent to a Specialist Ed. Degree from a standard institution of higher learning. Those who have completed the course requirements for planned doctoral program and have been approved for their dissertation will be paid at this level.
DOCTORAL	is equivalent to a Doctorate Degree earned at a standard institution of higher learning.

## 2023-2024 DIFFERENTIATED PAY FOR INSTRUCTIONAL STAFF

### APPENDIX E – ABCE MASTER CONTRACT

#### Critical Shortage Certification Areas:

ESE K-12	Mathematics 6-12
Social Science 6-12	English 6-12
M/G General Science 5-9	
Prekindergarten/Primary Education (age 3 through grade 3)	

#### Critical Shortage Academic Endorsement Areas:

- Autism Spectrum Disorder
- American Sign Language

Critical Shortage Certification Areas are determined by reviewing data from FTE Survey 2 and 3, including Out-of-Field teachers and course vacancies. This, together with the vacancies for the upcoming school year, identify the areas not filled by certified teachers in the appropriate field.

#### Critical Shortage Incentives

1. Teachers adding an endorsement or certification to their Teacher Certification in a subject area the District has declared a critical shortage (listed above) will receive a one-time bonus of \$1,000 provided they complete a school year (as defined by the Florida retirement system rules) teaching in the critical shortage area and obtain an Effective or higher rating on his/her Instructional Practice and Deliberate Practice.

This will not be retroactive for those teachers already having such certification/endorsement.

2. Teachers certified in fields identified by Bay District Schools as critical shortage areas may be paid a one-time new hire bonus of \$5,000 provided they complete a school year (as defined by Florida Retirement System rules), teach in the critical shortage area, and obtain an "Effective" or higher rating on his/her Instructional Practice and Deliberate Practice. Teachers may receive this bonus only one time in any single certification in their teaching career with Bay District Schools.
3. Teachers hired later in the year (after the date required to complete a full school year as defined by the Florida Retirement System rules) may qualify for this bonus if:
  - a. The teacher's contract is renewed for another consecutive year and he/she teaches the second full year in the same critical shortage area.
  - b. He/she obtains an effective or higher rating on his/her Instructional Practice and Deliberate Practice.
  - c. The teacher MUST complete and submit an application in the 1<sup>st</sup> partial year of teaching. This application will be on hold until the 2<sup>nd</sup> year is completed and then, if all qualifying criteria are met, then the teacher may receive the bonus.

Bonuses to these teachers will be paid at the conclusion of the second year if all qualifying criteria are met and the teacher submits an application the first year of hire.

**Endorsements**

The District will pay the add-on endorsement fees for the addition of ESOL, Gifted, and/or Reading add-on endorsements to the teaching certificate.

**Instructional Supplements Paid for Additional Responsibilities**

- Athletics – Coaching Positions
- Extracurricular Sponsors – Band, Drama, Choir, etc.
- Department Heads
- Grade Group Chair
- Team Leader
- Academic Team Coach
- School Improvement Team Member
- Resource Teachers

**Level of Job Performance Difficulties**

Teachers at “center” schools with high risk of personal injury due to students with a history of aggressive behavior will be paid a supplement: New Horizons, St. Andrew School, and Margaret K. Lewis School in Millville.

## **Appendix F – ABCE Master Contract Concerning "Educational Emergency" Provisions of "D" or "F" Schools**

The BDSB and the ABCE acknowledge schools that have been rated by the state as a "D" or an "F" must take necessary steps to improve student achievement in order to move the district out of Educational Emergency Status.

To comply with the requirement that an Educational Emergency exists in Bay District Schools when one or more schools receive a school grade of D or F, the Board and ABCE agree to the following for teachers at schools rated with a first-year school grade of D (Comprehensive Support and Improvement Tier 1 SI Schools):

- The District and/or External Partner/Operator has the freedom to structure the length of the school day for students and teachers in order to implement new strategies and curriculum to address student learning. This may include extending the instructional load up to 360 minutes per day.
- Upon initial appointment of a new principal, he/she shall have discretion to renew contracts or initiate transfers for any and all instructional positions. Those instructional staff members who are continuing contract teachers or who may have been renewed by the previous principal prior to school grades being released will be employed within the district.
- The District and/or External Partner/Operator may recruit and hire qualified teachers who meet certification requirements. Vacancies that occur shall be advertised in accordance with the contract but may be filled after forty-eight hours (2 workdays), if an available, certified and qualified applicant is available.
- The principal has the authority to select qualified instructional applicants or to refuse the placement or transfer of instructional personnel. The school average of teachers with a state VAM must at least mirror the district's state VAM average or may exceed HE/E percentages. For those without a state VAM, principals shall hire teachers who received an overall evaluation rating of HE or E in the most recent year available, if such data exists.
- Once a teacher signs a contract at a school rated D, he/she shall adhere to the assignment for the duration of that contract year. He/she may not apply, interview, or accept an instructional position within the Bay District Schools for that contracted school year without the principal's permission. After a year of service, a teacher wishing to transfer at the end of the year may apply for any position.
- If at any time, the principal decides the teacher is not to be retained, the teacher, unless they are in probationary status, will be transferred to another position within the district. The Executive Director of HR will work with the teacher to determine the most appropriate placement and every effort will be made to place the teacher in a position for which he or she is certified.
- In the case of an External Operator (E.O.), instructional staff evaluated by the E.O. will use the Bay District Schools evaluation system, unless otherwise directed by D.O.E.
- Teachers shall adhere to the District and/or External Partner/Operator's curricular/instructional expectations including but not limited to:

- following district curriculum and district pacing guides, district lesson planning protocols (unless otherwise directed by an External Partner/Operator).
- devoting reasonable time to additional professional development and preparatory time required to achieve and maintain high-quality education. This shall not exceed 9 hours per nine weeks, and shall be approved by the district office. Teachers will also be afforded regular preparatory time during their workday as defined by the ABCE contract. Such preparatory time may include common planning periods. Teachers shall be paid in accordance with the contract for weekend and/or summer PD.
- participating in academic coaching and improvement cycles including the use of electronic recording devices for the sole purposes of professional development. Teachers shall be given 24 hours' notice prior to the use of the electronic device and each individual teacher shall not be recorded more than three times per nine-week grading period, unless the teacher requests additional recordings.
- participating in announced and unannounced walkthroughs using data collection forms which may be used in teacher evaluations (appropriate and timely written feedback will be provided to teachers);

#### **Turnaround Years 1 and 2:**

- The District and/or External Partner/Operator has the freedom to structure the length of the school day for students and teachers in order to implement new strategies and curriculum to address student learning. This may include extending the instructional load up to 360 minutes per day.
- Upon initial appointment of a new principal, he/she shall have discretion to renew contracts or initiate transfers for any and all instructional positions. Those instructional staff members who are continuing contract teachers or who may have been renewed by the previous principal prior to school grades being released will be employed within the district,
- The District and/or External Partner/Operator may recruit and hire qualified teachers who meet certification requirements. Vacancies that occur shall be advertised in accordance with the contract, but may be filled after forty-eight hours (2 workdays), if an available, certified and qualified applicant is available.
- The principal has the authority to select qualified instructional applicants or to refuse the placement or transfer of instructional personnel. The school average of teachers with a state VAM must at least mirror the district's state VAM average or may exceed HE/E percentages. For those without a state VAM, principals shall hire teachers who received an overall evaluation rating of HE or E in the most recent year available, if such data exists.
- Once a teacher signs a contract at a school rated D or F, he/she shall adhere to the assignment for the duration of that contract year. He/she may not apply, interview, or accept an instructional position within the Bay District Schools for that contracted school year without the principal's permission. After a year of service, a teacher wishing to transfer at the end of the year may apply for any position.



- If at any time, the principal decides the teacher is not to be retained, the teacher, unless they are in probationary status, will be transferred to another position within the district. The Executive Director of HR will work with the teacher to determine the most appropriate placement and every effort will be made to place the teacher in a position for which he or she is certified.
- In the case of an External Operator (E.O.), instructional staff evaluated by the E.O. will use the Bay District Schools evaluation system, unless otherwise directed by D.O.E.
- Teachers shall adhere to the District and/or External Partner/Operator's curricular/instructional expectations including but not limited to:
  - following district curriculum and district pacing guides, district lesson planning protocols (unless otherwise directed by an External Partner/Operator);
  - devoting reasonable time to additional professional development and preparatory time required to achieve and maintain high-quality education, this shall not exceed 32 hours per nine weeks, and shall be approved by the district office. Teachers will also be afforded regular preparatory time during their workday as defined by the ABCE contract. Such preparatory time may include common planning periods. Teachers shall be paid in accordance with the contract for weekend and/or summer PD.
  - participating in academic coaching and improvement cycles including the use of electronic recording devices for the sole purposes of professional development. Teachers shall be given 24 hours' notice prior to the use of the electronic device and each individual teacher shall not be recorded more than three times per nine-week grading period, unless the teacher requests additional recordings.
  - participating in announced and unannounced walkthroughs using data collection forms which may be used in teacher evaluations (appropriate and timely written feedback will be provided to teachers);
  - completing home visitations by teachers may be required but shall not be completed in isolation. An SRD, social worker, parent liaison, guidance counselor or administrator, must be in attendance with the teacher. Teachers shall receive training on home visitations before being required to perform such visitations. Instructional staff participating in home visits shall be offered compensatory time.

**Recruitment/Retention Bonuses (for Schools in Comprehensive Support and Improvement Tier 1 SI Schools or District Managed Turnaround Status):**

- The total amount of the bonuses will not exceed \$500,000.00 annually. This amount does not include Turnaround Years 3 or more.
- Teachers selected to work at these schools shall receive a bonus of up to \$5,000.00. Beginning in the 2019-2020 school year, teachers at schools rated with a first-year school grade of D, Comprehensive Support and Improvement Tier 1 SI Schools, shall receive a one-half share of the bonus paid to teachers at a District Managed Turnaround School. The full amount of the bonus will be paid for teachers who work the full school year and those who work less than the full school year will receive a pro-rated amount. Payment of the bonus shall begin with the second paycheck after the FTE mini count.
- If the school grade increases to "C" or better, and at the recommendation of the Superintendent and the approval of the Board, a one-half share bonus will be given to returning instructional staff and newly recruited instructional staff. Bonus payments will begin within two pay periods of the release and finalization of school grades and pro-rated accordingly for late hires.
- For the purpose of the recruitment/retention bonus, the term "teacher" is defined as all personnel paid on the Instructional Salary Schedule.

**Recruitment/Retention Bonuses (Turnaround Years 3 or more):**

- Teachers selected to work at a school in Year 3 of Turnaround will receive a uniform turnaround bonus of an amount to be negotiated between the District, ABCE and the External Partner/Operator, but will not be less than \$5,000.00. The full amount of the bonus will be paid for teachers who work the full school year and those who work less than the full school year will receive a pro-rated amount. Payment of the bonus shall begin with the second paycheck after the FTE mini count.
- When the school grade increases to "C" or better, the school exits Turnaround Status. At the recommendation of the Superintendent and the approval of the Board, a turnaround bonus may be negotiated between the District and the External Partner/Operator for the year following the D or F school grade rating. This applies to returning instructional staff and newly recruited instructional staff. Bonus payments will begin within two pay periods of the release and finalization of school grades and pro-rated accordingly for late hires.

No teacher shall be involuntarily transferred to a school under the provisions of Educational Emergency.

All teachers who are hired under the provisions of this memorandum shall be given a contract outlining their duties and potential bonuses. Duties and bonuses shall be consistent with this MOU. The teacher and hiring administrator must sign this document upon hiring for the teacher to remain at the location. ABCE will receive a copy of the agreement to be presented, as well as the opportunity to be present at any faculty meetings called to discuss the terms/specifications contained thereof.

After school grades are released each summer, the District and the Association shall meet to review the list of schools to whom this MOU applies and will discuss a plan to communicate the changes to the affected staff.

For the 2018-2019 school year, the bonus paid to teachers at Differentiated Accountability schools shall be calculated based on money that was previously allocated to schools under Appendix F which were closed due to Hurricane Michael. This money will be paid on the remaining checks for this school year. The calculation will be done based on active teachers on the day of ratification.

## BEACON

Teachers employed as Beacon Center Course Facilitators that involve online mentoring will be paid for each assessment for which they have responded and provided feedback. The facilitator working in this capacity would be working outside of the contracted day, must be approved in advance by a project administrator, and would provide appropriate documentation. The funding for this payment would be provided exclusively from the Beacon Learning Center Enterprise Fund dba Beacon Educator. No funding from any other district funding source shall be used to fund this supplement. Assessments shall be paid per the following schedule.

Level 1 summative \$2.00 each  
Level 2 summative \$7.00 each  
Level 3 summative \$12.00 each  
Level 4 summative \$14.00 each  
Level 5 summative \$17.00 each  
Level 6 summative \$34.00 each

## BAY VIRTUAL SCHOOL

Teachers employed as Adjunct Online Instructors for Bay Virtual School that involves online student facilitation for grades 6-12 will be paid as identified according to the following schedule. The funding for this payment would be provided exclusively from the Virtual School budget.

Course Type	Payment Amount
AM	\$140 per one half credit course per student for grades 6 through 8 based on successful completion with a passing grade.
BM	\$150 per one half credit course per student for grades 6 through 8 based on successful completion with a passing grade.
CM	\$160 per one half credit course per student for grades 6 through 8 based on successful completion with a passing grade.
DM	\$170 per one half credit course per student for grades 6 through 8 based on successful completion with a passing grade.
AH	\$140 per one half credit course per student for grades 9 through 12 based on credits earned.
BH	\$150 per one half credit course per student for grades 9 through 12 based on credits earned.
CH	\$160 per one half credit course per student for grades 9 through 12 based on credits earned.
DH	\$170 per one half credit course per student for grades 9 through 12 based on credits earned.

## **INSTRUCTIONAL SUBSTITUTES**

### **Daily Instructional Substitute Pay**

Instructional substitutes are required to have a minimum of a high school diploma. Rate of pay will be \$15.00 per hour.

Instructional substitutes with a Master's Degree will be paid \$15.00 per hour.

### **Instructional Aviation Substitute Pay**

Instructional Aviation Substitutes for Tom P. Haney Technical College will be paid \$22.50 per hour. This substitute classification requires the substitute to be Federal Aviation Administration qualified and certified.

### **Conditional Substitute Pay**

Conditional Substitutes will be paid \$187.50 per day for a 7.5 hour day. This substitute classification requires the substitute to complete and sign an agreement issued by the Human Resources department. Individuals in this classification are working towards certification by the Florida Department of Education and are filling a vacant instructional position on a full-time basis.

### **Long-Term Substitute Pay**

Individuals in this classification will fill approved consecutive day FMLA, Extended Leave or Administrative Leave absences, or actively advertised vacancies approved by the Superintendent. The assignments may range from 11-90 school days each. Long-Term Substitutes will be employed on a full-time basis (7.5 hours daily, 5 days a week) and be eligible for benefits. At the conclusion of the assignment, the Long-Term Substitute will revert back to a daily at-will sub. This substitute classification requires the substitute to sign an agreement issued by the Human Resources department outlining all expectations and criteria for the assignment.

Pay will be determined by the education provided:

- Bachelor's degree or higher + the substitute certification      \$25.00 per hour
- Associate's degree + the substitute certification      \$20.00 per hour
- High school diploma + passing score on the paraprofessional exam  
+ the substitute certification      \$20.00 per hour

### **Temporary Instructors (School Board Policy 4.109)**

A substitute teacher who holds a teaching certificate and is otherwise qualified as a certified instructor may be employed as a Temporary Instructor for teaching assignments up to 90 days. The Superintendent may extend a 90-day assignment period on an as needed basis and at the Superintendent's discretion. Temporary Instructors will be subject to the requirements of the teacher job description applicable to the position the Temporary Instructor is filling, will be paid on the Teacher's Salary Schedule and will be eligible for benefits.

# **LICENSED PERSONNEL**

## LICENSED PERSONNEL

- A. Licensed salaries are paid according to the highest level of training and approved experience using Placement Schedule 5.
- B. In determining eligibility for benefits, full-time employees are those who are employed a minimum of six (6) hours daily, five (5) days per week in permanently established positions.
- C. Full-time Licensed individuals receive the following paid holidays:

Monday, September 4, 2023	Monday, December 25, 2023
Friday, November 10, 2023	Monday, January 1, 2024
Thursday, November 23, 2023	Monday, January 15, 2024
- D. The Board shall provide full-time Licensed Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- E. Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- F. Salaried Licensed Personnel, employed for a ten (10) month period or one hundred ninety-six (196) days, will receive payments processed over a twenty (20) check payment cycle.
- G. Positions for contract Salary Licensed Personnel will be established for eight (8) working hours per day. Positions that are less than eight (8) hours per day will be established using the Hourly Position Placement Schedule. Hourly positions may be established at varying hours per day based upon position requirements.

Educational Interpreter for Hearing Impaired are annual contract employees and are employed student days only.

All Licensed Personnel working six (6) or more hours a day shall be provided an unpaid, duty free meal period of no less than thirty (30) minutes.
- H. As of October 1, 2022, Licensed personnel will be paid at the hourly rate of \$15.00 per hour for participation (outside of normal contract period) in workshops and/or special curriculum development projects.
- I. Employees do not receive an automatic step on a Placement Schedule for pay increase.
- J. Salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to licensed personnel receiving an evaluation of Highly Effective or Effective.
- K. Employees on Placement Schedule 5 are on annual contract.

# 2023-2024 CLASSIFICATION AND PAYGRADES FOR LICENSED PERSONNEL

(Refer to Placement Schedule 5)

<b>LICENSED PERSONNEL</b>	<b>PAYGRADE</b>
School Psychologist .....	7M
Speech Language Therapist/Masters .....	7M
Occupational Therapist .....	7
Occupational Therapist/Master's Degree .....	7M
Physical Therapist.....	7
Physical Therapist/Master's Degree.....	7M
Audiologist/Masters.....	7M
Behavior Analyst .....	7
Behavior Analyst/Master's Degree .....	7M
Supervisory Nurse .....	4
Supervisory Nurse of School Health Services .....	4
Supervisory Nurse of School Health Services/Master's Degree .....	4M
Supervisory Nurse/Master's Degree.....	4M
Registered Nurse/Associates Degree .....	3
Registered Nurse/Bachelor's Degree .....	3B
Registered Nurse/Master's Degree .....	3M
Physical Therapy Assistant .....	5
Certified Occupational Therapy Assistant.....	5
Speech-Language Pathologist Assistant (SLPA).....	5
Social Worker/Master's Degree w/License in Florida.....	7
Licensed Mental Health Professional (LMHC, LMFT or LCSW) .....	7M

## **NON-LICENSED PERSONNEL**

Registered Mental Health Professional (MHC, MFT or RCSWI) .....	6
Registered Mental Health Counselor in Training (SBMH grant).....	6
School Counselor in Training-Master's Level (SBMH grant).....	6
Social Worker/Master's Degree w/MSW.....	6
Social Worker/Bachelor's Degree w/BSW .....	5
School Counselor in Training-Bachelor's Level (SBMH grant).....	4
Student Supportive Care Manager .....	4

## **Educational Interpreter for Hearing Impaired**

National Registry of Interpreters for the Deaf Certification, Educational Interpreter Performance Assessment (EIPA) Score of 4.0 or above .....	LH5
Educational Interpreter Evaluation, Quality Assurance (QA) III, or EIPA Score of 3.0 – 3.9.....	LH4
(QA) II, or EIPA Score of 2.5 – 2.9.....	LH3
(QA) I, or EIPA Score of 2.0 – 2.4.....	LH2
No Certification or Qualifying Credentials .....	LH1

## **NOTES:**

Licensed personnel, upon the recommendation of their supervisor, may be granted up to the maximum number of years allowed on the pay schedule. These years of experience must be approved by the Human Resources Department and recommended by the Superintendent.

A therapist designated as the coordinating therapist will receive a supplement equal to the supplement paid to resource teachers.

Educational Interpreter for the Hearing Impaired designated as the Coordinating Educational Interpreter will receive a supplement of \$1,500.00.

## **Placement Schedule 5: Licensed Personnel**

A current licensed employee moving to a higher pay grade on Salary Placement Schedule 5 will have their current salary increased an amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level.

A current licensed employee moving to a lesser pay grade on Salary Placement Schedule 5 will either have their current salary decreased by the amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level OR will be placed using related experience at the new pay grade, whichever will benefit the employee.

A current licensed employee, who previously moved to another licensed position and was placed at a lesser pay grade on Placement Schedule 5 per the placement language approved on April 28, 2020, which would have benefitted from the new language that calculates the difference between the current pay grade and the new pay grade at the zero (0) level will be recalculated and adjusted upon Board approval.

The Licensed Placement Schedule 5 will be used to determine an employee's beginning salary for the following situations:

- a licensed position being hired from outside the District
- an employee that is currently being paid from another Salary Placement Schedule



# Placement Schedule 5

# Licensed Personnel

Effective: July 1, 2022

## Salaried Positions

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
L01	27,061	27,061	27,061	27,061	27,061	27,172	27,180	27,275	27,751	28,470	29,190	29,889	30,606	31,325	32,025	32,743	33,462	34,161	34,881	35,600	36,298	37,017	37,736	38,437	39,154	39,163
L02	28,477	28,477	28,477	28,477	28,477	28,590	28,597	28,693	29,251	30,033	30,817	31,600	32,384	33,166	33,947	34,731	35,494	36,297	37,080	37,862	38,644	39,449	40,212	40,995	41,777	41,786
L03	32,266	32,266	32,266	32,266	32,266	32,378	32,386	32,479	33,061	33,843	34,603	35,387	36,169	36,975	37,757	38,520	39,302	40,083	40,888	41,672	42,434	43,216	43,997	44,802	45,584	45,597
L3B	35,493	35,493	35,493	35,493	35,493	35,616	35,625	35,727	36,367	37,227	38,063	38,926	39,786	40,673	41,533	42,372	43,232	44,091	44,977	45,839	46,677	47,538	48,397	49,282	50,142	50,157
L3M	37,993	37,993	37,993	37,993	37,993	38,116	38,125	38,227	38,867	39,727	40,563	41,426	42,286	43,173	44,033	44,872	45,732	46,591	47,477	48,339	49,177	50,038	50,897	51,782	52,642	52,657
L04	36,074	36,074	36,074	36,074	36,074	36,187	36,194	36,288	36,848	37,608	38,412	39,196	39,979	40,761	41,523	42,327	43,110	43,893	44,676	45,437	46,239	47,025	47,808	48,591	49,374	49,382
L4M	38,574	38,574	38,574	38,574	38,574	38,687	38,694	38,788	39,348	40,108	40,912	41,696	42,479	43,261	44,023	44,827	45,610	46,393	47,176	47,937	48,739	49,525	50,308	51,091	51,874	51,882
L05	39,861	39,861	39,861	39,861	39,861	39,972	39,981	40,075	40,634	41,416	42,201	42,984	43,788	44,548	45,332	46,114	46,899	47,700	48,463	49,246	50,029	50,812	51,614	52,398	53,160	53,170
L06	43,649	43,649	43,649	43,649	43,649	43,760	43,767	43,861	44,422	45,226	46,009	46,793	47,554	48,336	49,141	49,922	50,706	51,468	52,251	53,035	53,838	54,621	55,402	56,164	56,968	56,977
L07	59,728	59,728	59,728	59,728	59,728	59,840	59,848	59,944	60,375	61,052	61,709	62,406	63,085	63,784	64,480	65,177	65,896	66,638	67,359	68,098	68,860	69,601	70,361	71,122	71,905	71,916
L7M	62,228	62,228	62,228	62,228	62,228	62,340	62,348	62,444	62,875	63,552	64,209	64,906	65,585	66,284	66,980	67,677	68,396	69,138	69,859	70,598	71,360	72,101	72,861	73,622	74,405	74,416

## Hourly Positions

PG	00-04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
LH1	17.2583	17.3291	17.3342	17.3948	17.6983	18.1569	18.6161	19.0619	19.5191	19.9777	20.4241	20.8820	21.3406	21.7864	22.2455	22.7041	23.1492	23.6078	24.0663	24.5134	24.9707	24.9764
LH2	18.1614	18.2334	18.2379	18.2991	18.6550	19.1537	19.6537	20.1531	20.6531	21.1518	21.6499	22.1499	22.6365	23.1486	23.6480	24.1467	24.6454	25.1588	25.6454	26.1448	26.6435	26.6492
LH3	20.5778	20.6492	20.6543	20.7136	21.0848	21.5835	22.0682	22.5682	23.0670	23.5810	24.0797	24.5663	25.0651	25.5631	26.0765	26.5765	27.0625	27.5612	28.0593	28.5727	29.0714	29.0797
LH3B (LN3)	22.6358	22.7143	22.7200	22.7851	23.1932	23.7417	24.2749	24.8253	25.3737	25.9394	26.4879	27.0230	27.5714	28.1193	28.6843	29.2341	29.7685	30.3176	30.8654	31.4298	31.9783	31.9879
LH3M (LNM)	24.2302	24.3087	24.3144	24.3795	24.7876	25.3361	25.8693	26.4196	26.9681	27.5338	28.0823	28.6173	29.1658	29.7136	30.2787	30.8284	31.3629	31.9120	32.4598	33.0242	33.5727	33.5823
LH4	23.0064	23.0784	23.0829	23.1429	23.5000	23.9847	24.4974	24.9974	25.4968	25.9955	26.4815	26.9943	27.4936	27.9930	28.4923	28.9777	29.4892	29.9904	30.4898	30.9892	31.4885	31.4936
LH4M (LP4)	24.6008	24.6728	24.6773	24.7372	25.0944	25.5791	26.0918	26.5918	27.0912	27.5899	28.0759	28.5886	29.0880	29.5874	30.0867	30.5721	31.0835	31.5848	32.0842	32.5835	33.0829	33.0880
LH5	25.4216	25.4923	25.4981	25.5580	25.9145	26.4133	26.9139	27.4133	27.9260	28.4107	28.9107	29.4094	29.9101	30.4209	30.9075	31.4069	31.9063	32.4056	32.9171	33.4171	33.9031	33.9094
LH6	27.8374	27.9082	27.9126	27.9726	28.3304	28.8431	29.3425	29.8425	30.3278	30.8265	31.3399	31.838	32.338	32.824	33.3233	33.8361	34.3355	34.8348	35.3329	35.8189	36.3316	36.3374
LH7	38.0918	38.1633	38.1684	38.2296	38.5045	38.9362	39.3552	39.7997	40.2328	40.6786	41.1224	41.567	42.0255	42.4987	42.9585	43.4298	43.9158	44.3884	44.8731	45.3584	45.8578	45.8648
LH7M (LP7)	39.6862	39.7577	39.7628	39.8240	40.0989	40.5306	40.9496	41.3941	41.8272	42.2730	42.7168	43.1614	43.6199	44.0931	44.5529	45.0242	45.5102	45.9828	46.4675	46.9528	47.4522	47.4592

# **ADMINISTRATIVE/ SUPERVISORY PERSONNEL**

## ADMINISTRATIVE/SUPERVISORY PERSONNEL

- A. All full-time Administrative/Supervisory employees employed for 12 months will be paid an annual salary commensurate with experience, classification and paygrade, using Placement Schedule 2.
- B. All full time Administrative/Supervisory employees employed for 12 months receive the following paid holidays:

Tuesday, July 4, 2023	Monday, December 25, 2023
Monday, September 4, 2023	Tuesday, December 26, 2023
Friday, November 10, 2023	Monday, January 1, 2024
Thursday, November 23, 2023	Monday, January 15, 2024
Friday, November 24, 2023	Monday, May 27, 2024

- C. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:

4 hours monthly	0-4 year employees
6 hours monthly	5-9 year employees
8 hours monthly	10-14 year employees
10 hours monthly	15 years and up employees

Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.

- D. As part of a cost saving measure to conserve energy, all facilities will be closed, and all twelve-month employees will be off for four weeks. The four weeks are:

July 3 – July 7, 2023  
December 25, 2023 – January 5, 2024  
March 18 - 22, 2024

*July 1 – July 5, 2024 (FY 2024 – 2025)*

- E. Administrative/Supervisory Certificated employees holding a Specialist degree will be paid a supplement of \$1,382. Those certificated employees holding a Doctorate degree will be paid a supplement of \$2,764.
- F. The Board shall provide Administrative/Supervisory Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- G. In special circumstances and with the approval of the School Board, the Superintendent may appoint additional members to the Board's collective bargaining team.
- H. Interim or Acting Administrators will be paid at the appropriate paygrade.
- I. Individuals assigned to paygrade 00 may be paid on an hourly basis. The hourly rate will be calculated by dividing the appropriate paygrade and experience level by the total annual hours required for the full-time positions.

J. Instructional Specialist

1. Employed 196 days annually.
2. Paid monthly in 11 equal payments.
3. Teaching experience will be counted toward years of experience on the paygrade for this position. If moved into Assistant Principal or district-level administrative positions, teaching experience will not be considered.

K. Employees do not receive an automatic step on a Placement Schedule for pay increase.

L. Administrative salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to administrators receiving an evaluation of Highly Effective or Effective.

**2023-2024 CLASSIFICATION AND PAYGRADES  
FOR ADMINISTRATIVE/SUPERVISORY PERSONNEL**  
(Refer to Placement Schedule 2)

<b>CERTIFICATED PERSONNEL</b>	<b>PAYGRADE</b>
Deputy Superintendent .....	48
Executive Director .....	43
Executive Director, Beacon Learning Center .....	43
Director .....	39
Director of Federal Programs .....	39
Supervisor .....	37
Coordinator .....	35
Coordinator of Athletics & Extracurricular Activities .....	35
Coordinator of Virtual School Programs .....	35
School Safety Coordinator .....	35
Title IX Coordinator .....	35
Program Specialist .....	28
Administrator on Special Assignment .....	TBD*
Instructional Specialist:	
Instructional Specialist with a bachelor's degree .....	A6
Instructional Specialist with a master's degree .....	A7
<b>NON-CERTIFICATED PERSONNEL</b>	
Executive Director .....	43
Executive Director for Business Support Services (CFO) .....	43
Executive Director of Facilities .....	43
Executive Director of Management Information Services .....	43
General Manager of Purchasing, Contracting and Materials Management .....	42
Director of Budget & Finance .....	39
Director of Communications .....	39
Director of Food Service .....	39
Director of Maintenance .....	39
Director of Transportation .....	39
Insurance & Risk Manager .....	39
Senior Manager – Development .....	39
Senior Manager – Infrastructure .....	39
Senior Manager – Security .....	39
Senior Project Manager – Facilities .....	39
Chief Community Relations Officer for Tom P. Haney Technical College .....	36
Accounting Supervisor .....	29
Budget Officer .....	25
Payroll Officer .....	25
Purchasing Agent .....	22
Transportation Operations Supervisor .....	20
Beacon Project Administrator .....	20
District Police Chief .....	19
Maintenance Operations Supervisor .....	19
Stadium Manager .....	19
Project Manager Audio/Visual ITV: Media Services .....	19
Senior Accountant .....	18

**NON-CERTIFICATED PERSONNEL - continued**

Fleet Manager (Transportation).....	15
Carpenter Shop Supervisor.....	13
HVAC Shop Supervisor.....	13
Plumbing/Heating Shop Supervisor.....	13
Electrical Shop Supervisor .....	13
Assistant Stadium Manager .....	14
Internal Accounts Auditor .....	11
District Assistant Police Chief.....	11
Associate Accountant.....	9
Assistant Payroll Officer .....	9
Property Records Manager .....	9
Assistant Purchasing Agent .....	9
Warehouse Manager.....	9
Communications Specialist .....	7
Route Manager .....	5
Bay BASE Site Manager .....	BB

*\*TBD – To Be Determined*

## **SCHOOL-BASED INSTRUCTIONAL ADMINISTRATIVE PERSONNEL**

- A. All full-time School-Based Instructional Administrative Personnel will be paid an annual salary commensurate with experience, classification and paygrade, using Placement Schedule 2.
- B. All full time School-Based Instructional Administrative Personnel employed for 12 months receive the following paid holidays:

Tuesday, July 4, 2023	Monday, December 25, 2023
Monday, September 4, 2023	Tuesday, December 26, 2023
Friday, November 10, 2023	Monday, January 1, 2024
Thursday, November 23, 2023	Monday, January 15, 2024
Friday, November 24, 2023	Monday, May 27, 2024

- C. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:

4 hours monthly	0-4 year employees
6 hours monthly	5-9 year employees
8 hours monthly	10-14 year employees
10 hours monthly	15 years and up employees

Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.

- D. As part of a cost saving measure to conserve energy, all facilities will be closed, and all twelve-month employees will be off for four weeks. The four weeks are:

July 3 – July 7, 2023  
December 25, 2023 – January 5, 2024  
March 18 - 22, 2024

*July 1 – July 5, 2024 (FY 2024 – 2025)*

- E. Administrative/Supervisory Certificated employees holding a Specialist degree will be paid a supplement of \$1,382. Those certificated employees holding a Doctorate degree will be paid a supplement of \$2,764.
- F. The Board shall provide full-time School-Based Instructional Administrative Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- G. Principals and Assistant Principals are employed for 12 months.

- H. Assistant Administrators
  - 1. Employed 196 days annually
  - 2. Paid monthly in 11 equal payments
  - 3. Teaching experience will be counted toward years of experience on the paygrade for this position. If moved into Assistant Principal or district-level administrative positions, teaching experience will not be considered.
  - 4. Years of experience spent as Assistant Administrator will be counted as years of administrative experience for pay purposes on Placement Schedule 2.
  - 5. If an Assistant Administrator holds a bachelor's degree instead of a master's degree, they will be paid on Placement Schedule 2, paygrade 4.
- I. Individuals assigned to paygrade 0 may be paid on an hourly basis. The hourly rate will be calculated by dividing the appropriate paygrade and experience level by the total annual hours required for the full-time positions.
- J. Interim or Acting School-Based Administrators will be paid at the appropriate paygrade.
- K. Employees do not receive an automatic step on a Placement Schedule for pay increase.
- L. Administrative salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to administrators receiving an evaluation of Highly Effective or Effective (conform to all applicable Florida Statutes).



**ADMINISTRATIVE ALLOCATIONS**  
**Per Staffing Formula Board Approved 04/25/23**

**Elementary Schools**

1 Principal  
1 Assistant Principal (12 month) OR Assistant Administrator (10 month)

**A. Gary Walsingham Academy (Pre-K - 4)**

1 Principal  
1 Assistant Principal (12 month) OR Assistant Administrator (10 month)

**Oscar Patterson Academy (Pre-K – 3)**

1 Principal  
1 Assistant Principal (12 month)

**Pre-K through 8 Schools**

**Breakfast Point Academy:**

1 Principal  
2 Assistant Principals (12 month)  
Assistant Administrators (10 month):  
    Enrollment 0 - 999 = 1  
    Enrollment 1000-1249 = 2

**Tyndall Academy:**

1 Principal  
2 Assistant Principals (12 month)  
Assistant Administrators (10 month):  
    Enrollment 0 - 999 = 1  
    Enrollment 1000-1249 = 2

**Pre-K through 12 School**

1 Principal  
3 Assistant Principals (12 month)  
Assistant Administrators (10 month):  
    Enrollment 0 - 999 = 1  
    Enrollment 1000-1249 = 2  
    Enrollment 1250-1500 = 3  
    Enrollment 1501 - 1800 = 4  
1 Head Football Coach **OR** Head Football Coach/Athletic Director

**Middle Schools**

1 Principal  
1 Assistant Principal (12 month)  
Assistant Administrator (10 month):  
    Enrollment 0-750 = 1  
    Enrollment 751-1000 = 2  
    Enrollment 1001-1300 = 3

**High Schools**

- 1 Principal
- 2 Assistant Principals (12 month)
- Assistant Administrator (10 month):
  - Enrollment 0-900 = 1
  - Enrollment 901-1499 = 2
  - Enrollment 1500-1799 = 3
  - Enrollment 1800+ = 4
- 1 Head Football Coach **OR** Head Football Coach/Athletic Director

**Margaret K. Lewis School in Millville**

- 1 Principal
- 1 Assistant Principal (12 month)

**New Horizons (oversees DJJ)**

- 1 Principal
- 1 Assistant Principal (12 month)

**Rosenwald High School (6-12 school)**

- 1 Principal
- 1 Assistant Principal (12 month)
- 1 Assistant Administrator (10 month)
- 1 Assistant Principal (12 month) for **Rosenwald Academy**

**Rutherford High School (6-12 school)**

- 1 Principal, High School
- 2 Assistant Principals, High School (12 month)
- 1 Principal, Middle School
- 1 Assistant Principal, Middle School
- Assistant Administrators (10 month):
  - Enrollment 0 - 900 = 1 (10 month)
  - Enrollment 901 - 1499 = 2 (10 month)
  - Enrollment 1500 - 1799 = 3 (10 month)
  - Enrollment 1800 and up = 4 (10 month)
- 1 Head Football Coach **OR** Head Football Coach/Athletic Director

**St. Andrew School**

- 1 Principal
- 1 Assistant Principal (12 month)

**Tom P. Haney (funded through Workforce)**

- 1 Director
- 1 Assistant Director
- 2 Assistant Administrators (11 month) Funded thru Workforce

# 2023-2024 CLASSIFICATION AND PAYGRADES FOR SCHOOL-BASED ADMINISTRATIVE PERSONNEL

(Refer to Placement Schedule 2)

CERTIFICATED PERSONNEL	PAYGRADE
Principal of High Schools, Bozeman .....	44
Director of Tom P. Haney Technical College.....	44
Principal of Middle Schools, New Horizons, Margaret K. Lewis in Millville, Rosenwald High School, Tyndall Academy & Breakfast Point Academy .....	42
Principal of Elementary Schools.....	39
Assistant Principal of High Schools, Bozeman, Rutherford High School-HS .....	36
Assistant Director for Tom P. Haney Technical College .....	36
Assistant Principal of Middle Schools, Rosenwald, Breakfast Point Academy, Tyndall Academy, New Horizons & Rutherford High School-MS .....	34
Head Football Coach/Athletic Director.....	34
Head Football Coach .....	32
Assistant Principal of Margaret K. Lewis in Millville .....	30
Assistant Principal of Elementary Schools .....	28
Assistant Administrator .....	A7
Administrator on Special Assignment.....	TBD*
Turnaround Principal – Lateral Transfer .....	TBD*

*\*TBD – To Be Determined*

## 2023-2024 DIFFERENTIATED PAY FOR ADMINISTRATORS

### High Risk of Personal Injury

Principals, Assistant Principals and Assistant Administrators at schools with high risk of personal injury due to students with a history of aggressive behavior will receive an annual supplement of \$3,150 if they are assigned to: Margaret K. Lewis School in Millville, Margaret K. Lewis at Surfside, St. Andrew School, Rosenwald High School and New Horizons Learning Center.

### Evaluation Rating

School-based instructional administrators' annual evaluation will include a student growth component. School-based instructional administrators are Principals, Assistant Principals, Assistant Administrators, and the Assistant Director and Director of Tom P. Haney Technical College.

Pay increases for administrative personnel will be based upon individuals' final evaluation ratings and will be differentiated between Highly Effective and Effective.

### District Bargaining Team

An annual supplement shall be paid to those approved by the Board as designated negotiators as follows:

For negotiating a full year contract:	
Chairman	\$2,000
Members (6)	\$1,300
For negotiating a partial contract:	
Chairman	\$1,500
Members (6)	\$900

### Shelter Manager

An annual supplement of \$2,500 shall be paid to those administrators, up to six (6) district-wide, designated as overall Shelter Managers.

Shelter Managers are responsible for the overall running of schools designated as county emergency shelters. This responsibility involves year-round preparation and associated duties including, but not limited to:

1. Recruiting and training of shelter staff
2. Preparing the school site for dorms, mass feeding and special needs
3. Serving on the district's Shelter Leadership Team
4. Mobilizing as needed during an emergency

### Workshops, Training and/or Special Curriculum Projects

As of October 1, 2022, Instructional Specialists, Assistant Administrators and Bay BASE Site Administrators will be paid at the hourly rate of \$15.00 per hour for participation (outside of normal contract period) in workshops, training and/or special curriculum development projects.

**DIFFERENTIATED PAY FOR BAY DISTRICT SCHOOL-BASED PRINCIPALS,  
ASSISTANT PRINCIPALS, AND/OR ASSISTANT ADMINISTRATORS LEADING  
SCHOOLS THAT HAVE BEEN RATED BY THE FLDOE AS A “D” OR AN “F” AND  
ARE IN DIFFERENTIATED ACCOUNTABILITY OR ARE OPERATING IN  
TURNAROUND STATUS AS DEFINED BY THE FLDOE**

- In order to better assist schools in Turnaround Status as defined by the Florida Department of Education, the Superintendent may assign a one-time supplement of up to \$10,000.00 (paid throughout the school year) to principals and up to \$5,000.00 (paid throughout the school year) to assistant principals and/or assistant administrators ***recommended by the Superintendent to transfer and lead schools in Turnaround Status.***
- Principals, assistant principals, and/or assistant administrators who ***previously transferred or are currently assigned to a school in Differentiated Accountability or Turnaround Status*** may be assigned a supplement by the Superintendent of up to \$5,000.00 for the principal and up to \$2,500.00 for the assistant principal and/or assistant administrator.
- When the school grade increases to “C” or better, the school exits **Differentiated Accountability or Turnaround Status**. ***At the recommendation of the Superintendent and the approval of the Board, a recruitment/retention bonus*** in the amount of up to \$5,000.00 for the principal and up to \$2,500.00 for the assistant principal and/or assistant administrator may be paid for the year following the D or F school grade rating.

**School-based principals, assistant principals, and/or assistant administrators are only eligible to receive one (1) Turnaround Status supplement per year and eligibility will be evaluated on a yearly basis.**

## SALARIED ADMINISTRATIVE, NON-SUPERVISORY & TECHNICAL PERSONNEL

A. All full-time Salaried Administrative, Non-Supervisory & Technical personnel employed for 12 months will be paid on annual salary commensurate with experience, classification and paygrade using Placement Schedule 2.

B. All full time Salaried Administrative, Non-Supervisory & Technical employees employed for 12 months receive the following paid holidays:

Tuesday, July 4, 2023	Monday, December 25, 2023
Monday, September 4, 2023	Tuesday, December 26, 2023
Friday, November 10, 2023	Monday, January 1, 2024
Thursday, November 23, 2023	Monday, January 15, 2024
Friday, November 24, 2023	Monday, May 27, 2024

C. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:

4 hours monthly	0-4 year employees
6 hours monthly	5-9 year employees
8 hours monthly	10-14 year employees
10 hours monthly	15 years and up employees

Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.

D. As part of a cost saving measure to conserve energy, all facilities will be closed and all twelve-month employees will be off for four weeks. The four weeks are:

July 3 – July 7, 2023  
December 25, 2023 – January 5, 2024  
March 18 - 22, 2024

*July 1 – July 5, 2024 (FY 2024 – 2025)*

E. The Board shall provide Salaried Administrative, Non-Supervisory & Technical Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.

F. Employees do not receive an automatic step on a Placement schedule for pay increase.

G. Administrative salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to administrators receiving an evaluation of Highly Effective or Effective.

# 2023-2024 CLASSIFICATION AND PAYGRADES SALARIED ADMINISTRATIVE, NON-SUPERVISORY & TECHNICAL PERSONNEL

(See Placement Schedule 2)

	PAYGRADE
Senior Programmer Analyst .....	32
Project Manager/Building Code Inspector/Plans Examiner.....	30
Project Manager - Facilities .....	30
Property Manager .....	30
Student & Financial Services Administrator-Tom P. Haney Technical College .....	30
Project Manager.....	28
Advanced Programmer Analyst.....	28
Beacon Web Application Developer III .....	28
Food Service Program Administrator .....	23
Certification/Compliance HR Administrator .....	20
Beacon Quality Assurance Analyst .....	20
Senior Network Administrator.....	18
Programmer Analyst .....	18
Beacon Web Application Developer II .....	18
Beacon Online Curriculum Developer .....	18
Building Automation Systems/Energy Conservation Systems Manager .....	17
Budget Analyst.....	15
Data Specialist.....	12
Beacon Web Application Developer I .....	12
Advanced Network Administrator .....	11
Claims Investigator.....	10
Beacon Administrative Manager.....	9
Capital Projects Contracts Manager.....	9
Contracts Manager/Inspector .....	9
Application Administrator.....	6
Network Administrator .....	6
Sales and Marketing Assistant for Beacon Learning Center.....	2
Employee Benefits Manager .....	2
Beacon Information Technology Specialist.....	1
Safety Officer/Trainer .....	1

## ***Part Time Employees on Placement Schedule 2***

Fine Arts Operations Coordinator.....	22
(Position will always be paid at level zero in regard to experience.)	
Live Events Technical Operations Coordinator.....	22
(Position will always be paid at level zero in regard to experience.)	

## **Placement Schedule 2: Administrative & Supervisory Personnel and Salaried Non-Administrative, Non-Supervisory & Technical Personnel**

The new Placement Schedule 2 will be used for all administrators paid from Schedule 2 and hired July 1, 2017 or after. Administrators hired before 7/1/2017, will not be affected by the new schedule.

A current 12-month administrator moving to a higher pay grade on Placement Schedule 2 will have their current salary increased an amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level.

A current 12-month administrator moving to a lesser pay grade on Salary Placement Schedule 2 will either have their current salary decreased by the amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level OR will be placed using related experience at the new pay grade, whichever will benefit the employee.

A current 12-month administrator, who previously moved to another 12-month administrative position and was placed at a lesser pay grade on Placement Schedule 2 per the placement language approved on July 1, 2017, which would have benefitted from the new language that calculates the difference between the current pay grade and the new pay grade at the zero (0) level will be recalculated and adjusted upon Board approval.

The Administrative Placement Schedule 2 will be used to determine an employee's beginning salary for the following situations:

- an administrator being hired from outside the District
- an employee that is currently being paid from another Salary Placement Schedule
- an employee that is changing from a 10-month pay grade to a 12-month pay grade or a 12-month pay grade to a 10-month pay grade within the administrative schedule

A new 12-month administrator moving from the 12-month Support Personnel Salary Schedule may be granted up to 15 years of related experience in Bay District Schools.



# Placement Schedule 2

Administrative & Supervisory Personnel and Salaried Non-Administrative, Non-Supervisory & Technical Personnel

Effective: July 1, 2022

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
A6	48,776	48,776	48,776	48,776	48,776	48,776	48,776	48,776	48,776	48,776	48,776	48,776	48,776	48,776	48,776	49,290	50,288	51,287	52,285	53,283	54,282	55,280	56,279	57,277	58,275	59,274
A7	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,284	50,632	51,631	52,629	53,628	54,626	55,624	56,623	57,621	58,620	59,618	60,616
BA	31,320	31,320	31,320	31,630	32,046	32,462	33,127	33,793	34,458	35,124	35,790	36,622	37,454	38,286	39,118	39,950	40,948	41,946	42,945	43,943	44,942	45,940	46,938	47,937	48,935	49,934
OA	34,376	34,792	35,208	35,624	36,040	36,456	37,122	37,787	38,453	39,119	39,784	40,616	41,448	42,280	43,112	43,944	44,943	45,941	46,939	47,938	48,936	49,935	50,933	51,931	52,930	53,928
00	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,924	30,590	31,422	32,254	33,086	33,918	34,750	35,748	36,746	37,745	38,743	39,742	40,740	41,738	42,737	43,735	44,734
01	34,574	34,990	35,406	35,822	36,238	36,654	37,319	37,985	38,651	39,316	39,982	40,814	41,646	42,478	43,310	44,142	45,140	46,139	47,137	48,135	49,134	50,132	51,131	52,129	53,127	54,126
02	35,539	35,955	36,371	36,787	37,203	37,619	38,284	38,950	39,616	40,281	40,947	41,779	42,611	43,443	44,275	45,107	46,105	47,104	48,102	49,100	50,099	51,097	52,096	53,094	54,092	55,091
03	36,497	36,913	37,329	37,745	38,161	38,577	39,242	39,908	40,574	41,239	41,905	42,737	43,569	44,401	45,233	46,065	47,063	48,062	49,060	50,058	51,057	52,055	53,054	54,052	55,050	56,049
04	38,209	38,625	39,041	39,457	39,873	40,289	40,954	41,620	42,285	42,951	43,617	44,449	45,281	46,113	46,945	47,777	48,775	49,773	50,772	51,770	52,769	53,767	54,765	55,764	56,762	57,761
05	38,411	38,827	39,243	39,659	40,075	40,491	41,157	41,823	42,488	43,154	43,819	44,651	45,483	46,315	47,147	47,979	48,978	49,976	50,975	51,973	52,971	53,970	54,968	55,967	56,965	57,963
06	39,375	39,791	40,207	40,623	41,039	41,455	42,121	42,787	43,452	44,118	44,783	45,615	46,447	47,279	48,111	48,943	49,942	50,940	51,939	52,937	53,935	54,934	55,932	56,931	57,929	58,927
07	40,333	40,749	41,165	41,581	41,997	42,413	43,079	43,744	44,410	45,076	45,741	46,573	47,405	48,237	49,069	49,901	50,900	51,898	52,896	53,895	54,893	55,892	56,890	57,888	58,887	59,885
08	41,291	41,707	42,123	42,539	42,955	43,371	44,037	44,702	45,368	46,034	46,699	47,531	48,363	49,195	50,027	50,859	51,858	52,856	53,854	54,853	55,851	56,850	57,848	58,846	59,845	60,843
09	42,252	42,668	43,084	43,500	43,916	44,332	44,998	45,663	46,329	46,994	47,660	48,492	49,324	50,156	50,988	51,820	52,818	53,817	54,815	55,814	56,812	57,810	58,809	59,807	60,806	61,804
10	43,209	43,625	44,041	44,457	44,873	45,289	45,954	46,620	47,286	47,951	48,617	49,449	50,281	51,113	51,945	52,777	53,775	54,774	55,772	56,770	57,769	58,767	59,766	60,764	61,762	62,761
11	44,166	44,582	44,998	45,414	45,830	46,246	46,911	47,577	48,242	48,908	49,574	50,406	51,238	52,070	52,902	53,734	54,732	55,730	56,729	57,727	58,726	59,724	60,722	61,721	62,719	63,718
12	45,124	45,540	45,956	46,372	46,788	47,204	47,869	48,535	49,200	49,866	50,532	51,364	52,196	53,028	53,860	54,692	55,690	56,688	57,687	58,685	59,684	60,682	61,680	62,679	63,677	64,676
13	46,086	46,502	46,918	47,334	47,750	48,166	48,831	49,497	50,162	50,828	51,494	52,326	53,158	53,990	54,822	55,654	56,652	57,650	58,649	59,647	60,646	61,644	62,642	63,641	64,639	65,638
14	47,048	47,464	47,880	48,296	48,712	49,128	49,793	50,459	51,124	51,790	52,456	53,288	54,120	54,952	55,784	56,616	57,614	58,612	59,611	60,609	61,608	62,606	63,604	64,603	65,601	66,600
15	48,006	48,422	48,838	49,254	49,670	50,086	50,752	51,418	52,083	52,749	53,414	54,246	55,078	55,910	56,742	57,574	58,573	59,571	60,570	61,568	62,566	63,565	64,563	65,562	66,560	67,558
16	48,969	49,385	49,801	50,217	50,633	51,049	51,715	52,381	53,046	53,712	54,377	55,209	56,041	56,873	57,705	58,537	59,536	60,534	61,533	62,531	63,529	64,528	65,526	66,525	67,523	68,521
17	49,927	50,343	50,759	51,175	51,591	52,007	52,673	53,338	54,004	54,670	55,335	56,167	56,999	57,831	58,663	59,495	60,494	61,492	62,490	63,489	64,487	65,486	66,484	67,482	68,481	69,479
18	50,885	51,301	51,717	52,133	52,549	52,965	53,631	54,296	54,962	55,628	56,293	57,125	57,957	58,789	59,621	60,453	61,452	62,450	63,448	64,447	65,445	66,444	67,442	68,440	69,439	70,437
19	51,843	52,259	52,675	53,091	53,507	53,923	54,589	55,254	55,920	56,585	57,251	58,083	58,915	59,747	60,579	61,411	62,409	63,408	64,406	65,405	66,403	67,401	68,400	69,398	70,397	71,395
20	52,798	53,214	53,630	54,046	54,462	54,878	55,543	56,209	56,874	57,540	58,206	59,038	59,870	60,702	61,534	62,366	63,364	64,362	65,361	66,359	67,358	68,356	69,354	70,353	71,351	72,350
21	53,756	54,172	54,588	55,004	55,420	55,836	56,501	57,167	57,832	58,498	59,164	59,996	60,828	61,660	62,492	63,324	64,322	65,320	66,319	67,317	68,316	69,314	70,312	71,311	72,309	73,308
22	54,716	55,132	55,548	55,964	56,380	56,796	57,462	58,128	58,793	59,459	60,124	60,956	61,788	62,620	63,452	64,284	65,283	66,281	67,280	68,278	69,276	70,275	71,273	72,272	73,270	74,268
23	55,678	56,094	56,510	56,926	57,342	57,758	58,424	59,090	59,755	60,421	61,086	61,918	62,750	63,582	64,414	65,246	66,245	67,243	68,242	69,240	70,238	71,237	72,235	73,234	74,232	75,230
24	56,635	57,051	57,467	57,883	58,299	58,715	59,381	60,046	60,712	61,378	62,043	62,875	63,707	64,539	65,371	66,203	67,202	68,200	69,198	70,197	71,195	72,194	73,192	74,190	75,189	76,187
25	57,596	58,012	58,428	58,844	59,260	59,676	60,342	61,007	61,673	62,339	63,004	63,836	64,668	65,500	66,332	67,164	68,163	69,161	70,159	71,158	72,156	73,155	74,153	75,151	76,150	77,148
26	58,554	58,970	59,386	59,802	60,218	60,634	61,300	61,965	62,631	63,296	63,962	64,794	65,626	66,458	67,290	68,122	69,120	70,119	71,117	72,116	73,114	74,112	75,111	76,109	77,108	78,106
27	59,517	59,933	60,349	60,765	61,181	61,597	62,263	62,928	63,594	64,260	64,925	65,757	66,589	67,421	68,253	69,085	70,084	71,082	72,080	73,079	74,077	75,076	76,074	77,072	78,071	79,069
28	60,474	60,890	61,306	61,722	62,138	62,554	63,220	63,885	64,551	65,216	65,882	66,714	67,546	68,378	69,210	70,042	71,040	72,039	73,037	74,036	75,034	76,032	77,031	78,029	79,028	80,026
29	61,433	61,849	62,265	62,681	63,097	63,513	64,178	64,844	65,510	66,175	66,841	67,673	68,505	69,337	70,169	71,001	71,999	72,998	73,996	74,994	75,993	76,991	77,990	78,988	79,986	80,985
30	62,396	62,812	63,228	63,644	64,060	64,476	65,141	65,807	66,473	67,138	67,804	68,636	69,468	70,300	71,132	71,964	72,962	73,961	74,959	75,957	76,956	77,954	78,953	79,951	80,949	81,948
31	63,353	63,769	64,185	64,601	65,017	65,433	66,098	66,764	67,429	68,095	68,761	69,593	70,425	71,257	72,089	72,921	73,919	74,917	75,916	76,914	77,913	78,911	79,909	80,908	81,906	82,905
32	64,314	64,730	65,146	65,562	65,978	66,394	67,059	67,725	68,390	69,056	69,722	70,554	71,386	72,218	73,050	73,882	74,880	75,878	76,877	77,875	78,874	79,872	80,870	81,869	82,867	83,866
33	65,271	65,687	66,103	66,519	66,935	67,351	68,017	68,683	69,348	70,014	70,679	71,511	72,343	73,175	74,007	74,839	75,838	76,836	77,835	78,833	79,831	80,830	81,828	82,827	83,825	84,823
34	66,231	66,647	67,063	67,479	67,895	68,311	68,977	69,643	70,308	70,974	71,639	72,471	73,303	74,135	74,967	75,799	76,798	77,796	78,795	79,793	80,791	81,790	82,788	83,787	84,785	85,783
35	67,187	67,603	68,019	68,435	68,851	69,267	69,933	70,598	71,264	71,930	72,595	73,427	74,259	75,091	75,923	76,755	77,754	78,752	79,750	80,749	81,747	82,746	83,744	84,742	85,741	86,739
36	68,149	68,565	68,981	69,397	69,813	70,229	70,895	71,560																		

# **EDUCATIONAL SUPPORT PERSONNEL**

## EDUCATIONAL SUPPORT PERSONNEL

- A. All educational support employees are paid an hourly rate or salary according to the employee's paygrade and years' experience using Placement Schedule 3, 3A, 3B or 3C.
- B. In determining eligibility for benefits, full-time employees are those who are employed a minimum of six (6) hours daily, five (5) days per week in permanently established positions. Less than full-time employees are classified in School Board Policy 5.101. A temporary position is an employment position which will not exist beyond six (6) consecutive calendar months. A position which exists for any part of a month is considered to be in existence for the entire month. Substitute employees render temporary non-contractual service on an on-call basis.
- C. All full-time educational support personnel employed for less than 52 weeks are entitled to insurance and the following holidays.

Monday, September 4, 2023  
Friday, November 10, 2023  
Thursday, November 23, 2023

Monday, December 25, 2023  
Monday, January 1, 2024  
Monday, January 15, 2024

Personnel employed for six (6) hours or more daily for 52 weeks are entitled to insurance, leave benefits and the following paid holidays:

Tuesday, July 4, 2023  
Monday, September 4, 2023  
Friday, November 10, 2023  
Thursday, November 23, 2023  
Friday, November 24, 2023

Monday, December 25, 2023  
Tuesday, December 26, 2023  
Monday, January 1, 2024  
Monday, January 15, 2024  
Monday, May 27, 2024

- D. As part of a cost saving measure to conserve energy, all facilities will be closed, and all twelve-month employees will be off for four weeks. The four weeks are:

July 3 – July 7, 2023  
December 25, 2023 – January 5, 2024  
March 18 - 22, 2024

*July 1 – July 5, 2024 (FY 2024 – 2025)*

- E. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:

4 hours monthly	0-4 year employees
6 hours monthly	5-9 year employees
8 hours monthly	10-14 year employees
10 hours monthly	15 years and up employees

\*These hours are based on an 8-hour scheduled workday; therefore, 12-month employees who work less than 8 hours would receive a pro-rated amount.

Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.

F. All part-time educational support employees are entitled to the following paid holidays:

Monday, December 25, 2023  
Monday, January 1, 2024

G. Refer to the School Board Policies and the Bay Educational Support Personnel Association Master Contract for terms and conditions of employment related to educational support personnel.

H. Hours and duties are assigned by the administrator responsible for the employee's daily routine and payroll.

I. Insurance benefits for Educational Support are detailed in the Master Contract.

J. As of October 1, 2022, Support personnel will be paid at the hourly rate of \$15.00 per hour for participation (outside of normal contract period) in workshops and/or training sessions. This rate has been established based upon Chapter 2022-156, Laws of Florida.

K. Employees do not receive an automatic step on a Placement Schedule for pay increase. Beginning July 1, 2014, all employees must receive an overall evaluation rating of "Highly Effective" or "Effective" in order to qualify for a salary increase. Such increases are not automatic but will be determined through negotiations.

L. A current support employee moving to another support position with a higher pay grade on Salary Placement Schedule 3 will have their current salary increased to an amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level.

A current support employee moving to a lesser pay grade on Salary Placement Schedule 3 will either have their current salary decreased by the amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level OR will be placed using related experience at the new pay grade, whichever will benefit the employee.

The Support Placement Schedule 3 will be used to determine an employee's beginning salary for the following situations:

- A support position being hired from outside the District
- An employee that is currently being paid from another Salary Placement Schedule
- An employee that is changing from a 10-month pay grade to a 12-month pay grade or a 12-month pay grade to a 10-month pay grade within the support schedule

# 2023-2024 CLASSIFICATION AND PAYGRADES FOR EDUCATIONAL SUPPORT PERSONNEL

(Hourly Employees Refer to Placement Schedule 3)  
(Annual Salaried Employees Refer to Placement Schedule 3A)

GENERAL CLERICAL	PAYGRADE
Clerk III .....	3
Clerk II .....	6
Clerk I .....	8
Office Clerk II .....	14
Office Clerk I .....	16
Instructional Specialist Assistant .....	17
Secretary I ( <b>current employees only</b> ).....	25
 <b>TEACHER ASSISTANTS</b>	
Language Assistant.....	6
Support Paraprofessional.....	6
Instructional Paraprofessional (passing score on the paraprofessional test) .....	8
Instructional Paraprofessional (AA, AS, 60 college credit hours) .....	10
Haney GED Specialist.....	21
Behavioral Paraprofessional .....	30
ESOL Instructional Paraprofessional.....	30
Guidance Paraprofessional .....	30
Registered Behavior Technician.....	42
 <b>ACCOUNTING AND FINANCE</b>	
Inventory Audit Clerk I .....	16
Accounting Clerk.....	21
Bookkeeper II .....	21
Bookkeeper I .....	25
Inventory Clerk I .....	24
Benefits Specialist .....	25
Payroll Specialist I.....	25
Payroll Specialist II.....	32
Payroll Specialist III.....	36
 <b>MISCELLANEOUS</b>	
Student Screener .....	6
Parent Liaison .....	6
Aide, Community Services .....	20
Child Find Assistant .....	21
Purchasing Clerk.....	21
Records Clerk II .....	21
Records Clerk II: Media Services Instructional Materials .....	21
Records Clerk II: Circulation.....	21
Activity Leader .....	22

<b>MISCELLANEOUS (continued)</b>	<b>PAYGRADE</b>
Records Clerk I .....	25
Testing Clerk.....	25
Data Entry Manager III .....	21
Data Entry Manager II .....	25
Data Entry Manager I .....	30
District Safety Officer .....	35
Licensed Practical Nurse.....	43
Voluntary Pre-Kindergarten Associate.....	50
Employment Specialist – ESE .....	50
 <b>HUMAN RESOURCES</b>	
District Receptionist .....	14
Substitute Teacher Registrar.....	27
 <b>TECHNICAL</b>	
Instructional Television Technician: Media Services.....	16
Application Support Analyst ( <i>current employee only</i> ) .....	35
Instructional Television Specialist: Media Services.....	38
 <b>OPERATIONS</b>	
Student Helper .....	Minimum wage
Laborer .....	6
Maid .....	6
Telephone Receptionist .....	8
Courier .....	16
Background Check Specialist .....	21
Safety & Security Tele-Communicator and Video Specialist.....	21
District Media Services Multimedia Technician.....	26
Facilities Operations Specialist.....	35
Warehouseman I.....	35
Warehouseman II.....	26
Custodian III.....	10
Custodian II .....	14
Head Custodian IV .....	19
Head Custodian III .....	21
Head Custodian II .....	24
Head Custodian I .....	26
 <b>TRANSPORTATION</b>	<b>PAYGRADE</b>
School Bus Paraprofessional .....	6
Transportation Specialist.....	8
Transportation Van Driver .....	13
School Bus Driver .....	22
Transportation Operations Dispatcher.....	24
Mechanic II .....	30
Service Attendant.....	35
Service Dispatcher .....	39
Certified Mechanic .....	68
Vehicle Body Shop Attendant.....	39
Vehicle Electronic Technician .....	47

## MAINTENANCE

Stadium Custodian II.....	14
Semi-skilled Craftsman .....	24
Work Control Technology Specialist.....	26
Equipment Operator.....	30
Maintenance Warehouseman I.....	30
Painter .....	30
Turf and Irrigation Specialist.....	30
Treatment Plant Operator/Exterminator.....	35
Brick/Block Mason.....	35
Carpenter Helper .....	26
Carpenter.....	35
Plumber Helper.....	26
Plumber.....	35
Locksmith.....	35
Electrical Helper.....	26
Electrician .....	38
HVAC Helper .....	26
HVAC Refrigeration Mechanic .....	38
HVAC Controls Mechanic.....	45
Welding/Sheet metal Mechanic.....	38
Automotive Mechanic (Maintenance) .....	39
Boiler man.....	38
Equipment Mechanic.....	38
Kitchen Equipment Technician.....	38
Warehouse Material Controller.....	50

### NOTES:

Substitute and temporary help, with the exception of custodial, will be paid at the "0" experience level on the lowest level paygrade for the classification for which they are hired. Custodial substitutes will be paid at the "0" experience level for the Maid position.

## **2023-2024 Differentiated Pay for Educational Support Personnel**

### **High Risk of Personal Injury**

- A. Full-time paraprofessionals (6 hours or more) or Licensed Practical Nurses at Margaret K. Lewis School in Millville, Margaret K. Lewis at Surfside, St. Andrew School, New Horizons and Rosenwald High School (schools with high risk of personal injury due to students with a history of aggressive behavior) will receive a supplement of \$535.00 to be paid in two equal installments. Those paraprofessionals and Licensed Practical Nurses working less than full-time will receive a prorated supplement amount based on the number of hours they work per day at a qualifying site. The first installment will be paid the last check in December. The second installment will be paid in the final check of the school year.
- B. Full-time bus paraprofessionals and school bus drivers who work more than half the year on routes to and/or from Margaret K. Lewis School in Millville, Margaret K. Lewis at Surfside, St. Andrew School, ~~and/or~~ New Horizons and/or Rosenwald High School will receive an annual supplement of \$250 per year. To be eligible for this supplement, bus paraprofessionals and school bus drivers must not miss more than five (5) full or partial days of work annually and be employed at the end of the school year. This supplement will be paid in the final check of the school year.

### **Autism**

Full-time paraprofessionals (6 hours or more) working in the District's specially designed classes for children with autism (excluding those at ESE center schools) will receive a supplement of \$535 to be paid in two equal installments. Those paraprofessionals working less than full-time will receive a prorated supplement amount based on the number of hours they work per day in a specially designed class for autism. The first installment will be paid the last check in December. The second installment will be paid in the final check of the school year.



# Placement Schedule 3

# Support Hourly

Effective: July 1, 2022

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
01	15.00	15.00	15.00	15.00	15.00	15.00																				
02	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
03	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
04	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
05	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
06	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.08
07	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.26
08	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.04	15.48
09	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.09	15.22	15.71
10	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.08	15.22	15.34	15.83
11	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.18	15.35	15.50	15.57	16.10
12	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.08	15.25	15.42	15.54	15.63	16.15
13	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.07	15.25	15.43	15.61	15.80	15.92	16.43
14	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.04	15.35	15.52	15.70	15.82	15.92	16.06	16.52
15	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.01	15.16	15.51	15.70	15.83	15.97	16.11	16.23	16.73
16	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.16	15.35	15.70	15.88	16.10	16.28	16.40	16.61	17.07
17	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.09	15.29	15.52	15.83	16.04	16.21	16.38	16.56	16.64	17.12
18	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.07	15.26	15.43	15.62	15.97	16.18	16.38	16.63	16.75	16.85	17.40
19	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.07	15.26	15.42	15.61	15.80	16.13	16.36	16.59	16.75	16.85	16.98	17.52
20	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.06	15.26	15.43	15.63	15.86	16.05	16.43	16.64	16.82	16.97	17.14	17.27	17.83
21	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.28	15.45	15.63	15.91	16.09	16.30	16.66	16.85	17.06	17.24	17.37	17.49	17.96
22	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.07	15.42	15.61	15.80	16.04	16.22	16.38	16.82	16.98	17.21	17.37	17.53	17.68	18.18
23	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.04	15.24	15.60	15.80	16.00	16.22	16.38	16.66	16.98	17.21	17.45	17.66	17.77	17.92	18.44
24	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.03	15.22	15.45	15.79	16.00	16.21	16.38	16.64	16.83	17.20	17.45	17.65	17.84	17.94	18.09	18.62
25	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.03	15.22	15.45	15.62	16.00	16.22	16.48	16.68	16.87	17.06	17.53	17.68	17.92	18.17	18.26	18.38	18.93
26	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.15	15.35	15.57	15.81	16.10	16.35	16.62	16.82	17.01	17.22	17.64	17.85	18.05	18.23	18.37	18.50	19.02
27	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.11	15.29	15.51	15.72	15.92	16.31	16.57	16.70	16.93	17.16	17.41	17.76	17.98	18.21	18.48	18.58	18.72	19.23
28	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.19	15.42	15.61	15.86	16.07	16.48	16.68	16.88	17.10	17.36	17.54	17.94	18.19	18.40	18.61	18.75	18.83	19.36
29	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.11	15.31	15.54	15.80	15.95	16.21	16.62	16.82	17.01	17.24	17.49	17.70	18.12	18.30	18.56	18.77	18.91	19.08	19.62
30	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.19	15.45	15.64	15.90	16.12	16.33	16.70	16.93	17.16	17.41	17.60	17.80	18.24	18.52	18.70	18.91	19.02	19.17	19.67
31	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.34	15.57	15.83	16.06	16.23	16.56	16.88	17.10	17.40	17.59	17.77	18.04	18.47	18.67	18.94	19.18	19.30	19.47	20.00
32	15.00	15.00	15.00	15.00	15.00	15.00	15.11	15.57	15.81	15.97	16.23	16.49	16.73	17.10	17.36	17.54	17.77	18.01	18.25	18.64	18.94	19.08	19.30	19.42	19.58	20.09
33	15.00	15.00	15.00	15.00	15.00	15.19	15.64	15.92	16.13	16.38	16.63	16.85	17.23	17.49	17.72	17.93	18.19	18.41	18.90	19.06	19.32	19.61	19.75	19.94	20.47	
34	15.00	15.00	15.00	15.00	15.00	15.37	15.83	16.06	16.31	16.56	16.76	16.93	17.40	17.60	17.85	18.05	18.36	18.53	18.99	19.29	19.43	19.62	19.76	19.95	20.48	
35	15.00	15.00	15.00	15.00	15.05	15.45	15.92	16.18	16.43	16.67	16.87	17.18	17.51	17.76	18.01	18.25	18.48	18.79	19.15	19.39	19.66	19.95	20.04	20.14	20.70	
36	15.08	15.08	15.08	15.08	15.13	15.23	15.60	16.07	16.32	16.57	16.81	17.01	17.26	17.70	17.92	18.18	18.41	18.75	18.88	19.34	19.60	19.85	20.04	20.22	20.34	20.95
37	15.19	15.19	15.19	15.19	15.26	15.32	15.72	16.19	16.48	16.73	16.92	17.19	17.43	17.80	18.05	18.36	18.53	18.81	19.12	19.47	19.76	20.01	20.26	20.37	21.04	
38	15.35	15.35	15.35	15.35	15.40	15.45	15.84	16.32	16.62	16.83	17.10	17.33	17.60	18.00	18.25	18.48	18.79	18.90	19.20	19.66	19.95	20.14	20.34	20.52	20.65	21.18
39	15.43	15.43	15.43	15.43	15.49	15.56	15.98	16.47	16.73	16.92	17.20	17.45	17.69	18.09	18.38	18.67	18.84	19.17	19.34	19.85	20.05	20.33	20.65	20.77	20.86	21.43
40	15.55	15.55	15.55	15.55	15.61	15.67	16.12	16.61	16.83	17.10	17.33	17.60	17.83	18.25	18.48	18.79	19.00	19.27	19.52	20.00	20.23	20.45	20.77	20.87	21.04	21.57
41	15.78	15.78	15.78	15.78	15.83	15.88	16.29	16.76	17.01	17.26	17.54	17.80	18.04	18.45	18.79	18.95	19.25	19.52	19.76	20.23	20.46	20.78	21.06	21.14	21.27	21.86
42	15.87	15.87	15.87	15.87	15.93	15.98	16.39	16.88	17.19	17.45	17.69	17.92	18.23	18.67	18.84	19.18	19.35	19.68	19.95	20.37	20.65	20.90	21.16	21.33	21.50	22.06
43	16.04	16.04	16.04	16.04	16.09	16.14	16.52	17.01	17.31	17.59	17.84	18.09	18.29	18.80	19.00	19.29	19.60	19.82	20.07	20.51	20.82	21.07	21.33	21.43	21.63	22.18
44	16.12	16.12	16.12	16.12	16.18	16.23	16.71	17.21	17.51	17.74	18.00	18.26	18.56	18.95	19.27	19.52	19.76	20.06	20.28	20.82	21.07	21.36	21.64	21.78	21.89	22.46
45	16.36	16.36	16.36	16.36	16.42	16.49	16.92	17.43	17.70	17.93	18.24	18.55	18.75	19.20	19.48	19.76	20.02	20.25	20.59	21.05</						

# Placement Schedule 3A      Support Salaried      Effective: July 1, 2022

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
02	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280
03	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,461
04	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,952
05	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	30,034
06	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,346	29,571	29,907	30,850
07	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,375	29,631	29,937	30,189	31,203
08	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,629	29,937	30,189	30,469	30,778	31,695
09	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,624	29,937	30,245	30,668	30,891	31,115	32,155
10	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,319	29,850	30,217	30,553	30,862	31,115	31,366	32,402
11	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,346	29,571	30,241	30,668	31,059	31,394	31,701	31,873	32,920
12	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,461	29,962	30,551	30,862	31,171	31,561	31,788	32,012	33,055
13	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,461	29,906	30,217	30,859	31,171	31,590	31,955	32,319	32,599	33,627
14	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,346	29,571	29,993	30,328	30,776	31,393	31,757	32,122	32,377	32,599	32,824	33,817
15	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,489	29,963	30,272	30,694	31,030	31,726	32,121	32,404	32,740	32,941	33,218	34,251
16	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,457	29,962	30,219	30,692	31,030	31,394	32,115	32,516	32,908	33,275	33,555	33,972	34,932
17	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,766	30,187	30,497	30,889	31,255	31,756	32,399	32,795	33,159	33,523	33,860	34,057	35,014
18	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,431	30,072	30,468	30,834	31,197	31,590	31,982	32,734	33,104	33,522	34,027	34,282	34,480	35,586	
19	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,320	29,739	30,409	30,832	31,197	31,561	31,955	32,319	33,017	33,495	33,945	34,280	34,480	34,758	35,884	
20	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,320	29,739	30,132	30,830	31,197	31,590	32,009	32,457	32,822	33,604	34,054	34,393	34,730	35,066	35,350	36,454	
21	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,320	29,739	30,132	30,553	31,221	31,646	32,010	32,569	32,880	33,327	34,079	34,477	34,924	35,290	35,517	35,799	36,756	
22	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,656	30,020	30,443	30,832	31,559	31,955	32,319	32,794	33,186	33,523	34,386	34,757	35,207	35,516	35,880	36,160	37,216	
23	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,487	29,936	30,412	30,777	31,142	31,922	32,318	32,767	33,186	33,523	34,084	34,753	35,207	35,681	36,131	36,383	36,666	37,734	
24	29,280	29,280	29,280	29,280	29,280	29,280	29,447	29,935	30,245	30,776	31,115	31,645	32,288	32,767	33,159	33,523	34,053	34,422	35,202	35,681	36,103	36,467	36,722	37,029	38,088	
25	29,280	29,280	29,280	29,280	29,280	29,280	29,867	30,244	30,776	31,115	31,645	31,983	32,764	33,186	33,719	34,141	34,533	34,927	35,874	36,160	36,663	37,165	37,366	37,592	38,741	
26	29,280	29,280	29,280	29,280	29,280	29,280	30,034	30,496	31,000	31,394	31,870	32,347	32,932	33,467	33,999	34,393	34,840	35,234	36,069	36,496	36,972	37,310	37,561	37,844	38,929	
27	29,280	29,280	29,280	29,280	29,280	29,541	30,427	30,944	31,255	31,728	32,178	32,598	33,352	33,887	34,199	34,646	35,095	35,625	36,353	36,802	37,280	37,813	38,039	38,292	39,340	
28	29,280	29,280	29,280	29,280	29,280	29,704	30,597	31,086	31,560	31,955	32,457	32,879	33,715	34,141	34,561	34,982	35,486	35,906	36,713	37,225	37,619	38,065	38,348	38,544	39,613	
29	29,280	29,280	29,280	29,280	29,280	30,058	30,960	31,310	31,784	32,317	32,683	33,158	33,996	34,393	34,840	35,287	35,795	36,215	37,052	37,450	38,006	38,403	38,684	39,075	40,129	
30	29,280	29,280	29,280	29,280	29,381	29,390	30,196	31,101	31,645	32,039	32,542	32,963	33,412	34,193	34,646	35,095	35,625	36,021	36,411	37,329	37,894	38,235	38,682	38,964	39,190	40,238
31	29,494	29,494	29,494	29,494	29,607	29,615	30,468	31,382	31,870	32,401	32,850	33,217	33,857	34,557	34,982	35,598	35,992	36,381	36,943	37,808	38,178	38,764	39,214	39,524	39,807	40,918
32	29,911	29,911	29,911	29,911	30,025	30,033	30,929	31,856	32,347	32,738	33,216	33,746	34,250	34,978	35,486	35,906	36,380	36,888	37,363	38,147	38,764	39,077	39,523	39,722	40,030	41,108
33	30,136	30,136	30,136	30,136	30,250	30,259	31,092	32,025	32,596	32,993	33,521	34,027	34,477	35,284	35,795	36,270	36,692	37,225	37,646	38,648	39,019	39,577	40,110	40,421	40,784	41,870
34	30,391	30,391	30,391	30,391	30,504	30,510	31,445	32,388	32,850	33,354	33,859	34,309	34,647	35,619	36,021	36,495	36,972	37,558	37,927	38,898	39,493	39,750	40,141	40,450	40,814	41,897
35	30,557	30,557	30,557	30,557	30,671	30,678	31,635	32,584	33,103	33,608	34,111	34,533	35,147	35,847	36,355	36,888	37,363	37,814	38,427	39,126	39,690	40,195	40,810	41,011	41,236	42,360
36	30,865	30,865	30,865	30,865	30,978	30,987	31,908	32,864	33,383	33,887	34,367	34,840	35,317	36,210	36,663	37,197	37,645	38,344	38,600	39,626	40,085	40,614	41,008	41,345	41,656	42,823
37	31,090	31,090	31,090	31,090	31,203	31,211	32,181	33,146	33,719	34,250	34,618	35,175	35,654	36,408	36,971	37,558	37,927	38,484	39,099	39,826	40,446	40,952	41,459	41,739	41,965	43,068
38	31,398	31,398	31,398	31,398	31,510	31,520	32,423	33,395	33,998	34,422	34,980	35,430	36,016	36,853	37,363	37,814	38,427	38,656	39,269	40,191	40,810	41,234	41,653	41,963	42,245	43,368
39	31,594	31,594	31,594	31,594	31,709	31,716	32,726	33,706	34,250	34,618	35,203	35,681	36,186	37,023	37,589	38,176	38,568	39,184	39,634	40,609	41,036	41,624	42,241	42,525	42,695	43,858
40	31,820	31,820	31,820	31,820	31,932	31,940	32,995	33,986	34,422	34,980	35,430	36,016	36,466	37,360	37,814	38,427	38,931	39,439	39,942	40,919	41,372	41,849	42,520	42,721	43,029	44,128
41	32,267	32,267	32,267	32,267	32,380	32,388	33,294	34,293	34,839	35,317	35,905	36,410	36,943	37,751	38,427	38,793	39,381	39,942	40,448	41,368	41,878	42,548	43,083	43,283	43,534	44,700
42	32,493	32,493	32,493	32,493	32,606	32,613	33,540	34,547	35,175	35,681	36,186	36,663	37,305	38,171	38,568	39,211	39,661	40,249	40,811	41,732	42,242	42,774	43,307	43,646	43,982	45,163
43																										

**Placement Schedule 3B      Support Salaried      Effective: May 9, 2023**

<b>PG</b>	<b>0-5</b>	<b>6-10</b>	<b>11-15</b>	<b>16-20</b>	<b>21+</b>
<b>60</b>	29,280.00	31,232.00	33,184.00	35,136.00	37,088.00
<b>61</b>	30,256.00	32,208.00	34,160.00	36,112.00	38,064.00
<b>62</b>	31,232.00	33,184.00	35,136.00	37,088.00	39,040.00
<b>63</b>	32,208.00	34,160.00	36,112.00	38,064.00	40,016.00
<b>64</b>	33,184.00	35,136.00	37,088.00	39,040.00	40,992.00
<b>65</b>	34,160.00	36,112.00	38,064.00	40,016.00	41,968.00
<b>66</b>	35,136.00	37,088.00	39,040.00	40,992.00	42,944.00
<b>67</b>	36,112.00	38,064.00	40,016.00	41,968.00	43,920.00
<b>68</b>	37,088.00	39,040.00	40,992.00	42,944.00	44,896.00
<b>69</b>	38,064.00	40,016.00	41,968.00	43,920.00	45,872.00
<b>70</b>	39,040.00	40,992.00	42,944.00	44,896.00	46,848.00
<b>71</b>	40,016.00	41,968.00	43,920.00	45,872.00	47,824.00
<b>72</b>	40,992.00	42,944.00	44,896.00	46,848.00	48,800.00
<b>73</b>	41,968.00	43,920.00	45,872.00	47,824.00	49,776.00
<b>74</b>	42,944.00	44,896.00	46,848.00	48,800.00	50,752.00
<b>75</b>	43,920.00	45,872.00	47,824.00	49,776.00	51,728.00
<b>76</b>	44,896.00	46,848.00	48,800.00	50,752.00	52,704.00
<b>77</b>	45,872.00	47,824.00	49,776.00	51,728.00	53,680.00
<b>78</b>	46,848.00	48,800.00	50,752.00	52,704.00	54,656.00
<b>79</b>	47,824.00	49,776.00	51,728.00	53,680.00	55,632.00
<b>80</b>	48,800.00	50,752.00	52,704.00	54,656.00	56,608.00

<b>PG</b>	<b>0-5</b>	<b>6-10</b>	<b>11-15</b>	<b>16-20</b>	<b>21+</b>
<b>60</b>	15.00	16.00	17.00	18.00	19.00
<b>61</b>	15.50	16.50	17.50	18.50	19.50
<b>62</b>	16.00	17.00	18.00	19.00	20.00
<b>63</b>	16.50	17.50	18.50	19.50	20.50
<b>64</b>	17.00	18.00	19.00	20.00	21.00
<b>65</b>	17.50	18.50	19.50	20.50	21.50
<b>66</b>	18.00	19.00	20.00	21.00	22.00
<b>67</b>	18.50	19.50	20.50	21.50	22.50
<b>68</b>	19.00	20.00	21.00	22.00	23.00
<b>69</b>	19.50	20.50	21.50	22.50	23.50
<b>70</b>	20.00	21.00	22.00	23.00	24.00
<b>71</b>	20.50	21.50	22.50	23.50	24.50
<b>72</b>	21.00	22.00	23.00	24.00	25.00
<b>73</b>	21.50	22.50	23.50	24.50	25.50
<b>74</b>	22.00	23.00	24.00	25.00	26.00
<b>75</b>	22.50	23.50	24.50	25.50	26.50
<b>76</b>	23.00	24.00	25.00	26.00	27.00
<b>77</b>	23.50	24.50	25.50	26.50	27.50
<b>78</b>	24.00	25.00	26.00	27.00	28.00
<b>79</b>	24.50	25.50	26.50	27.50	28.50
<b>80</b>	25.00	26.00	27.00	28.00	29.00

**CONFIDENTIAL  
PERSONNEL**

## CONFIDENTIAL PERSONNEL

- A. All Confidential employees are paid according to the employee's paygrade and years' experience using Placement Schedule 4.
- B. In determining eligibility for benefits, full-time employees are those who are employed a minimum of six (6) hours daily, five (5) days per week in permanently established positions. Less than full-time employees are classified in School Board Policy 5.101. A temporary position is an employment position which will not exist beyond six (6) consecutive calendar months. A position which exists for any part of a month is considered to be in existence for the entire month. Substitute employees render temporary non-contractual service on an on-call basis.
- C. All full-time Confidential personnel employed for six (6) hours or more daily for 52 weeks are entitled to insurance, leave benefits and the following paid holidays:
- |                             |                            |
|-----------------------------|----------------------------|
| Tuesday, July 4, 2023       | Monday, December 25, 2023  |
| Monday, September 4, 2023   | Tuesday, December 26, 2023 |
| Friday, November 10, 2023   | Monday, January 1, 2024    |
| Thursday, November 23, 2023 | Monday, January 15, 2024   |
| Friday, November 24, 2023   | Monday, May 27, 2024       |
- D. As part of a cost saving measure to conserve energy, all facilities will be closed, and all twelve-month employees will be off for four weeks. The four weeks are:
- July 3 – July 7, 2023  
December 25, 2023 – January 5, 2024  
March 18 - 22, 2024
- July 1 – July 5, 2024 (FY 2024 – 2025)*
- E. All personnel on a 12-month basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. The annual leave allowance shall be:
- |                  |                           |
|------------------|---------------------------|
| 4 hours monthly  | 0-4 year employees        |
| 6 hours monthly  | 5-9 year employees        |
| 8 hours monthly  | 10-14 year employees      |
| 10 hours monthly | 15 years and up employees |
- Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- F. Refer to the School Board Policies for terms and conditions of employment related to confidential personnel.
- G. Hours and duties are assigned by the administrator responsible for the employee's daily routine and payroll.

- H. The Board shall provide Confidential Personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- I. Employees do not receive an automatic step on a Placement Schedule for pay increase. Beginning July 1, 2014, all employees must receive an overall evaluation rating of "Effective" or "Highly Effective" in order to qualify for a salary increase.
- J. Salary increases will be recommended by the Superintendent of Schools and approved by the School Board. Pay increases will only be given to Confidential Personnel receiving an evaluation of Highly Effective or Effective.
- K. A current confidential employee moving to a higher pay grade on Salary Placement Schedule 4 will have their current salary increased an amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level.

A current confidential employee moving to a lesser pay grade on Salary Placement Schedule 4 will either have their current salary decreased by the amount equal to the difference between the current pay grade and the new pay grade at the zero (0) level OR will be placed using related experience at the new pay grade, whichever will benefit the employee.

A current confidential employee, who previously moved to another confidential position and was placed at a lesser pay grade on Placement Schedule 4 per the placement language approved on April 28, 2020, which would have benefitted from the new language that calculates the difference between the current pay grade and the new pay grade at the zero (0) level will be recalculated and adjusted upon Board approval.

The Confidential Placement Schedule 4 will be used to determine an employee's beginning salary for the following situations:

- a confidential position being hired from outside the District
- an employee that is currently being paid from another Salary Placement Schedule

- L. Employees on Placement Schedule 4 are on annual contract.
- M. As of October 1, 2022, Confidential personnel will be paid at the hourly rate of \$15.00 per hour for participation (outside of normal contract period) in workshops and/or training sessions.

# 2023-2024 CLASSIFICATIONS AND PAYGRADES FOR CONFIDENTIAL PERSONNEL

(Refer to Placement Schedule 4)

	<b>PAYGRADE</b>
Assistant to the School Board Members.....	50
Administrative Assistant to the Superintendent .....	50
Assistant to the Deputy Superintendent .....	45
Assistant to the Superintendent .....	45
Assistant to the Executive Director.....	40
Assistant to the Executive Director of Human Resources & Employee Support Services ..	40
Safety & Security Operational Specialist .....	35
Assistant to the Director .....	30
High School Administrative Secretary (Haney & Bozeman).....	30
Assistant to the Coordinator .....	25
Assistant to the Coordinator of Bay BASE.....	25
Assistant to the Supervisor.....	25
Assistant to the Title I Supervisor .....	25
Assistant to Supervisor of Instructional Media Services .....	25
Assistant to General Manager of Purchasing, Contracting and Materials Management.....	25
Middle School Administrative Secretary (New Horizons, Margaret K. Lewis in Millville, Rosenwald High School & Breakfast Point).....	25
Elementary School Administrative Secretary .....	25
ESOL Supportive Care Manager .....	25
Human Resources Specialist .....	25
Food Service Specialist I.....	25
Food Service Specialist II.....	21



# Placement Schedule 4

# Confidential Personnel

Effective: July 1, 2022

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
21	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,618	30,057	30,417	30,801	31,186	31,708	32,012	32,452	33,191	33,580	34,020	34,350	34,597	34,847
25	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,280	29,316	29,755	30,195	30,581	31,103	31,462	31,902	32,341	32,835	33,249	33,608	34,020	34,920	35,232	35,696	36,192	36,386	36,608
30	30,174	30,174	30,174	30,174	30,174	30,283	30,290	30,383	30,581	31,103	31,543	31,956	32,451	32,892	33,304	33,742	34,183	34,705	35,093	35,448	36,351	36,905	37,210	37,676	37,954	38,174
35	31,548	31,548	31,548	31,548	31,548	31,658	31,666	31,758	32,010	32,531	33,080	33,496	33,963	34,486	34,898	35,394	35,916	36,383	36,822	37,428	38,115	38,638	39,134	39,735	39,937	40,128
40	32,813	32,813	32,813	32,813	32,813	32,922	32,931	33,021	33,384	33,827	34,455	34,790	35,392	35,779	36,382	36,822	37,428	37,924	38,393	38,885	39,843	40,289	40,758	41,388	41,610	41,887
43	33,597	33,597	33,597	33,597	33,597	33,706	33,716	33,806	34,222	34,720	35,268	35,710	36,355	36,689	37,319	37,812	38,417	38,916	39,368	39,958	40,876	41,389	41,927	42,449	42,684	43,015
45	34,381	34,381	34,381	34,381	34,381	34,491	34,500	34,592	35,060	35,613	36,081	36,630	37,318	37,598	38,254	38,804	39,406	39,905	40,344	41,030	41,908	42,490	43,094	43,508	43,758	44,142
50	36,305	36,305	36,305	36,305	36,305	36,415	36,423	36,516	36,821	37,482	38,115	38,611	39,186	39,736	40,263	40,973	41,471	42,075	42,599	43,233	44,243	44,718	45,348	45,980	46,260	46,481

# **SAFETY & SECURITY PERSONNEL**

## **SAFETY & SECURITY PERSONNEL**

- A. Safety & Security salaries are paid using Placement Schedule 6.
- B. In determining eligibility for benefits, full-time employees are those who are employed a minimum of six (6) hours daily, five (5) days per week in permanently established positions.
- C. Full-time Safety & Security individuals receive the following paid holidays:

Monday, September 4, 2023	Monday, December 25, 2023
Friday, November 10, 2023	Monday, January 1, 2024
Thursday, November 23, 2023	Monday, January 15, 2024
- D. The Board shall provide full-time Safety & Security personnel with basic comprehensive, hospital-medical-obstetrical, major medical and group life insurance protection for a twelve (12) month period. The employee shall be responsible for paying the remaining amount for coverage above the Board contribution amount established. Plans for additional coverage are available to the employee at their expense.
- E. Each employee employed on a full-time basis shall be entitled to one day of sick leave for each month of employment. Such sick leave shall be cumulative from year to year, and there shall be no limit on the number of days of sick leave an employee may accrue.
- F. Safety & Security personnel who are employed for a ten (10) month period and are scheduled to work student days. Individuals in this classification receive payments processed over a twenty (20) check payment cycle.
- G. Regular positions for Safety & Security personnel will be established for eight (8) working hours per day. Positions for hourly Safety & Security Personnel can be established at varying hours per day based upon position requirements.

All Safety & Security personnel working six (6) or more hours a day shall be provided an unpaid, duty free meal period of no less than thirty (30) minutes.
- H. As of October 1, 2022, Safety & Security personnel will be paid at the hourly rate of \$15.00 per hour for participation (outside of the normal contract period) in workshops and/or training sessions.
- I. Employees do not receive an automatic step on a Placement Schedule for pay increases.
- J. Safety & Security personnel designated as a Lieutenant will be paid a supplement of \$4,000.00 (only one (1) is applicable). Safety & Security Personnel designated as a Sergeant will be paid a supplement of \$2,000.00 (two (2) are applicable: one (1) serves multiple sites and one (1) is stationed at a school site). Safety & Security personnel designated as a Corporal will be paid a supplement of \$1,000 (three (3) are applicable: serves multiple sites, after hours on-call). Safety & Security personnel designated as a Training Specialist will be paid a supplement of \$2,000.00 (only one (1) is applicable: serves all Safety & Security personnel ensuring compliance with all training related requirements for law enforcement officers).

- K. District Police Officers assigned to schools with high risk of personal injury due to students with a history of aggressive behavior will receive a supplement for the school year of \$2,000 if they are assigned to Margaret K. Lewis School and St. Andrew School.
- L. Salary Incentive Program for full-time officers includes supplements for education with proper documentation and verification of any claimed training or education per Florida Statute 943.22.
  - 1. Any full-time officer who has a community college degree or equivalent or higher, shall receive a supplement in the amount of \$30.00 per month.
  - 2. Any full-time officer who completed 480 hours of approved career development program training courses on or before June 30, 1985, shall receive a supplement in the amount of \$120.00 per month.
  - 3. On or after July 1, 1985, any full-time officer who completes a combination of 480 hours of approved advanced and career development training courses shall receive the supplement in the amount of \$120.00 per month. Proportional amounts for courses completed in 80-hour units may be received with official documentation.
  - 4. The maximum aggregate amount any full-time officer may receive is \$130 per month. No education incentive payments shall be made for any state law enforcement or correctional position for which the class specification requires the minimum of a 4-year degree or higher.
  - 5. A community college degree or equivalent means graduation from an accredited community college or having been granted a degree or successful completion of 60 semester hours or 90 quarter hours and eligibility to receive an associate degree from an accredited college, university, or community college.
- M. Employees on Placement Schedule 6 are on annual contract.

**2023-2024 CLASSIFICATION AND PAYGRADES  
FOR SAFETY & SECURITY PERSONNEL**  
(Refer to Placement Schedule 6)

**SAFETY & SECURITY PERSONNEL**

**PAYGRADE**

District Police Officer.....	10
(Position will always be paid at level zero in regard to experience.)	
District Truancy Safety & Security Officer.....	10
(Position will always be paid at level zero in regard to experience.)	

**Placement Schedule 6**

**Safety & Security Personnel**

**Effective: July 1, 2022**

**Salaried Positions**

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
<b>S10</b>	29,640	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Hourly Positions**

PG	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
<b>SH10</b>	20.25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

# **PAYROLL SCHEDULES**

**BAY DISTRICT SCHOOLS  
ADMINISTRATIVE PAYROLL SCHEDULE  
FISCAL YEAR 2023-2024**

**PAY TYPE 001 / 12 CHECKS  
Board & Superintendent**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		# OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	12	<b>7/31/2023</b>	7/1/2023	7/22/2023	22	7/24/2023	August
NO. 2	14	<b>8/31/2023</b>	7/23/2023	8/19/2023	28	8/22/2023	September
NO. 3	16	<b>9/29/2023</b>	8/20/2023	9/16/2023	28	9/20/2023	October
NO. 4	18	<b>10/31/2023</b>	9/17/2023	10/14/2023	28	10/18/2023	November
NO. 5	20	<b>11/30/2023</b>	10/15/2023	11/11/2023	28	11/15/2023	December
NO. 6	22	<b>12/22/2023</b>	11/12/2023	12/9/2023	28	12/8/2023 *	January
NO. 7	24	<b>1/31/2024</b>	12/10/2023	1/20/2024	42	1/23/2024	February
NO. 8	26	<b>2/29/2024</b>	1/21/2024	2/17/2024	28	2/20/2024	March
NO. 9	28	<b>3/29/2024</b>	2/18/2024	3/16/2024	28	3/14/2024	April
NO.10	30	<b>4/30/2024</b>	3/17/2024	4/13/2024	28	4/17/2024	May
NO. 11	32	<b>5/30/2024</b>	4/14/2024	5/11/2024	28	5/15/2024	June
NO.12	34	<b>6/27/2024</b>	5/12/2024	6/30/2024	50	6/19/2024 *	July
					366		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

**Insurance Deductions -**

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on monthly basis and insurance deductions are for the month indicated. If more than one month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS**  
**ADMINISTRATIVE PAYROLL SCHEDULE**  
**FISCAL YEAR 2023 - 2024**

**Pay Type 002 / 12 Checks**  
**Pay Type 043 / Part-Time Hourly**

**Administrative, Supervisory, Non-Administrative, Non-Supervisory & Technical Personnel**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	12	<b>7/31/2023</b>	7/1/2023 7/22/2023	11	7/24/2023	August
NO. 2	14	<b>8/31/2023</b>	7/23/2023 8/19/2023	20	8/22/2023	September
NO. 3	16	<b>9/29/2023</b>	8/20/2023 9/16/2023	20	9/20/2023	October
NO. 4	18	<b>10/31/2023</b>	9/17/2023 10/14/2023	20	10/18/2023	November
NO. 5	20	<b>11/30/2023</b>	10/15/2023 11/11/2023	20	11/15/2023	December
NO. 6	22	<b>12/22/2023</b>	11/12/2023 12/9/2023	20	12/8/2023 *	January
NO. 7	24	<b>1/31/2024</b>	12/10/2023 1/20/2024	23	1/23/2024	February
NO. 8	26	<b>2/29/2024</b>	1/21/2024 2/17/2024	20	2/20/2024	March
NO. 9	28	<b>3/29/2024</b>	2/18/2024 3/16/2024	20	3/14/2024	April
NO. 10	30	<b>4/30/2024</b>	3/17/2024 4/13/2024	15	4/17/2024	May
NO. 11	32	<b>5/30/2024</b>	4/14/2024 5/11/2024	20	5/15/2024	June
NO. 12	34	<b>6/27/2024</b>	5/12/2024 6/30/2024	35	6/19/2024 *	July
				244		

**Pay Type 003 / 11 Checks**  
**Administrative Assistants & Instructional Specialists**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2022</b>	7/28/2022 8/20/2022	15	8/22/2023	Aug. & Sept.
NO. 2	16	<b>9/30/2022</b>	8/21/2022 9/17/2022	20	9/20/2023	October
NO. 3	18	<b>10/31/2022</b>	9/18/2022 10/15/2022	19	10/18/2023	November
NO. 4	20	<b>11/30/2022</b>	10/16/2022 11/12/2022	20	11/15/2023	December
NO. 5	22	<b>12/21/2022</b>	11/13/2022 12/10/2022	16	12/8/2023 *	January
NO. 6	24	<b>1/31/2023</b>	12/11/2022 1/21/2023	21	1/23/2024	February
NO. 7	26	<b>2/28/2023</b>	1/22/2023 2/18/2023	20	2/20/2024	March
NO. 8	28	<b>3/31/2023</b>	2/19/2023 3/18/2023	14	3/14/2024*	April
NO. 9	30	<b>4/28/2023</b>	3/19/2023 4/15/2023	19	4/17/2024	May
NO. 10	32	<b>5/31/2023</b>	4/16/2023 5/13/2023	20	5/15/2024	June
NO. 11	34	<b>6/29/2023</b>	5/14/2023 5/31/2023	12	6/19/2024 *	July
				196		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions -

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on monthly basis and insurance deductions are for the month indicated. If more than one month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).



**BAY DISTRICT SCHOOLS**  
**CONFIDENTIAL & 12 MONTH SUPPORT PAYROLL SCHEDULE**  
**FISCAL YEAR 2023 - 2024**

**Pay Type: 009, 019, 023, 033, 040 & 041 / 24 Checks**  
**Including Substitute Clerical, Temporary Employees & Custodial - Pay Type: 010, 025 & 034**  
**(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	11	<b>7/13/2023</b>	7/1/2023	7/8/2023	1	7/10/2023	1/2 August
NO. 2	12	<b>7/31/2023</b>	7/9/2023	7/22/2023	10	7/24/2023	1/2 August
NO. 3	13	<b>8/16/2023</b>	7/23/2023	8/5/2023	10	8/8/2023	1/2 September
NO. 4	14	<b>8/31/2023</b>	8/6/2023	8/19/2023	10	8/22/2023	1/2 September
NO. 5	15	<b>9/15/2023</b>	8/20/2023	9/2/2023	10	9/6/2023	1/2 October
NO. 6	16	<b>9/29/2023</b>	9/3/2023	9/16/2023	10	9/20/2023	1/2 October
NO. 7	17	<b>10/16/2023</b>	9/17/2023	9/30/2023	10	10/4/2023	1/2 November
NO. 8	18	<b>10/31/2023</b>	10/1/2023	10/14/2023	10	10/18/2023	1/2 November
NO. 9	19	<b>11/16/2023</b>	10/15/2023	10/28/2023	10	11/1/2023	1/2 December
NO. 10	20	<b>11/30/2023</b>	10/29/2023	11/11/2023	10	11/15/2023	1/2 December
NO. 11	21	<b>12/15/2023</b>	11/12/2023	11/25/2023	10	11/28/2023	1/2 January
NO. 12	22	<b>12/22/2023</b>	11/26/2023	12/9/2023	10	12/8/2023 *	1/2 January
NO. 13	23	<b>1/16/2024</b>	12/10/2023	12/30/2023	12	1/8/2024	1/2 February
NO. 14	24	<b>1/31/2024</b>	12/31/2023	1/20/2024	11	1/23/2024	1/2 February
NO. 15	25	<b>2/16/2024</b>	1/21/2024	2/3/2024	10	2/6/2024	1/2 March
NO. 16	26	<b>2/29/2024</b>	2/4/2024	2/17/2024	10	2/20/2024	1/2 March
NO. 17	27	<b>3/15/2024</b>	2/18/2024	3/2/2024	10	3/4/2024	1/2 April
NO. 18	28	<b>3/29/2024</b>	3/3/2024	3/16/2024	10	3/14/2024 *	1/2 April
NO. 19	29	<b>4/16/2024</b>	3/17/2024	3/30/2024	5	4/3/2024	1/2 May
NO. 20	30	<b>4/30/2024</b>	3/31/2024	4/13/2024	10	4/17/2024	1/2 May
NO. 21	31	<b>5/16/2024</b>	4/14/2024	4/27/2024	10	5/1/2024	1/2 June
NO. 22	32	<b>5/30/2024</b>	4/28/2024	5/11/2024	10	5/15/2024	1/2 June
NO. 23	33	<b>6/13/2024</b>	5/12/2024	6/1/2024	15	6/4/2024	1/2 July
NO. 24	34	<b>6/27/2024</b>	6/2/2024	6/30/2024	20	6/19/2024 *	1/2 July
					244	7/10/2023	

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision). Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur. Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
BAY BASE 12 MONTH STAFF PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Pay Type: 027 & 028 / 24 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	11	<b>7/13/2023</b>	7/1/2023	7/8/2023	5	7/10/2023	1/2 August
NO. 2	12	<b>7/31/2023</b>	7/9/2023	7/22/2023	10	7/24/2023	* 1/2 August
NO. 3	13	<b>8/16/2023</b>	7/23/2023	8/5/2023	10	8/8/2023	1/2 September
NO. 4	14	<b>8/31/2023</b>	8/6/2023	8/19/2023	10	8/22/2023	1/2 September
NO. 5	15	<b>9/15/2023</b>	8/20/2023	9/2/2023	10	9/6/2023	1/2 October
NO. 6	16	<b>9/29/2023</b>	9/3/2023	9/16/2023	10	9/20/2023	1/2 October
NO. 7	17	<b>10/16/2023</b>	9/17/2023	9/30/2023	10	10/4/2023	1/2 November
NO. 8	18	<b>10/31/2023</b>	10/1/2023	10/14/2023	10	10/18/2023	1/2 November
NO. 9	19	<b>11/16/2023</b>	10/15/2023	10/28/2023	10	11/1/2023	1/2 December
NO. 10	20	<b>11/30/2023</b>	10/29/2023	11/11/2023	10	11/15/2023	1/2 December
NO. 11	21	<b>12/15/2023</b>	11/12/2023	11/25/2023	10	11/28/2023	1/2 January
NO. 12	22	<b>12/22/2023</b>	11/26/2023	12/9/2023	10	12/8/2023	* 1/2 January
NO. 13	23	<b>1/16/2024</b>	12/10/2023	12/30/2023	15	1/8/2024	1/2 February
NO. 14	24	<b>1/31/2024</b>	12/31/2023	1/20/2024	15	1/23/2024	1/2 February
NO. 15	25	<b>2/16/2024</b>	1/21/2024	2/3/2024	10	2/6/2024	1/2 March
NO. 16	26	<b>2/29/2024</b>	2/4/2024	2/17/2024	10	2/20/2024	1/2 March
NO. 17	27	<b>3/15/2024</b>	2/18/2024	3/2/2024	10	3/4/2024	1/2 April
NO. 18	28	<b>3/29/2024</b>	3/3/2024	3/16/2024	10	3/14/2024	* 1/2 April
NO. 19	29	<b>4/16/2024</b>	3/17/2024	3/30/2024	10	4/3/2024	1/2 May
NO. 20	30	<b>4/30/2024</b>	3/31/2024	4/13/2024	10	4/17/2024	1/2 May
NO. 21	31	<b>5/16/2024</b>	4/14/2024	4/27/2024	10	5/1/2024	1/2 June
NO. 22	32	<b>5/30/2024</b>	4/28/2024	5/11/2024	10	5/15/2024	1/2 June
NO. 23	33	<b>6/13/2024</b>	5/12/2024	6/1/2024	15	6/4/2024	1/2 July
NO. 24	34	<b>6/27/2024</b>	6/2/2024	6/30/2024	20	6/19/2024	* 1/2 July
					260		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions - \* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Pay Type: 005 & 051 / 24 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	13	<b>8/16/2023</b>	7/31/2023 8/5/2023	4	8/8/2023	1/2 September
NO. 2	14	<b>8/31/2023</b>	8/6/2023 8/19/2023	10	8/22/2023	1/2 September
NO. 3	15	<b>9/15/2023</b>	8/20/2023 9/2/2023	10	9/6/2023	1/2 October
NO. 4	16	<b>9/29/2023</b>	9/3/2023 9/16/2023	10	9/20/2023	1/2 October
NO. 5	17	<b>10/16/2023</b>	9/17/2023 9/30/2023	10	10/4/2023	1/2 November
NO. 6	18	<b>10/31/2023</b>	10/1/2023 10/14/2023	9	10/18/2023	1/2 November
NO. 7	19	<b>11/16/2023</b>	10/15/2023 10/28/2023	10	11/1/2023	1/2 December
NO. 8	20	<b>11/30/2023</b>	10/29/2023 11/11/2023	10	11/15/2023	1/2 December
NO. 9	21	<b>12/15/2023</b>	11/12/2023 11/25/2023	6	11/28/2023	1/2 January
NO. 10	22	<b>12/22/2023</b>	11/26/2023 12/9/2023	10	12/8/2023*	1/2 January
NO. 11	23	<b>1/16/2024</b>	12/10/2023 12/30/2023	11	1/8/2024	1/2 February
NO. 12	24	<b>1/31/2024</b>	12/31/2023 1/20/2024	11	1/23/2024	1/2 February
NO. 13	25	<b>2/16/2024</b>	1/21/2024 2/3/2024	10	2/6/2024	1/2 March
NO. 14	26	<b>2/29/2024</b>	2/4/2024 2/17/2024	10	2/20/2024	1/2 March
NO. 15	27	<b>3/15/2024</b>	2/18/2024 3/2/2024	9	3/4/2024	1/2 April
NO. 16	28	<b>3/29/2024</b>	3/3/2024 3/16/2024	10	3/14/2024*	1/2 April
NO. 17	29	<b>4/16/2024</b>	3/17/2024 3/30/2024	4	4/3/2024	1/2 May
NO. 18	30	<b>4/30/2024</b>	3/31/2024 4/13/2024	10	4/17/2024	1/2 May
NO. 19	31	<b>5/16/2024</b>	4/14/2024 4/27/2024	10	5/1/2024	1/2 June
NO. 20	32	<b>5/30/2024</b>	4/28/2024 5/11/2024	10	5/15/2024	1/2 June
NO. 21	33	<b>6/13/2024</b>	5/12/2024 5/29/2024	12	6/4/2024	1/2 July
NO. 22	35	<b>6/15/2023</b>		0		1/2 July
NO. 23	36	<b>6/15/2023</b>		0		1/2 August
NO. 24	37	<b>6/15/2023</b>		0		1/2 August
				196		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

**Insurance Deductions -**

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL AND LICENSED PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Instructional - Pay Type: 004, 006, & 042 / 20 Checks**

**Licensed - Pay Type: 030 / 20 Checks**

**Including Substitute Teachers & Licensed - Pay Type: 007, 026, & 035**

**(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE		* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2023</b>	7/31/2023	8/19/2023	14	8/22/2023		September
NO. 2	15	<b>9/15/2023</b>	8/20/2023	9/2/2023	10	9/6/2023		1/2 October
NO. 3	16	<b>9/29/2023</b>	9/3/2023	9/16/2023	10	9/20/2023		1/2 October
NO. 4	17	<b>10/16/2023</b>	9/17/2023	9/30/2023	10	10/4/2023		1/2 November
NO. 5	18	<b>10/31/2023</b>	10/1/2023	10/14/2023	9	10/18/2023		1/2 November
NO. 6	19	<b>11/16/2023</b>	10/15/2023	10/28/2023	10	11/1/2023		1/2 December
NO. 7	20	<b>11/30/2023</b>	10/29/2023	11/11/2023	10	11/15/2023		1/2 December
NO. 8	21	<b>12/15/2023</b>	11/12/2023	11/25/2023	6	11/28/2023		1/2 Jan. & Summer
NO. 9	22	<b>12/22/2023</b>	11/26/2023	12/9/2023	10	12/8/2023	*	1/2 Jan. & Summer
NO. 10	23	<b>1/16/2024</b>	12/10/2023	12/30/2023	11	1/8/2024		1/2 Feb. & Summer
NO. 11	24	<b>1/31/2024</b>	12/31/2023	1/20/2024	11	1/23/2024		1/2 Feb. & Summer
NO. 12	25	<b>2/16/2024</b>	1/21/2024	2/3/2024	10	2/6/2024		1/2 Mar. & Summer
NO. 13	26	<b>2/29/2024</b>	2/4/2024	2/17/2024	10	2/20/2024		1/2 Mar. & Summer
NO. 14	27	<b>3/15/2024</b>	2/18/2024	3/2/2024	9	3/4/2024		1/2 April & Summer
NO. 15	28	<b>3/29/2024</b>	3/3/2024	3/16/2024	10	3/14/2024	*	1/2 April & Summer
NO. 16	29	<b>4/16/2024</b>	3/17/2024	3/30/2024	4	4/3/2024		1/2 May & Summer
NO. 17	30	<b>4/30/2024</b>	3/31/2024	4/13/2024	10	4/17/2024		1/2 May & Summer
NO. 18	31	<b>5/16/2024</b>	4/14/2024	4/27/2024	10	5/1/2024		1/2 June & Summer
NO. 19	32	<b>5/30/2024</b>	4/28/2024	5/11/2024	10	5/15/2024		1/2 June & Summer
NO. 20	33	<b>6/13/2024</b>	5/12/2024	5/29/2024	12	6/4/2024		1/2 July
					196			

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions - \* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2022-2023 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2023 premium

Six (6) deductions for August 2023 premium

Three (3) deductions for 1/2 of September 2023 premium

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL / MARINES & NAVY ROTC PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Pay Type: 024 (12 Month) / 24 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	INSURANCE DEDUCTIONS
NO. 1	11	<b>7/13/2023</b>	7/1/2023	7/8/2023	1	7/10/2023	1/2 August
NO. 2	12	<b>7/31/2023</b>	7/9/2023	7/22/2023	10	7/24/2023	* 1/2 August
NO. 3	13	<b>8/16/2023</b>	7/23/2023	8/5/2023	10	8/8/2023	1/2 September
NO. 4	14	<b>8/31/2023</b>	8/6/2023	8/19/2023	10	8/22/2023	1/2 September
NO. 5	15	<b>9/15/2023</b>	8/20/2023	9/2/2023	10	9/6/2023	1/2 October
NO. 6	16	<b>9/29/2023</b>	9/3/2023	9/16/2023	10	9/20/2023	1/2 October
NO. 7	17	<b>10/16/2023</b>	9/17/2023	9/30/2023	10	10/4/2023	1/2 November
NO. 8	18	<b>10/31/2023</b>	10/1/2023	10/14/2023	10	10/18/2023	1/2 November
NO. 9	19	<b>11/16/2023</b>	10/15/2023	10/28/2023	10	11/1/2023	1/2 December
NO. 10	20	<b>11/30/2023</b>	10/29/2023	11/11/2023	10	11/15/2023	1/2 December
NO. 11	21	<b>12/15/2023</b>	11/12/2023	11/25/2023	10	11/28/2023	1/2 January
NO. 12	22	<b>12/22/2023</b>	11/26/2023	12/9/2023	10	12/8/2023	* 1/2 January
NO. 13	23	<b>1/16/2024</b>	12/10/2023	12/30/2023	12	1/8/2024	1/2 February
NO. 14	24	<b>1/31/2024</b>	12/31/2023	1/20/2024	11	1/23/2024	1/2 February
NO. 15	25	<b>2/16/2024</b>	1/21/2024	2/3/2024	10	2/6/2024	1/2 March
NO. 16	26	<b>2/29/2024</b>	2/4/2024	2/17/2024	10	2/20/2024	1/2 March
NO. 17	27	<b>3/15/2024</b>	2/18/2024	3/2/2024	10	3/4/2024	1/2 April
NO. 18	28	<b>3/29/2024</b>	3/3/2024	3/16/2024	10	3/14/2024	* 1/2 April
NO. 19	29	<b>4/16/2024</b>	3/17/2024	3/30/2024	5	4/3/2024	1/2 May
NO. 20	30	<b>4/30/2024</b>	3/31/2024	4/13/2024	10	4/17/2024	1/2 May
NO. 21	31	<b>5/16/2024</b>	4/14/2024	4/27/2024	10	5/1/2024	1/2 June
NO. 22	32	<b>5/30/2024</b>	4/28/2024	5/11/2024	10	5/15/2024	1/2 June
NO. 23	33	<b>6/13/2024</b>	5/12/2024	6/1/2024	15	6/4/2024	1/2 July
NO. 24	34	<b>6/27/2024</b>	6/2/2024	6/30/2024	20	6/19/2024	* 1/2 July
					244		

\* Leave Due - Projected Payroll

\*\* Leave Due - Payroll Due the same day it ends.

**Insurance Deductions -**

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL / AIR FORCE & ARMY ROTC PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Pay Type: 037 (10 Month) / 20 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2023</b>	7/31/2023	8/19/2023	14	8/22/2023	1/2 September
NO. 2	15	<b>9/15/2023</b>	8/20/2023	9/2/2023	10	9/6/2023	1/2 October
NO. 3	16	<b>9/29/2023</b>	9/3/2023	9/16/2023	10	9/20/2023	1/2 October
NO. 4	17	<b>10/16/2023</b>	9/17/2023	9/30/2023	10	10/4/2023	1/2 November
NO. 5	18	<b>10/31/2023</b>	10/1/2023	10/14/2023	9	10/18/2023	1/2 November
NO. 6	19	<b>11/16/2023</b>	10/15/2023	10/28/2023	10	11/1/2023	1/2 December
NO. 7	20	<b>11/30/2023</b>	10/29/2023	11/11/2023	10	11/15/2023	1/2 December
NO. 8	21	<b>12/15/2023</b>	11/12/2023	11/25/2023	6	11/28/2023	1/2 Jan. & Summer
NO. 9	22	<b>12/22/2023</b>	11/26/2023	12/9/2023	10	12/8/2023	* 1/2 Jan. & Summer
NO. 10	23	<b>1/16/2024</b>	12/10/2023	12/30/2023	11	1/8/2024	1/2 Feb. & Summer
NO. 11	24	<b>1/31/2024</b>	12/31/2023	1/20/2024	11	1/23/2024	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2024</b>	1/21/2024	2/3/2024	10	2/6/2024	1/2 Mar. & Summer
NO. 13	26	<b>2/29/2024</b>	2/4/2024	2/17/2024	10	2/20/2024	1/2 Mar. & Summer
NO. 14	27	<b>3/15/2024</b>	2/18/2024	3/2/2024	9	3/4/2024	1/2 April & Summer
NO. 15	28	<b>3/29/2024</b>	3/3/2024	3/16/2024	10	3/14/2024	* 1/2 April & Summer
NO. 16	29	<b>4/16/2024</b>	3/17/2024	3/30/2024	4	4/3/2024	1/2 May & Summer
NO. 17	30	<b>4/30/2024</b>	3/31/2024	4/13/2024	10	4/17/2024	1/2 May & Summer
NO. 18	31	<b>5/16/2024</b>	4/14/2024	4/27/2024	10	5/1/2024	1/2 June & Summer
NO. 19	32	<b>5/30/2024</b>	4/28/2024	5/11/2024	10	5/15/2024	1/2 June & Summer
NO. 20	33	<b>6/13/2024</b>	5/12/2024	5/29/2024	12	6/4/2024	½ July

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions - \* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2022-2023 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2023 premium

Six (6) deductions for August 2023 premium

Three (3) deductions for 1/2 of September 2023 premium

**BAY DISTRICT SCHOOLS  
10 MONTH SUPPORT PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Pay Type 020 / 20 Checks  
Voluntary Pre-K Associate**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2023</b>	7/31/2023 8/19/2023	14	8/22/2023	September
NO. 2	15	<b>9/15/2023</b>	8/20/2023 9/2/2023	10	9/6/2023	1/2 October
NO. 3	16	<b>9/29/2023</b>	9/3/2023 9/16/2023	10	9/20/2023	1/2 October
NO. 4	17	<b>10/16/2023</b>	9/17/2023 9/30/2023	10	10/4/2023	1/2 November
NO. 5	18	<b>10/31/2023</b>	10/1/2023 10/14/2023	9	10/18/2023	1/2 November
NO. 6	19	<b>11/16/2023</b>	10/15/2023 10/28/2023	10	11/1/2023	1/2 December
NO. 7	20	<b>11/30/2023</b>	10/29/2023 11/11/2023	10	11/15/2023	1/2 December
NO. 8	21	<b>12/15/2023</b>	11/12/2023 11/25/2023	6	11/28/2023	1/2 Jan. & Summer
NO. 9	22	<b>12/22/2023</b>	11/26/2023 12/9/2023	10	12/8/2023 *	1/2 Jan. & Summer
NO. 10	23	<b>1/16/2024</b>	12/10/2023 12/30/2023	11	1/8/2024	1/2 Feb. & Summer
NO. 11	24	<b>1/31/2024</b>	12/31/2023 1/20/2024	11	1/23/2024	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2024</b>	1/21/2024 2/3/2024	10	2/6/2024	1/2 Mar. & Summer
NO. 13	26	<b>2/29/2024</b>	2/4/2024 2/17/2024	10	2/20/2024	1/2 Mar. & Summer
NO. 14	27	<b>3/15/2024</b>	2/18/2024 3/2/2024	9	3/4/2024	1/2 April & Summer
NO. 15	28	<b>3/29/2024</b>	3/3/2024 3/16/2024	10	3/14/2024 *	1/2 April & Summer
NO. 16	29	<b>4/16/2024</b>	3/17/2024 3/30/2024	4	4/3/2024	1/2 May & Summer
NO. 17	30	<b>4/30/2024</b>	3/31/2024 4/13/2024	10	4/17/2024	1/2 May & Summer
NO. 18	31	<b>5/16/2024</b>	4/14/2024 4/27/2024	10	5/1/2024	1/2 June & Summer
NO. 19	32	<b>5/30/2024</b>	4/28/2024 5/11/2024	10	5/15/2024	1/2 June & Summer
NO. 20	33	<b>6/13/2024</b>	5/12/2024 5/29/2024	12	6/4/2024	1/2 July
				196		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions - \* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2022-2023 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2023 premium

Six (6) deductions for August 2023 premium

Three (3) deductions for 1/2 of September 2023 premium

**BAY DISTRICT SCHOOLS**  
**10 MONTH SUPPORT PAYROLL SCHEDULE**  
**FISCAL YEAR 2023 - 2024**

**Pay Type: 008, 015, 029 & 032 / 20 Checks**  
**Clerical, Paraprofessionals, 10 Month Bay Base & Custodial**

**Including Substitute Paraprofessionals - Pay Type: 016**  
**(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS		LEAVE DUE	* INSURANCE DEDUCTIONS
				Full Time	Part Time		
NO. 1	14	<b>8/31/2023</b>	8/10/2023 8/19/2023	7	7	8/22/2023	September (if needed)
NO. 2	15	<b>9/15/2023</b>	8/20/2023 9/2/2023	10	10	9/6/2023	1/2 October
NO. 3	16	<b>9/29/2023</b>	9/3/2023 9/16/2023	10	9	9/20/2023	1/2 October
NO. 4	17	<b>10/16/2023</b>	9/17/2023 9/30/2023	10	10	10/4/2023	1/2 November
NO. 5	18	<b>10/31/2023</b>	10/1/2023 10/14/2023	9	9	10/18/2023	1/2 November
NO. 6	19	<b>11/16/2023</b>	10/15/2023 10/28/2023	9	9	11/1/2023	1/2 December
NO. 7	20	<b>11/30/2023</b>	10/29/2023 11/11/2023	10	9	11/15/2023	1/2 December
NO. 8	21	<b>12/15/2023</b>	11/12/2023 11/25/2023	6	5	11/28/2023	1/2 Jan. & Summer
NO. 9	22	<b>12/22/2023</b>	11/26/2023 12/9/2023	10	10	12/8/2023 *	1/2 Jan. & Summer
NO. 10	23	<b>1/16/2024</b>	12/10/2023 12/30/2023	11	10	1/8/2024	1/2 Feb. & Summer
NO. 11	24	<b>1/31/2024</b>	12/31/2023 1/20/2024	10	8	1/23/2024	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2024</b>	1/21/2024 2/3/2024	9	9	2/6/2024	1/2 Mar. & Summer
NO. 13	26	<b>2/29/2024</b>	2/4/2024 2/17/2024	10	10	2/20/2024	1/2 Mar. & Summer
NO. 14	27	<b>3/15/2024</b>	2/18/2024 3/2/2024	9	9	3/4/2024	1/2 April & Summer
NO. 15	28	<b>3/29/2024</b>	3/3/2024 3/16/2024	10	10	3/14/2024 *	1/2 April & Summer
NO. 16	29	<b>4/16/2024</b>	3/17/2024 3/30/2024	4	4	4/3/2024	1/2 May & Summer
NO. 17	30	<b>4/30/2024</b>	3/31/2024 4/13/2024	10	10	4/17/2024	1/2 May & Summer
NO. 18	31	<b>5/16/2024</b>	4/14/2024 4/27/2024	10	10	5/1/2024	1/2 June & Summer
NO. 19	32	<b>5/30/2024</b>	4/28/2024 5/11/2024	10	10	5/15/2024	1/2 June & Summer
NO. 20	33	<b>6/13/2024</b>	5/12/2024 5/24/2024	10	10	6/4/2024	1/2 July
				184	178		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions - \* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2022-2023 to be applied as follows: Three (3) deductions for remaining 1/2 of July 2023 premium

Six (6) deductions for August 2023 premium

Three (3) deductions for 1/2 of September 2023 premium



**BAY DISTRICT SCHOOLS  
LICENSED AND SAFETY & SECURITY PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Safety & Security - Pay Type: 031 / 20 Checks**

**Licensed Educational Interpreter - Pay Type: 031 / 20 Checks**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2023</b>	8/10/2023	8/19/2023	7	8/22/2023	September
NO. 2	15	<b>9/15/2023</b>	8/20/2023	9/2/2023	10	9/6/2023	1/2 October
NO. 3	16	<b>9/29/2023</b>	9/3/2023	9/16/2023	10	9/20/2023	1/2 October
NO. 4	17	<b>10/16/2023</b>	9/17/2023	9/30/2023	10	10/4/2023	1/2 November
NO. 5	18	<b>10/31/2023</b>	10/1/2023	10/14/2023	9	10/18/2023	1/2 November
NO. 6	19	<b>11/16/2023</b>	10/15/2023	10/28/2023	9	11/1/2023	1/2 December
NO. 7	20	<b>11/30/2023</b>	10/29/2023	11/11/2023	10	11/15/2023	1/2 December
NO. 8	21	<b>12/15/2023</b>	11/12/2023	11/25/2023	6	11/28/2023	1/2 Jan. & Summer
NO. 9	22	<b>12/22/2023</b>	11/26/2023	12/9/2023	10	12/8/2023	* 1/2 Jan. & Summer
NO. 10	23	<b>1/16/2024</b>	12/10/2023	12/30/2023	11	1/8/2024	1/2 Feb. & Summer
NO. 11	24	<b>1/31/2024</b>	12/31/2023	1/20/2024	10	1/23/2024	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2024</b>	1/21/2024	2/3/2024	9	2/6/2024	1/2 Mar. & Summer
NO. 13	26	<b>2/29/2024</b>	2/4/2024	2/17/2024	10	2/20/2024	1/2 Mar. & Summer
NO. 14	27	<b>3/15/2024</b>	2/18/2024	3/2/2024	9	3/4/2024	1/2 April & Summer
NO. 15	28	<b>3/29/2024</b>	3/3/2024	3/16/2024	10	3/14/2024	* 1/2 April & Summer
NO. 16	29	<b>4/16/2024</b>	3/17/2024	3/30/2024	4	4/3/2024	1/2 May & Summer
NO. 17	30	<b>4/30/2024</b>	3/31/2024	4/13/2024	10	4/17/2024	1/2 May & Summer
NO. 18	31	<b>5/16/2024</b>	4/14/2024	4/27/2024	10	5/1/2024	1/2 June & Summer
NO. 19	32	<b>5/30/2024</b>	4/28/2024	5/11/2024	10	5/15/2024	1/2 June & Summer
NO. 20	33	<b>6/13/2024</b>	5/12/2024	5/24/2024	10	6/4/2024	1/2 July
					<b>184</b>		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

**Insurance Deductions -**

\* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2022-2023 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2023 premium

Six (6) deductions for August 2023 premium

Three (3) deductions for 1/2 of September 2023 premium

**BAY DISTRICT SCHOOLS  
10 MONTH SUPPORT PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Pay Type: 017 / 20 Checks  
Bus Drivers & Bus Paraprofessionals  
Including Substitute Bus Drivers - Pay Type: 018  
(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2023</b>	8/10/2023 8/19/2023	7	8/22/2023	September (if needed)
NO. 2	15	<b>9/15/2023</b>	8/20/2023 9/2/2023	10	9/6/2023	1/2 October
NO. 3	16	<b>9/29/2023</b>	9/3/2023 9/16/2023	10	9/20/2023	1/2 October
NO. 4	17	<b>10/16/2023</b>	9/17/2023 9/30/2023	10	10/4/2023	1/2 November
NO. 5	18	<b>10/31/2023</b>	10/1/2023 10/14/2023	9	10/18/2023	1/2 November
NO. 6	19	<b>11/16/2023</b>	10/15/2023 10/28/2023	9	11/1/2023	1/2 December
NO. 7	20	<b>11/30/2023</b>	10/29/2023 11/11/2023	10	11/15/2023	1/2 December
NO. 8	21	<b>12/15/2023</b>	11/12/2023 11/25/2023	6	11/28/2023	1/2 Jan. & Summer
NO. 9	22	<b>12/22/2023</b>	11/26/2023 12/9/2023	10	12/8/2023 *	1/2 Jan. & Summer
NO. 10	23	<b>1/16/2024</b>	12/10/2023 12/30/2023	11	1/8/2024	1/2 Feb. & Summer
NO. 11	24	<b>1/31/2024</b>	12/31/2023 1/20/2024	10	1/23/2024	1/2 Feb. & Summer
NO. 12	25	<b>2/16/2024</b>	1/21/2024 2/3/2024	9	2/6/2024	1/2 Mar. & Summer
NO. 13	26	<b>2/29/2024</b>	2/4/2024 2/17/2024	10	2/20/2024	1/2 Mar. & Summer
NO. 14	27	<b>3/15/2024</b>	2/18/2024 3/2/2024	9	3/4/2024	1/2 April & Summer
NO. 15	28	<b>3/29/2024</b>	3/3/2024 3/16/2024	10	3/14/2024 *	1/2 April & Summer
NO. 16	29	<b>4/16/2024</b>	3/17/2024 3/30/2024	4	4/3/2024	1/2 May & Summer
NO. 17	30	<b>4/30/2024</b>	3/31/2024 4/13/2024	10	4/17/2024	1/2 May & Summer
NO. 18	31	<b>5/16/2024</b>	4/14/2024 4/27/2024	10	5/1/2024	1/2 June & Summer
NO. 19	32	<b>5/30/2024</b>	4/28/2024 5/11/2024	10	5/15/2024	1/2 June & Summer
NO. 20	33	<b>6/13/2024</b>	5/12/2024 5/24/2024	10	6/4/2024	1/2 July
				184		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions - \* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

Summer Deductions for 2022-2023 to be applied as follows:

Three (3) deductions for remaining 1/2 of July 2023 premium  
Six (6) deductions for August 2023 premium  
Three (3) deductions for 1/2 of September 2023 premium

**BAY DISTRICT SCHOOLS  
10 MONTH SUPPORT PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Pay Type: 038 / 24 Checks  
Bus Drivers & Bus Paraprofessionals  
(Election for payment in this manner is required)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	LEAVE DUE	* INSURANCE DEDUCTIONS
NO. 1	14	<b>8/31/2023</b>	8/10/2023	8/19/2023	7	8/22/2023	September
NO. 2	15	<b>9/15/2023</b>	8/20/2023	9/2/2023	10	9/6/2023	1/2 October
NO. 3	16	<b>9/29/2023</b>	9/3/2023	9/16/2023	10	9/20/2023	1/2 October
NO. 4	17	<b>10/16/2023</b>	9/17/2023	9/30/2023	10	10/4/2023	1/2 November
NO. 5	18	<b>10/31/2023</b>	10/1/2023	10/14/2023	9	10/18/2023	1/2 November
NO. 6	19	<b>11/16/2023</b>	10/15/2023	10/28/2023	9	11/1/2023	1/2 December
NO. 7	20	<b>11/30/2023</b>	10/29/2023	11/11/2023	10	11/15/2023	1/2 December
NO. 8	21	<b>12/15/2023</b>	11/12/2023	11/25/2023	6	11/28/2023	1/2 January
NO. 9	22	<b>12/22/2023</b>	11/26/2023	12/9/2023	10	12/8/2023 *	1/2 January
NO. 10	23	<b>1/16/2024</b>	12/10/2023	12/30/2023	11	1/8/2024	1/2 February
NO. 11	24	<b>1/31/2024</b>	12/31/2023	1/20/2024	10	1/23/2024	1/2 February
NO. 12	25	<b>2/16/2024</b>	1/21/2024	2/3/2024	9	2/6/2024	1/2 March
NO. 13	26	<b>2/29/2024</b>	2/4/2024	2/17/2024	10	2/20/2024	1/2 March
NO. 14	27	<b>3/15/2024</b>	2/18/2024	3/2/2024	9	3/4/2024	1/2 April
NO. 15	28	<b>3/29/2024</b>	3/3/2024	3/16/2024	10	3/14/2024*	1/2 April
NO. 16	29	<b>4/16/2024</b>	3/17/2024	3/30/2024	4	4/3/2024	1/2 May
NO. 17	30	<b>4/30/2024</b>	3/31/2024	4/13/2024	10	4/17/2024	1/2 May
NO. 18	31	<b>5/16/2024</b>	4/14/2024	4/27/2024	10	5/1/2024	1/2 June
NO. 19	32	<b>5/30/2024</b>	4/28/2024	5/11/2024	10	5/15/2024	1/2 June
NO. 20	33	<b>6/13/2024</b>	5/12/2024	5/24/2024	10	6/4/2024	1/2 July
NO. 21	38	<b>6/27/2024</b>			0		1/2 July
NO. 22	39	<b>6/27/2024</b>			0		1/2 August
NO. 23	40	<b>6/27/2024</b>			0		1/2 August
NO. 24	41	<b>6/27/2024</b>			0		1/2 September
					184		

\* Leave Due - Projected payroll.

\*\* Leave Due - Payroll Due the same day it ends.

Insurance Deductions - \* If eligible for coverage.

Column information reflects the normal schedule of deduction for an employee's portion of the premium for Board provided coverages (Health, Dental, Life & Vision).

Employees in this classification are paid on semi-monthly basis and insurance deductions are for the month indicated. If full month is indicated, an adjustment to the normal amount will occur.

Periodic adjustments may be necessary on an individual basis due to various situations and may be applied as needed. (Examples: Late start, changes in coverage +/-, and unable to deduct situations).

**BAY DISTRICT SCHOOLS  
INSTRUCTIONAL PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Pay Type: 062 / 20 Checks**

**Extended Instructional Hours  
(No Insurance Deductions applicable)**

	RUN #	PAYROLL DATE	PAY PERIOD DATES		NUMBER OF DAYS	STUDENT DAYS ONLY
NO. 1	14	8/31/2023	8/10/2023	8/19/2023	7	
NO. 2	15	9/15/2023	8/20/2023	9/2/2023	10	
NO. 3	16	9/29/2023	9/3/2023	9/16/2023	9	
NO. 4	17	10/16/2023	9/17/2023	9/30/2023	10	
NO. 5	18	10/31/2023	10/1/2023	10/14/2023	9	
NO. 6	19	11/16/2023	10/15/2023	10/28/2023	9	
NO. 7	20	11/30/2023	10/29/2023	11/11/2023	9	
NO. 8	21	12/15/2023	11/12/2023	11/25/2023	5	
NO. 9	22	12/22/2023	11/26/2023	12/9/2023	10	
NO. 10	23	1/16/2024	12/10/2023	12/30/2023	10	
NO. 11	24	1/31/2024	12/31/2023	1/20/2024	8	
NO. 12	25	2/16/2024	1/21/2024	2/3/2024	9	
NO. 13	26	2/29/2024	2/4/2024	2/17/2024	10	
NO. 14	27	3/15/2024	2/18/2024	3/2/2024	9	
NO. 15	28	3/29/2024	3/3/2024	3/16/2024	10	
NO. 16	29	4/16/2024	3/17/2024	3/30/2024	4	
NO. 17	30	4/30/2024	3/31/2024	4/13/2024	10	
NO. 18	31	5/16/2024	4/14/2024	4/27/2024	10	
NO. 19	32	5/30/2024	4/28/2024	5/11/2024	10	
NO. 20	33	6/13/2024	5/12/2024	5/24/2024	10	
					178	

**BAY DISTRICT SCHOOLS  
SUMMER PAYROLL SCHEDULE  
FISCAL YEAR 2023 - 2024**

**Instructional Staff**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE
	12	7/31/2023	7/1/2023 7/22/2023	10	7/24/2023
	13	8/16/2023	7/23/2023 7/30/2023	5	8/8/2023
	34	6/27/2024	5/30/2024 6/30/2024	22	6/19/2024 *
			37		

**Support Staff**

	RUN #	PAYROLL DATE	PAY PERIOD DATES	NUMBER OF DAYS	LEAVE DUE
	12	7/31/2023	7/1/2023 7/22/2023	10	7/24/2023
	13	8/16/2023	7/23/2023 8/5/2023	10	8/8/2023
	14	8/31/2023	8/6/2023 8/9/2023	3	8/22/2023
	34	6/27/2024	5/28/2024 6/30/2024	24	6/19/2024 *
				47	

\* Leave Due - Projected payroll.

\*\* Leave Due the same day as payroll ending date.

# **SCHOOL CALENDAR**

# BAY DISTRICT SCHOOLS' CALENDAR

## BAY DISTRICT SCHOOLS' CALENDAR

2023-2024

ALL Instructional Staff Report to Schools	Day	Month	Date
Elementary - School Based Inservice Day / Secondary - District Based Inservice Day	Monday	July	31
Secondary - School Based Inservice Day / Elementary - District Based Inservice Day	Tuesday	August	1
ALL Instructional Staff Report to Schools	Wednesday	August	2
Pre-School Planning	Thursday	August	3
Pre-School Planning	Monday	August	7
Pre-School Planning	Tuesday	August	8
Pre-School Planning	Wednesday	August	9
First Day of School	Thursday	August	10
Labor Day (Holiday for All)	Monday	September	4
Columbus Day (School out for Students & Teachers)	Monday	October	9
End of First Nine Weeks	Friday	October	13
Teacher PLC Planning Day (School out for Students) STORM DAY (IF NEEDED)	Wednesday	October	18
Veterans Day (Holiday for All)	Friday	November	10
Thanksgiving Holidays (School out entire week for Students & Teachers)	Monday	November	20
Thanksgiving Day (Holiday for all)	Thursday	November	23
Return from Thanksgiving Holidays	Monday	November	27
High School Testing Day	Wednesday	December	20
High School Testing Day/Early Release for High School Students Only	Thursday	December	21
High School Testing Day/End of Second Nine Weeks/End of First Semester/Early Release for ALL STUDENTS	Friday	December	22
Christmas Holidays Begin	Monday	December	25
Records Workday for Teachers	Monday	January	8
Return from Christmas Holidays (Students)	Tuesday	January	9
Martin Luther King's Birthday (Holiday for All)	Monday	January	15
Teacher PLC Planning Day (School Out for Students) STORM DAY (IF NEEDED)	Wednesday	January	31
Presidents' Day (School Out for Students & Teachers)	Monday	February	19
End of Third Nine Weeks	Friday	March	15
Spring Holidays Begin	Monday	March	18
Return from Spring Holidays	Monday	March	25
Good Friday (School Out for Students & Teachers)	Friday	March	29
High School Testing Day	Wednesday	May	22
High School Testing Day/Early Release for High School Students Only	Thursday	May	23
High School Testing Day/End of Fourth Nine Weeks/End of Second Semester/Last Day of School for ALL STUDENTS/Early Release for ALL STUDENTS	Friday	May	24
Memorial Day Holiday (Teachers Off)	Monday	May	27
Post Planning for Teachers	Tuesday	May	28
Post Planning for Teachers	Wednesday	May	29

STUDENT DAYS		TEACHER DAYS			PROGRESS REPORTS	ORIENTATION DATES	GRADUATION		
Month	Days	Month	Instruct	Other			School	Month	Day
		July		1	Progress reports are available through the District's PARENT PORTAL. Parents can contact the school if no internet access is available.	Dates and times for orientation by school location can be found at the Bay District Schools' website @ <a href="http://www.bay.k12.fl.us">www.bay.k12.fl.us</a>	MKL	May	16
August	16	August	16	6			Bay Virtual	May	16
September	20	September	20	1			Bozeman	May	17
October	20	October	20	1			NHLC	May	20
November	16	November	16	2			Rutherford	May	20
December	16	December	16	1			Rosenwald	May	21
January	15	January	15	4	REPORT CARDS	OPEN HOUSE DATES	Arnold	May	21
February	20	February	20		Report Cards are available through the District's PARENT PORTAL. October 25 January 17 April 3 June 5	High School:	Bay	May	22
March	15	March	15			*Selected Mon. in Sept.	Mosley	May	23
April	22	April	22			Middle School:	Haney	May	28
May	18	May	18	2		*Selected Tues. in Sept.			
						Elementary School:			
Total	178	Total		196		*Selected Thurs. in Sept.			
						*Contact school for specific date			
						Board Approved:	11/8/2022		