



# AIKEN COUNTY

PUBLIC SCHOOLS

## **SALARY SCHEDULE**

**2016 - 2017**

## Table of Contents

Teacher Scale – 190 Day Contracts	1
Teacher Scale – Daily Rates	2
JROTC Instructor Scale	3
General Information – Professional and Hourly Salary Scales	4
Overtime Procedures	5
School Bus Drivers’ Pay Procedures	6
Hourly Scale	7
Hourly Scale – Position Key	8 – 10
Professional Scale	11
Professional Scale – Position Key	12
Service Credit	13
Service Credit – Salary Computation Worksheets	14 – 16
Other Compensation	17
Curriculum and Instruction Supplements	18
Extracurricular Supplements	19
Athletic Supplements	20 – 21
Supplement Guidelines and Procedures	22
Standard Contract Lengths by Position	23

**Teacher Scale - 190 Day Contracts**  
**School Year 2016 - 2017**

Salary Step	Prior Yrs Exp	Class 3 Bachelor's Degree	Class 2 Bachelor's Degree +18	Class 1 Master's Degree	Class 7 Master's Degree + 30 Hours	Class 8 Doctor's Degree
E0	0	\$ 37,922	\$ 39,681	\$ 43,651	\$ 47,004	\$ 51,583
E1	1	\$ 37,922	\$ 39,681	\$ 43,651	\$ 47,004	\$ 51,583
E2	2	\$ 37,922	\$ 39,681	\$ 43,651	\$ 47,004	\$ 51,583
E3	3	\$ 37,922	\$ 39,681	\$ 43,651	\$ 47,004	\$ 51,583
4	4	\$ 38,522	\$ 40,265	\$ 44,100	\$ 47,586	\$ 52,466
5	5	\$ 39,463	\$ 41,207	\$ 45,146	\$ 48,632	\$ 53,862
6	6	\$ 40,440	\$ 42,182	\$ 46,191	\$ 49,677	\$ 55,255
7	7	\$ 41,382	\$ 43,124	\$ 47,237	\$ 50,722	\$ 56,650
8	8	\$ 42,358	\$ 44,100	\$ 48,284	\$ 51,769	\$ 58,043
9	9	\$ 43,298	\$ 45,041	\$ 49,329	\$ 52,815	\$ 59,439
10	10	\$ 44,273	\$ 46,017	\$ 50,376	\$ 53,862	\$ 60,833
11	11	\$ 45,217	\$ 46,957	\$ 51,420	\$ 54,907	\$ 62,228
12	12	\$ 46,191	\$ 47,935	\$ 52,466	\$ 55,952	\$ 63,623
13	13	\$ 47,133	\$ 48,875	\$ 53,512	\$ 56,999	\$ 65,016
14	14	\$ 48,110	\$ 49,853	\$ 54,559	\$ 58,043	\$ 66,411
15	15	\$ 49,050	\$ 50,794	\$ 55,604	\$ 59,091	\$ 67,805
16	16	\$ 50,028	\$ 51,769	\$ 56,650	\$ 60,136	\$ 69,199
17	17	\$ 50,968	\$ 52,711	\$ 57,696	\$ 61,181	\$ 70,595
18	18	\$ 51,477	\$ 53,239	\$ 58,275	\$ 61,794	\$ 71,300
19	19	\$ 51,992	\$ 53,770	\$ 58,854	\$ 62,412	\$ 72,012
20	20	\$ 52,512	\$ 54,307	\$ 59,444	\$ 63,036	\$ 72,733
21	21	\$ 53,037	\$ 54,850	\$ 60,038	\$ 63,666	\$ 73,461
22	22	\$ 54,104	\$ 55,953	\$ 61,245	\$ 64,945	\$ 74,938
23	23	\$ 55,186	\$ 57,073	\$ 62,471	\$ 66,244	\$ 76,437

**Teacher Scale - Daily Rate**  
**School Year 2016 - 2017**

Salary Step	Prior Yrs Exp	Class 3 Bachelor's Degree	Class 2 Bachelor's Degree +18	Class 1 Master's Degree	Class 7 Master's Degree + 30 Hours	Class 8 Doctor's Degree
E0	0	\$ 199.59	\$ 208.85	\$ 229.74	\$ 247.39	\$ 271.49
E1	1	\$ 199.59	\$ 208.85	\$ 229.74	\$ 247.39	\$ 271.49
E2	2	\$ 199.59	\$ 208.85	\$ 229.74	\$ 247.39	\$ 271.49
E3	3	\$ 199.59	\$ 208.85	\$ 229.74	\$ 247.39	\$ 271.49
4	4	\$ 202.75	\$ 211.92	\$ 232.11	\$ 250.45	\$ 276.14
5	5	\$ 207.70	\$ 216.88	\$ 237.61	\$ 255.96	\$ 283.48
6	6	\$ 212.84	\$ 222.01	\$ 243.11	\$ 261.46	\$ 290.82
7	7	\$ 217.80	\$ 226.97	\$ 248.62	\$ 266.96	\$ 298.16
8	8	\$ 222.94	\$ 232.11	\$ 254.13	\$ 272.47	\$ 305.49
9	9	\$ 227.88	\$ 237.06	\$ 259.63	\$ 277.97	\$ 312.84
10	10	\$ 233.02	\$ 242.19	\$ 265.14	\$ 283.48	\$ 320.17
11	11	\$ 237.98	\$ 247.14	\$ 270.63	\$ 288.98	\$ 327.52
12	12	\$ 243.11	\$ 252.29	\$ 276.14	\$ 294.48	\$ 334.86
13	13	\$ 248.07	\$ 257.24	\$ 281.64	\$ 299.99	\$ 342.19
14	14	\$ 253.21	\$ 262.38	\$ 287.15	\$ 305.49	\$ 349.53
15	15	\$ 258.16	\$ 267.34	\$ 292.65	\$ 311.01	\$ 356.87
16	16	\$ 263.31	\$ 272.47	\$ 298.16	\$ 316.51	\$ 364.21
17	17	\$ 268.25	\$ 277.43	\$ 303.66	\$ 322.01	\$ 371.55
18	18	\$ 270.93	\$ 280.21	\$ 306.71	\$ 325.23	\$ 375.26
19	19	\$ 273.64	\$ 283.00	\$ 309.76	\$ 328.48	\$ 379.01
20	20	\$ 276.38	\$ 285.83	\$ 312.86	\$ 331.77	\$ 382.81
21	21	\$ 279.14	\$ 288.68	\$ 315.99	\$ 335.08	\$ 386.64
22	22	\$ 284.76	\$ 294.49	\$ 322.34	\$ 341.82	\$ 394.41
23	23	\$ 290.45	\$ 300.38	\$ 328.79	\$ 348.65	\$ 402.30

# JROTC Instructor Scale

## School Year 2016 - 2017

*Reflects Annual (12 month) Salary Amounts*

YRS	E-6/7	E-8	E-9	W-3	W-4	0-3	0-4	0-5	0-6
0	\$ 37,612	\$ 41,321	\$ 45,855	\$ 43,382	\$ 48,402	\$ 48,567	\$ 56,564	\$ 64,870	\$ 72,071
1	\$ 39,118	\$ 42,973	\$ 46,769	\$ 44,250	\$ 49,369	\$ 49,538	\$ 57,696	\$ 66,167	\$ 72,863
2	\$ 40,685	\$ 44,694	\$ 47,708	\$ 45,133	\$ 50,357	\$ 50,530	\$ 58,848	\$ 67,489	\$ 73,665
3	\$ 42,310	\$ 46,033	\$ 48,661	\$ 46,036	\$ 51,364	\$ 51,540	\$ 60,026	\$ 68,840	\$ 74,401
4	\$ 44,005	\$ 47,414	\$ 49,633	\$ 46,958	\$ 52,391	\$ 52,573	\$ 61,227	\$ 69,875	\$ 75,221
5	\$ 45,763	\$ 48,364	\$ 50,625	\$ 47,895	\$ 53,438	\$ 53,623	\$ 62,450	\$ 70,920	\$ 76,048
6	\$ 47,136	\$ 49,330	\$ 51,639	\$ 48,854	\$ 54,506	\$ 54,696	\$ 63,699	\$ 71,986	\$ 76,882
7	\$ 48,549	\$ 50,316	\$ 52,669	\$ 49,832	\$ 55,598	\$ 55,788	\$ 64,972	\$ 73,065	\$ 77,652
8	\$ 50,007	\$ 51,323	\$ 53,724	\$ 50,827	\$ 56,710	\$ 56,905	\$ 65,951	\$ 74,160	\$ 78,507
9	\$ 51,008	\$ 52,352	\$ 54,795	\$ 51,846	\$ 57,844	\$ 58,042	\$ 66,937	\$ 75,274	\$ 79,370
10	\$ 52,025	\$ 53,398	\$ 55,893	\$ 52,882	\$ 58,999	\$ 59,204	\$ 67,944	\$ 76,102	\$ 80,165
11	\$ 53,069	\$ 54,465	\$ 57,011	\$ 53,941	\$ 60,182	\$ 60,390	\$ 68,960	\$ 76,938	\$ 80,967
12	\$ 54,129	\$ 55,556	\$ 58,150	\$ 55,018	\$ 61,384	\$ 61,595	\$ 69,997	\$ 77,784	\$ 81,856
13	\$ 55,211	\$ 56,666	\$ 59,315	\$ 56,119	\$ 62,611	\$ 62,830	\$ 71,044	\$ 78,640	\$ 82,757
14	\$ 56,315	\$ 57,799	\$ 60,498	\$ 57,240	\$ 63,862	\$ 64,085	\$ 72,110	\$ 79,506	\$ 83,664
15	\$ 57,443	\$ 58,956	\$ 61,711	\$ 58,384	\$ 65,138	\$ 65,366	\$ 73,191	\$ 80,381	\$ 84,503
16	\$ 58,591	\$ 60,135	\$ 62,944	\$ 59,554	\$ 66,443	\$ 66,674	\$ 74,291	\$ 81,265	\$ 85,431
17	\$ 59,763	\$ 61,336	\$ 64,204	\$ 60,741	\$ 67,772	\$ 68,007	\$ 75,404	\$ 82,159	\$ 86,372
18	\$ 60,958	\$ 62,565	\$ 65,488	\$ 61,958	\$ 69,127	\$ 69,365	\$ 76,535	\$ 83,066	\$ 87,236
19	\$ 62,176	\$ 63,816	\$ 66,798	\$ 63,196	\$ 70,510	\$ 70,753	\$ 77,685	\$ 83,978	\$ 88,109
20	\$ 63,420	\$ 65,092	\$ 68,133	\$ 64,461	\$ 71,918	\$ 72,166	\$ 78,850	\$ 84,902	\$ 89,079
21	\$ 64,054	\$ 65,743	\$ 68,814	\$ 65,106	\$ 72,638	\$ 72,887	\$ 79,639	\$ 85,751	\$ 89,969
22	\$ 65,342	\$ 67,063	\$ 70,197	\$ 66,415	\$ 74,098	\$ 74,352	\$ 81,240	\$ 87,475	\$ 91,777
23	\$ 65,995	\$ 67,734	\$ 70,899	\$ 67,079	\$ 74,839	\$ 75,096	\$ 82,053	\$ 88,350	\$ 92,695

New employees will be given credit for prior years' teaching experience in a JROTC program or placed at the step in the applicable grade closest to the minimum salary established by the Department of the Navy or Department of the Army, whichever is higher. No employee will earn less than his/her minimum instructor salary amount. Should an instructor be paid at step 23 of his/her respective grade and still not meet the minimum salary requirement, the employee's salary will be adjusted to the minimum required amount.

## **General Information – Professional and Hourly Salary Scales School Year 2016 - 2017**

- Amounts reflected on professional salary scales represent annual, 12 month salary amounts except for the nurse and assistant principal scales. The salary for any employee working less than a 12 month, 8 hour schedule will be paid in proportion to amounts shown.
- Pay level advances are not automatic. Pay level increases will become effective July 1 each year, if approved by the School Board. Supervisors will submit to the Superintendent by May 15 of each year, a list of employees not recommended for pay level advancement. New employees in the District appointed after December 31 will not be rolled up a pay level on July 1 and are not eligible for pay level increases until the following July. New employees appointed after December 31 will be eligible for cost of living adjustments.
- In the event of a promotion, the new salary will be the entry level of the salary range for the new position or a maximum of two level increases higher than salary prior to promotion. Employees promoted after December 31 will not be rolled up a pay level on July 1 and are not eligible for pay level increases until the following July.
- Administrators (principals, directors, executive directors and chiefs) may be paid at least \$500 more annually in base salary than employees under his/her supervision when recommended by the Superintendent and approved by the School Board.
- No administrator is authorized to negotiate salary with any employee. The salaries of new employees will be based upon the guidelines of the salary schedule and within advertised salary ranges. The Chief Financial Officer, in collaboration with the Human Resources department, shall verify that all advertised salary ranges are consistent with and appropriate for the established schedule.
- To be competitive, or when an applicant's training, experience or other qualifications is substantially above those required for entry level into the position, starting salaries above the entry rate may be recommended by the District Superintendent to the School Board for approval.
- No changes shall be made in salary schedules or procedures during the school year or during the budget process until the recommended changes have been highlighted and specifically brought to the attention of the Board during the public session.
- All schools that do not have a building and grounds supervisor will designate a level 1 or level 2 head custodian according to District procedure. A head custodian level 1 will be paid a supplement of \$2,210. A head custodian level 2 will be paid a supplement of \$1,658.

## **Overtime Procedures School Year 2016 - 2017**

### **Non-Exempt Employees**

- 1) Non-exempt employees working more than 40 hours per week will receive compensatory time or a monetary reimbursement. NOTE: All hours worked during the week (including after school activities) will be combined to determine if an employee is eligible for overtime reimbursement. Any hours worked beyond normal contract hours must be approved.
- 2) Supervisors will allow 1 ½ hours compensatory time for each hour worked beyond 40 hours per week. Records indicating amount of compensatory time earned and used will be maintained at each work location. All efforts should be made to use compensatory time in a timely manner.
- 3) Should it become impossible to grant time off for overtime worked, the following procedures will be used:
  - a) Supervisors will complete CSDAC-Form No. 17 (Payroll Changes) indicating in the remarks section that overtime is to be paid and the number of hours to be paid. If two or more rates of pay are involved, indicate hours worked for the week by job or rate of pay. Timesheets evidencing hours worked should be included.
  - b) Overtime (over 40 hours) being paid for after school or similar activities from local funds will be calculated at 1 1/2 times the regular rate of pay. The District will be reimbursed for these costs from local funds, including any related fringe benefit costs.
  - c) Overtime payments must be authorized by the Chief Officer for the areas/departments under their supervision.
  - d) Submit completed CSDAC-Form #17 to the Payroll Department.
  - e) Bus drivers/aides, etc. overtime will be calculated by the Payroll Department using previously established procedures.

### **Exempt Employees**

The following groups of employees are exempt from Fair Labor Standards Act minimum wage and overtime provisions:

- Personnel paid from the teacher salary scale.
- Personnel paid from the JROTC instructor salary scale.
- Personnel paid from the professional salary scale.
- Effective December 1, 2016, personnel paid an annual salary of equal to or greater than \$47,476 (or in proportion to that amount for individuals working less than 12 months).

## **School Bus Drivers' Pay Procedures**

### **School Year 2016 - 2017**

- 1) The Fair Labor Standards Act covers adult bus drivers. Transportation Supervisors must maintain time and attendance records to ensure compliance with the Act.
- 2) Daily set hours of work shall be established for each school bus driver. This includes actual driving time plus 30 minutes A.M. and 30 minutes P.M. for pre-trip inspection, student discipline conferences, mechanical failures, and various waiting time necessitated for bus fueling or servicing. In addition to this time, the State Department of Education will reimburse for ten (10) hours of in-service time per year.

The maximum State Department of Education reimbursement per driver per week will be forty hours. The beginning of the workday will be when the driver picks up the school bus at a central parking place to begin his/her route, or at the beginning of the route (at home) if the driver has retained the school bus overnight. This consideration will be determined when setting the base working hours for each driver.

- 3) Fringe benefits will be available to those drivers who have set minimum work hours of at least 30 hours per week. These benefits include social security, health and dental insurance. Also, all drivers are eligible for participation in the State Retirement System if he or she elects to do so. The employer cost of fringe benefits will be shared between the state and the district at 70% and 30% respectively.

Bus drivers who have set hours of less than 30 hours per week, but who perform other jobs for the district with a combined time reaching or exceeding 30 hours, will also qualify for fringe benefits with the state bearing its proportionate share of the costs.

Drivers employed at least 20 hours per week are eligible for sick leave as described in Policy GBRIB, Personnel Leave for Illness. Bus Drivers are entitled to other personal, military, and court leave as approved by Board Policies. Sick leave, court leave and military leave will be reported as hours worked for State Department of Education reimbursement purposes if time was taken during set scheduled bus driver working time. A service agreement shall be completed for each school bus driver, by May 1 of each year, and kept on file in the Transportation Supervisor's office. This agreement shall be used for regular drivers as an employment agreement for the next school year.



# Hourly Scale School Year 2016 - 2017

Step	Support I	Support II	Support III	Bus Driver	Aide	SFS Manager	Clerk/ Office Staff	Support IV	Support V	Admin Assistant to Board & Supt	Foreman/ Maintenance Manager	Support V1
0	\$ 8.86	\$ 10.40	\$ 11.69	\$ 11.69	\$ 12.16	\$ 13.17	\$ 13.17	\$ 13.45	\$ 15.42	\$ 18.46	\$ 19.58	\$ 20.77
1	\$ 9.04	\$ 10.61	\$ 11.93	\$ 11.93	\$ 12.40	\$ 13.43	\$ 13.43	\$ 13.72	\$ 15.73	\$ 18.83	\$ 19.98	\$ 21.18
2	\$ 9.22	\$ 10.82	\$ 12.17	\$ 12.17	\$ 12.65	\$ 13.70	\$ 13.70	\$ 13.99	\$ 16.04	\$ 19.21	\$ 20.38	\$ 21.61
3	\$ 9.40	\$ 11.04	\$ 12.41	\$ 12.41	\$ 12.90	\$ 13.98	\$ 13.98	\$ 14.27	\$ 16.36	\$ 19.59	\$ 20.78	\$ 22.04
4	\$ 9.59	\$ 11.26	\$ 12.66	\$ 12.66	\$ 13.16	\$ 14.26	\$ 14.26	\$ 14.55	\$ 16.69	\$ 19.98	\$ 21.20	\$ 22.48
5	\$ 9.78	\$ 11.49	\$ 12.91	\$ 12.91	\$ 13.42	\$ 14.54	\$ 14.54	\$ 14.85	\$ 17.02	\$ 20.38	\$ 21.62	\$ 22.93
6	\$ 9.98	\$ 11.72	\$ 13.17	\$ 13.17	\$ 13.69	\$ 14.83	\$ 14.83	\$ 15.14	\$ 17.37	\$ 20.79	\$ 22.05	\$ 23.39
7	\$ 10.18	\$ 11.95	\$ 13.43	\$ 13.43	\$ 13.96	\$ 15.13	\$ 15.13	\$ 15.45	\$ 17.71	\$ 21.21	\$ 22.50	\$ 23.85
8	\$ 10.38	\$ 12.19	\$ 13.70	\$ 13.70	\$ 14.24	\$ 15.43	\$ 15.43	\$ 15.75	\$ 18.07	\$ 21.63	\$ 22.95	\$ 24.33
9	\$ 10.59	\$ 12.43	\$ 13.98	\$ 13.98	\$ 14.53	\$ 15.74	\$ 15.74	\$ 16.07	\$ 18.43	\$ 22.06	\$ 23.40	\$ 24.82
10	\$ 10.80	\$ 12.68	\$ 14.26	\$ 14.26	\$ 14.82	\$ 16.06	\$ 16.06	\$ 16.39	\$ 18.80	\$ 22.51	\$ 23.87	\$ 25.32
11	\$ 11.02	\$ 12.94	\$ 14.54	\$ 14.54	\$ 15.12	\$ 16.38	\$ 16.38	\$ 16.72	\$ 19.17	\$ 22.96	\$ 24.35	\$ 25.82
12	\$ 11.24	\$ 13.20	\$ 14.83	\$ 14.83	\$ 15.42	\$ 16.70	\$ 16.70	\$ 17.05	\$ 19.56	\$ 23.41	\$ 24.84	\$ 26.34
13	\$ 11.46	\$ 13.46	\$ 15.13	\$ 15.13	\$ 15.73	\$ 17.04	\$ 17.04	\$ 17.39	\$ 19.95	\$ 23.88	\$ 25.33	\$ 26.86
14	\$ 11.69	\$ 13.73	\$ 15.43	\$ 15.43	\$ 16.04	\$ 17.38	\$ 17.38	\$ 17.74	\$ 20.35	\$ 24.36	\$ 25.84	\$ 27.40
15	\$ 11.93	\$ 14.00	\$ 15.74	\$ 15.74	\$ 16.36	\$ 17.73	\$ 17.73	\$ 18.10	\$ 20.75	\$ 24.85	\$ 26.36	\$ 27.95
16	\$ 12.16	\$ 14.28	\$ 16.05	\$ 16.05	\$ 16.69	\$ 18.08	\$ 18.08	\$ 18.46	\$ 21.17	\$ 25.34	\$ 26.88	\$ 28.51
17	\$ 12.41	\$ 14.57	\$ 16.37	\$ 16.37	\$ 17.02	\$ 18.44	\$ 18.44	\$ 18.83	\$ 21.59	\$ 25.85	\$ 27.42	\$ 29.08
18	\$ 12.66	\$ 14.86	\$ 16.70	\$ 16.70	\$ 17.36	\$ 18.81	\$ 18.81	\$ 19.20	\$ 22.02	\$ 26.37	\$ 27.97	\$ 29.66
19	\$ 12.91	\$ 15.16	\$ 17.04	\$ 17.04	\$ 17.71	\$ 19.19	\$ 19.19	\$ 19.59	\$ 22.46	\$ 26.90	\$ 28.53	\$ 30.25
20	\$ 13.17	\$ 15.46	\$ 17.38	\$ 17.38	\$ 18.06	\$ 19.57	\$ 19.57	\$ 19.98	\$ 22.91	\$ 27.43	\$ 29.10	\$ 30.86
21	\$ 13.43	\$ 15.77	\$ 17.72	\$ 17.72	\$ 18.43	\$ 19.96	\$ 19.96	\$ 20.38	\$ 23.37	\$ 27.98	\$ 29.68	\$ 31.48
22	\$ 13.70	\$ 16.09	\$ 18.08	\$ 18.08	\$ 18.79	\$ 20.36	\$ 20.36	\$ 20.79	\$ 23.84	\$ 28.54	\$ 30.28	\$ 32.11
23	\$ 13.97	\$ 16.41	\$ 18.44	\$ 18.44	\$ 19.17	\$ 20.77	\$ 20.77	\$ 21.20	\$ 24.32	\$ 29.11	\$ 30.88	\$ 32.75
24	\$ 14.25	\$ 16.73	\$ 18.81	\$ 18.81	\$ 19.55	\$ 21.18	\$ 21.18	\$ 21.63	\$ 24.80	\$ 29.69	\$ 31.50	\$ 33.40

## Hourly Scale - Position Key

### School Year 2016 - 2017

#### Support Worker I

Bus Monitor

Maintenance Worker 1

#### Support Worker II

Custodian

SFS Operator

Student Service Worker (No Degree)

Courier

Maintenance Worker 2; includes:

*Custodian*

*Tractor Operator*

#### Support Worker III

Warehouseworker/Driver

Stockroom Attendant

Maintenance Worker 3 (helpers)

#### Support Worker IV

Maintenance Worker 4; includes:

*Glazier*

*Roofer*

*Stadium Maintenance Worker*

*Auto Mechanic*

*Building & Grounds Supervisor*

*Mason*

*Preventative Maintenance Mechanic*

*Painter*

Educational Interpreter I (181 days/7 hours)

Foreign Language Interpreter/Translator (185 days/8 hours)

Sign Language Facilitator I (181 days/7 hours)

#### Support Worker V

SFS Field Supervisors

Home Visitor

Student Service Worker (with Degree)

Materials Expediter

Computer Technician

Maintenance Worker 5; includes:

*Carpenter*

*HVAC Mechanic*

*Plumber*

*Zone Electrician*

## Hourly Scale - Position Key

### School Year 2016 - 2017

#### **Support Worker V (continued)**

*Zone Electrician*

*Electrician*

*Refrigeration Mechanic*

*Electronics Technician*

*Refrigeration Technician*

*HVAC Technician*

*Locksmith*

Transportation Supervisor

#### **Support Worker VI**

Network Technicians

Educational Interpreter II\*\*

Sign Language Facilitator II\*\*

#### **Foreman & Maintenance Manager**

Foreman

Maintenance System Program Manager

Instructional Material Center Manager

#### **Aide**

Instructional Aide (181 days/7 hours); including Media  
and Special Education

Synergistic Lab Aide (185 days/7 hours)

Attendance Aide (185 days/7 hours)

Certified Tutor

Learning Lab Proctor (181 days/7 hours)

In-School Suspension Aide (181 days/7 hours)

Safety Monitor (181 days/8 hours)

Applied Behavior Analysis (ABA) Service Lead (181 days/  
8 hours)\*

Behavior Support Lead (181 days/8 hours)\*

#### **Clerk & Office Staff**

Data Entry Clerk

Accounting Clerk

Receptionist

Meal Benefits Clerk

Secretary (School/District Office)

## Hourly Scale - Position Key

### School Year 2016 - 2017

#### Clerk & Office Staff (continued)

Bookkeeper

Guidance Clerk (181 days/7 hours)

Benefits Clerk

Registrar\*

Secretary/Dispatcher\*

Payroll Clerk\*

Accounts Payable Clerk\*

Human Resources Clerk\*

Powerschool Clerk\*

Inventory Control Clerk\*

Commodity Clerk\*

Risk Management Clerk\*

Reimbursement Claims Clerk\*

Administrative Secretary\*

Lead Benefits Clerk\*

*\*Beginning step for this position is step 2.*

*\*\*Beginning step for this position is step 3.*

# Professional Scale

## School Year 2016 - 2017

Note: Unless otherwise noted (such as assistant principals and nurses), salaries for less-than-12 month positions are in proportion to the amounts shown below.

Step	Pro I	Nurse (185/7 hrs)	Supervisor	Pro II	Coordinator	Assistant Principal 210 Day	220 Day	Elementary Principal	Middle Principal	High Principal	Director I	Director II	Executive Director	Chief Officer
0	\$ 46,992	\$ 30,635	\$ 51,410	\$ 61,365	\$ 61,365	\$ 63,501	\$ 66,526	\$ 79,676	\$ 81,845	\$ 86,185	\$ 72,091	\$ 81,210	\$ 92,688	\$ 115,692
1	\$ 47,697	\$ 31,094	\$ 52,181	\$ 62,286	\$ 62,286	\$ 64,453	\$ 67,523	\$ 80,871	\$ 83,073	\$ 87,478	\$ 73,172	\$ 82,428	\$ 93,847	\$ 117,138
2	\$ 48,413	\$ 31,561	\$ 52,964	\$ 63,220	\$ 63,220	\$ 65,420	\$ 68,536	\$ 82,084	\$ 84,319	\$ 88,790	\$ 74,270	\$ 83,665	\$ 95,020	\$ 118,602
3	\$ 49,139	\$ 32,034	\$ 53,758	\$ 64,168	\$ 64,168	\$ 66,401	\$ 69,564	\$ 83,315	\$ 85,584	\$ 90,122	\$ 75,384	\$ 84,920	\$ 96,207	\$ 120,085
4	\$ 49,876	\$ 32,515	\$ 54,565	\$ 65,131	\$ 65,131	\$ 67,397	\$ 70,608	\$ 84,565	\$ 86,867	\$ 91,474	\$ 76,515	\$ 86,193	\$ 97,410	\$ 121,586
5	\$ 50,624	\$ 33,002	\$ 55,383	\$ 66,108	\$ 66,108	\$ 68,408	\$ 71,667	\$ 85,834	\$ 88,170	\$ 92,846	\$ 77,662	\$ 87,486	\$ 98,628	\$ 123,106
6	\$ 51,384	\$ 33,497	\$ 56,214	\$ 67,099	\$ 67,099	\$ 69,435	\$ 72,742	\$ 87,121	\$ 89,493	\$ 94,238	\$ 78,827	\$ 88,799	\$ 99,860	\$ 124,645
7	\$ 52,154	\$ 34,000	\$ 57,057	\$ 68,106	\$ 68,106	\$ 70,476	\$ 73,833	\$ 88,428	\$ 90,835	\$ 95,652	\$ 80,010	\$ 90,131	\$ 101,109	\$ 126,203
8	\$ 52,937	\$ 34,510	\$ 57,913	\$ 69,127	\$ 69,127	\$ 71,533	\$ 74,941	\$ 89,754	\$ 92,198	\$ 97,087	\$ 81,210	\$ 91,482	\$ 102,373	\$ 127,780
9	\$ 53,731	\$ 35,027	\$ 58,782	\$ 70,164	\$ 70,164	\$ 72,606	\$ 76,065	\$ 91,101	\$ 93,581	\$ 98,543	\$ 82,428	\$ 92,855	\$ 103,652	\$ 129,377
10	\$ 54,537	\$ 35,553	\$ 59,663	\$ 71,217	\$ 71,217	\$ 73,695	\$ 77,206	\$ 92,467	\$ 94,984	\$ 100,021	\$ 83,665	\$ 94,248	\$ 104,948	\$ 130,995
11	\$ 55,355	\$ 36,086	\$ 60,558	\$ 72,285	\$ 72,285	\$ 74,801	\$ 78,364	\$ 93,854	\$ 96,409	\$ 101,522	\$ 84,920	\$ 95,661	\$ 106,260	\$ 132,632
12	\$ 56,185	\$ 36,627	\$ 61,467	\$ 73,369	\$ 73,369	\$ 75,923	\$ 79,539	\$ 95,262	\$ 97,855	\$ 103,044	\$ 86,193	\$ 97,096	\$ 107,588	\$ 134,290
13	\$ 57,028	\$ 37,177	\$ 62,389	\$ 74,470	\$ 74,470	\$ 77,062	\$ 80,732	\$ 96,691	\$ 99,323	\$ 104,590	\$ 87,486	\$ 98,553	\$ 108,933	\$ 135,969
14	\$ 57,883	\$ 37,734	\$ 63,325	\$ 75,587	\$ 75,587	\$ 78,217	\$ 81,943	\$ 98,141	\$ 100,813	\$ 106,159	\$ 88,799	\$ 100,031	\$ 110,295	\$ 137,668
15	\$ 58,751	\$ 38,301	\$ 64,274	\$ 76,721	\$ 76,721	\$ 79,391	\$ 83,172	\$ 99,613	\$ 102,325	\$ 107,751	\$ 90,130	\$ 101,531	\$ 111,673	
16	\$ 59,633	\$ 38,875	\$ 65,239	\$ 77,872	\$ 77,872	\$ 80,582	\$ 84,420	\$ 101,108	\$ 103,860	\$ 109,368	\$ 91,482	\$ 103,054	\$ 113,069	
17	\$ 60,527	\$ 39,458	\$ 66,217	\$ 79,040	\$ 79,040	\$ 81,790	\$ 85,686	\$ 102,624	\$ 105,418	\$ 111,008	\$ 92,855	\$ 104,600	\$ 114,482	
18	\$ 61,435	\$ 40,050	\$ 67,210	\$ 80,225	\$ 80,225	\$ 83,017	\$ 86,972	\$ 104,164	\$ 106,999	\$ 112,673	\$ 94,247	\$ 106,169	\$ 115,914	
19	\$ 62,357	\$ 40,651	\$ 68,219	\$ 81,429	\$ 81,429	\$ 84,262	\$ 88,276	\$ 105,726	\$ 108,604	\$ 114,363	\$ 95,661	\$ 107,762	\$ 117,362	
20	\$ 63,292	\$ 41,261	\$ 69,242	\$ 82,650	\$ 82,650	\$ 85,526	\$ 89,600	\$ 107,312	\$ 110,233	\$ 116,079	\$ 97,096	\$ 109,378	\$ 118,829	
21	\$ 64,241	\$ 41,879	\$ 70,280	\$ 83,890	\$ 83,890	\$ 86,809	\$ 90,944	\$ 108,922	\$ 111,887	\$ 117,820	\$ 98,553	\$ 111,019	\$ 120,315	
22	\$ 65,205	\$ 42,508	\$ 71,335	\$ 85,148	\$ 85,148	\$ 88,111	\$ 92,308	\$ 110,556	\$ 113,565	\$ 119,587	\$ 100,031	\$ 112,684	\$ 121,819	
23	\$ 66,183	\$ 43,145	\$ 72,405	\$ 86,425	\$ 86,425	\$ 89,433	\$ 93,693	\$ 112,214	\$ 115,269	\$ 121,381	\$ 101,531	\$ 114,374	\$ 123,342	
24	\$ 67,176	\$ 43,792	\$ 73,491	\$ 87,722	\$ 87,722	\$ 90,775	\$ 95,098	\$ 113,897	\$ 116,998	\$ 123,202	\$ 103,054	\$ 116,090	\$ 124,883	

## **Professional Scale - Position Key**

### **School Year 2016 - 2017**

#### **Professional I**

Career Specialist

Technology Specialist

Lead Technology Specialist\*

Internal Auditor

Special Revenue Accountant

Executive Manager for Transportation

*\*Starting pay for this position will be step 11 of the pay scale, or placement on the scale based on service credit from step 0, whichever is greater.*

#### **Professional II**

Occupation/Physical Therapist

School Psychologist

Behavior Specialist

Special Programs Program Specialist, RTI/PBIS with Psychology

Degree (no teacher certification)

Network Administrator (Ed Tech)

System Administrator (Ed Tech)

#### **Supervisors**

Purchasing Supervisor

Supervisor of Financial Operations

Supervisor of Accounting Systems

Attendance Supervisor

Supervisor of Nursing Services

#### **Director I**

Facilities Construction Director

Maintenance & Operations Director

Purchasing Director

School Food Service Director

Director of Communications

Director - Center for Innovative Learning at Pinecrest

#### **Director II**

Business Services Director

Adult Education Director

Federal Programs Director

Human Resources Director

Special Programs Director

Director of Educational Technology

Director of Accountability and Assessment

## **Service Credit School Year 2016 - 2017**

- The School Board adopted a new methodology for providing new hires with service credit, beginning with the 2016 – 2017 school year. Service credit had only been provided in past years for identified, critical needs situations.
- Service credit methodology will initially apply to the following positions only: assistant principal, principal, director, and executive director. Use of service credit methodology for these positions takes effect July 1, 2016.
- Use of service credit methodology for other positions will be phased-in during subsequent budget years.
- A salary computation worksheet will be utilized to determine an employee's placement on the pay scale upon consideration of service credit and advanced degrees. [See salary computation worksheets in subsequent pages.] Salary computations and placements on pay scales will be approved by the Chief Financial Officer and Human Resources Director.
- Prior work experience will be considered as follow:
  - Years' experience in positions that are equal to or higher than the current position will be considered the "same" and will be calculated at a factor of 1.00.
  - Years' experience in positions that are not equal to or higher than the current position but are considered preparatory for the current position will be consider "similar." Those years will be calculated at a factor of less than 1.00.
  - Years' experience in positions that are not equal to or higher than the current position and are not deemed preparatory for the current positon will not be considered for service credit.

## AIKEN COUNTY PUBLIC SCHOOLS SALARY COMPUTATION WORKSHEET

Note: This computation is used for Executive Directors and Principals only. Alternate worksheets will be used for other positions.

Date: \_\_\_\_\_ Scale: \_\_\_\_\_  
Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Position: \_\_\_\_\_ Contract Days/Hours: \_\_\_\_\_

---

### SERVICE CREDIT CALCULATION

	Points
Experience:	
Number of years "same" job experience (times 1.0 factor)	_____ x 1.0 = _____
Number of years "similar" job experience (times 0.5 factor)	_____ x 0.5 = _____
Education:	
Doctorate = 4 points /Masters + 30 = 3 points	= _____
Total points	= _____

---

### SALARY CALCULATION

Minimum salary amount for position (i.e. starting step for scale) \$ \_\_\_\_\_  
Total points from above (move decimal two places to left) x 1. \_\_\_\_\_  
Calculated salary \$ \_\_\_\_\_

Note: The calculated salary will be used to determine an employee's placement on the pay scale. The employee will be placed at the step closest (up or down) to the calculated salary amount.

Placement on salary scale: Step \_\_\_\_\_ /Annual salary \$ \_\_\_\_\_

---

### APPROVAL/AUTHORIZATION

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Business Services Signature



## AIKEN COUNTY PUBLIC SCHOOLS SALARY COMPUTATION WORKSHEET

Note: This computation is used for Director I and Director II positions only. Alternate worksheets will be used for other positions.

Date: \_\_\_\_\_ Scale: \_\_\_\_\_  
Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Position: \_\_\_\_\_ Contract Days/Hours: \_\_\_\_\_

---

### SERVICE CREDIT CALCULATION

	<u>Points</u>
Experience:	
Number of years "same" job experience (times 1.0 factor) _____	x 1.00 = _____
Number of years "similar" or other qualifying job experience (times 0.25 factor) _____	x 0.25 = _____
Education:	
Doctorate = 4 points /Masters + 30 = 3 points/NBC = 1 points	= _____
<i>Note: National Board Certified <u>only</u> counted if losing NBC supplement as result of this new position</i>	
Total points	= _____

---

### SALARY CALCULATION

Minimum salary amount for position (i.e. starting step for scale) \$ \_\_\_\_\_  
Total points from above (move decimal two places to left) x 1. \_\_\_\_\_  
Calculated salary \$ \_\_\_\_\_

Note: The calculated salary will be used to determine an employee's placement on the pay scale. The employee will be placed at the step closest (up or down) to the calculated salary amount.

Placement on salary scale: Step \_\_\_\_\_ /Annual salary \$ \_\_\_\_\_

---

### APPROVAL/AUTHORIZATION

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Business Services Signature

## AIKEN COUNTY PUBLIC SCHOOLS SALARY COMPUTATION WORKSHEET

Note: This computation is used for the Assistant Principal position only. Alternate worksheets will be used for other positions.

Date: \_\_\_\_\_ Scale: \_\_\_\_\_  
Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Position: \_\_\_\_\_ Contract Days/Hours: \_\_\_\_\_

---

### SERVICE CREDIT CALCULATION

	Points
Experience:	
Number of years "same" job experience (times 1.0 factor)	_____ x 1.00 = _____
Number of years teaching experience (times 0.25 factor)	_____ x 0.25 = _____
Education:	
Doctorate = 4 points /Masters + 30 = 3 points/NBC = 1 points	= _____
<i>Note: National Board Certified <u>only</u> counted if losing NBC supplement as result of this new position</i>	
Total points	= _____

---

### SALARY CALCULATION

Minimum salary amount for position (i.e. starting step for scale) \$ \_\_\_\_\_  
Total points from above (move decimal two places to left) x 1. \_\_\_\_\_  
Calculated salary \$ \_\_\_\_\_

Note: The calculated salary will be used to determine an employee's placement on the pay scale. The employee will be placed at the step closest (up or down) to the calculated salary amount.

Placement on salary scale: Step \_\_\_\_\_ /Annual salary \$ \_\_\_\_\_

---

### APPROVAL/AUTHORIZATION

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Business Services Signature

## **Other Compensation School Year 2016 - 2017**

**1. Adult Education**

Adult Education instructors are paid \$25 per hour of instruction. Adult Education aides will be paid \$15 per hour.

**2. Homebound Instruction**

Teachers of homebound students are paid \$25 per hour.

**3. Substitute Teachers**

High School - No College Degree	\$60 per day
College Degree	\$65 per day
Certified Teacher	\$70 per day
For Unfilled Teacher Position	\$75 per day

**4. Substitute Aides, Substitute Secretaries, Substitute Custodians, Student Workers and Other Temporary Workers**

Substitute instructional aides, substitute secretaries, substitute custodians, substitute student workers and other temporary workers are paid \$7.25 per hour. Any justifiable exceptions must be approved by Superintendent's Cabinet.

**5. Substitute School Food Service Personnel**

Substitute school food service personnel are paid \$7.25 per hour.

**6. Special Committees**

Employees who serve on special committees, authorized by the Board of Education or Superintendent and approved for compensation, will be paid \$20 per hour. Administrative personnel are not eligible for reimbursement for committee work.

**7. Summer School/After School**

Teachers are paid \$25 per hour for summer school instruction. Instructional aides will be paid \$15 per hour for summer school or after school work.

**8. Alternative Program**

Teachers not employed under regular contract are paid \$20 per hour of instruction.

**9. English as Second Language Interpreter**

English-As-Second-Language Interpreters are paid \$7.25 per hour.

## Curriculum and Instruction Supplements

### School Year 2016 - 2017

Supplement	Slots	Amount
<b>Attendance Supervisor Lead Position</b>	1	\$ 1,123
<b>Title I Student Services Lead Position</b>	1	\$ 1,123
<b>Curriculum/Instructional Associate</b>	4	\$ 1,684
<b>Lead Counselor (One each for Elementary, Middle, High)</b>	3	\$ 1,684
<b>Department Head (Secondary)</b> Allocated 1 to 300 ADM, Max. 5, Min. 2	27	\$ 785
<b>Team/Grade Level Chair or Special Instruction (Elementary/Middle)</b> Allocated 2 Positions ADM 0 to 449 Allocated 4 Positions ADM 450 to 699 Allocated 6 Positions ADM 700+ and up <i>Model schools receive a minimum of 5 supplements, regardless of ADM</i>	127	\$ 785
<b>Alternative Program Teaching Supervisor/Coordinator</b>		\$ 1,323
<b>Distance Education Teacher</b>		\$ 842
<b>504 Coordinator (Applicable to all levels: Elementary, Middle, High including ACCTC and CIL)</b> 0 to 5 cases 6 to 10 cases 11 to 15 cases 16 to 20 cases <i>Dependent upon the number of cases, a school may have more than one supplement. However, in no instance will an individual receive total 504 supplements in excess of \$1,500.</i>	9 5 15 26	\$ 375 \$ 750 \$ 1,125 \$ 1,500
<b>School Level Technology Coach</b>	38	\$ 500

## Extracurricular Supplements School Year 2016 - 2017

Supplement	Slots	Amount
<b>Student Council Sponsor</b>		
Secondary	7	\$ 910
Middle	11	\$ 561
<b>Academic Team Coach</b>		
Secondary (Eight Contests [8] Minimum 6 + 1 + County Tournament)	7	\$ 898
Middle (Nine Contests [9] Minimum)	11	\$ 561
<b>Mathematics Team Coach</b>		
Secondary (Six [6] Contests Minimum)	7	\$ 561
<b>Yearbook Sponsor (Hardcover with Layout)</b>		
Secondary	7	\$ 1,123
Middle	11	\$ 561
<b>Class Sponsor (Secondary):</b>		
Junior/Senior	14	\$ 719
Freshman/Sophomore	14	\$ 241
<b>Drama (Secondary):</b>		
Three Acts (3) Minimum	7	\$ 898
<b>Debate Team (Secondary/Generic):</b>		
Six Contests (6) Minimum	7	\$ 1,348
<b>School Newspaper Sponsor (Secondary/Middle):</b>		
Seven (7) Issues Minimum		
Secondary without Class Period	7	\$ 954
Middle School without Class Period Only	11	\$ 336
<b>Band Director</b>		
Secondary (12 After-school Performances)	7	\$ 6,963
Middle (10 After-school Performances)	11	\$ 2,779
<b>Assistant Band Director</b>		
Secondary	7	\$ 2,807
<b>Glee Club/Chorus</b>		
Secondary	7	\$ 1,263
Middle	11	\$ 224
<b>JROTC</b>		
Secondary	6	\$ 1,223
<b>Robotics</b>	4	\$ 785

## Athletic Supplements School Year 2016 - 2017

Athletics	**Years' Experience			Slots
	0 to 4	5 to 9	10 or more	
<b>Athletic Director (*release time)</b>				
Class A Schools - 2 Periods*	\$ 5,272	\$ 6,445	\$ 7,616	2
Class AA Schools - 2 Periods*	\$ 5,272	\$ 6,445	\$ 7,616	1
Class AAA Schools - 2 Periods*	\$ 6,445	\$ 7,616	\$ 8,788	1
Class AAAA Schools - 2 Periods*	\$ 6,445	\$ 7,616	\$ 8,788	3
Middle Schools - 0 Period*	\$ 2,637	\$ 3,222	\$ 3,808	11
<b>Assistant Athletic Director</b>				
Secondary				
Class A and AA	\$ 2,637	\$ 3,222	\$ 3,808	3
Class AAA and AAAA	\$ 3,222	\$ 3,808	\$ 4,394	4
<b>Football</b>				
AAAA/AAA Varsity Head Coach (Min. 8 games)	\$ 6,445	\$ 7,616	\$ 8,788	4
AA/A Varsity Head Coach (Min. 8 games)	\$ 5,272	\$ 6,445	\$ 7,616	3
*** Assistant Football Coach	\$ 3,515	\$ 4,101	\$ 4,687	49
Middle Head Coach (Min. 6 games)	\$ 2,637	\$ 3,222	\$ 3,808	11
Middle Assistant Coach (Min. 6 games)	\$ 1,758	\$ 2,051	\$ 2,343	11
<b>Basketball</b>				
Varsity Head Coach (Min. 16 games)	\$ 3,515	\$ 4,101	\$ 4,687	14
Junior Varsity Coach (Min. 12 games)	\$ 1,758	\$ 2,050	\$ 2,343	14
Middle Head Coach (Min. 12 games)	\$ 1,758	\$ 2,050	\$ 2,343	22
<b>Baseball</b>				
Varsity Head Coach (Min. 12 games)	\$ 2,343	\$ 2,637	\$ 2,929	7
Junior Varsity Coach (Min. 9 games)	\$ 1,171	\$ 1,406	\$ 1,640	7
<b>Softball</b>				
Varsity Head Coach (Min. 8 games)	\$ 2,343	\$ 2,637	\$ 2,929	7
Junior Varsity Coach (Min. 6 games)	\$ 1,171	\$ 1,406	\$ 1,640	7
<b>Wrestling</b>				
Varsity Head Coach (Min. 16 meets)	\$ 2,343	\$ 2,637	\$ 2,929	7
<b>Volleyball</b>				
Varsity Head Coach (Min. 8 games)	\$ 1,992	\$ 2,109	\$ 2,226	7
Junior Varsity Coach (Min. 6 games)	\$ 1,171	\$ 1,406	\$ 1,640	7
Middle Head Coach (Min. 6 games)	\$ 1,113	\$ 1,171	\$ 1,231	11
<b>Track</b>				
4A/3A Varsity Head Coach (Min. 6 meets)	\$ 1,992	\$ 2,109	\$ 2,226	8
2A/1A Varsity Head Coach (Min. 6 meets)	\$ 1,640	\$ 1,758	\$ 1,875	6
<b>Tennis</b>				
Varsity Head Coach (Min. 6 matches)	\$ 1,290	\$ 1,406	\$ 1,524	14
<b>Golf</b>				
Varsity Head Coach (Min. 6 matches)	\$ 1,290	\$ 1,406	\$ 1,524	14
Middle Head Coach (Min. 5)	\$ 645	\$ 703	\$ 762	11

## Athletic Supplements 2016 - 2017

Athletics	**Years' Experience			Slots
	0 to 4	5 to 9	10 or more	
<b>Cross Country</b>				
Varsity Head Coach (Min. 6 meets)	\$ 1,290	\$ 1,406	\$ 1,524	7
<b>Soccer</b>				
Varsity Head Coach (Min. 8 games)	\$ 2,343	\$ 2,637	\$ 2,929	10
Junior Varsity Coach (Min. 6 games)	\$ 1,171	\$ 1,406	\$ 1,640	10
<b>Swimming</b>				
Varsity Head Coach (Min. 6 meets)	\$ 1,290	\$ 1,406	\$ 1,524	7
<b>Weight Program</b>				
Class A Schools	\$ 2,343	\$ 2,343	\$ 2,343	2
Class AA Schools	\$ 2,343	\$ 2,343	\$ 2,343	1
Class AAA Schools	\$ 2,811	\$ 2,811	\$ 2,811	1
Class AAAA Schools	\$ 2,811	\$ 2,811	\$ 2,811	3
<b>Cheerleading</b>				
Varsity Head Coach	\$ 1,992	\$ 2,109	\$ 2,226	7
Junior Varsity Coach	\$ 937	\$ 1,054	\$ 1,171	7
Middle Schools	\$ 996	\$ 1,055	\$ 1,113	11

\*Each high school is allocated two periods for release time for athletics.

\*\* (1) Years Experience: counted as years in that position in or out of the district.

(a) Principals may use every two years of assistant football coaching experience to count as one of head coaching experience when hiring new head football coaches.

Football is the only sport where this ratio principle may be used.

(b) It is the responsibility of all coaches to have their years experience validated with letters from every school system they were employed as coaches.

(2) Supplements are for positions for these teams only. They cannot be used for additional coaches in other sports, nor to increase any current supplement.

### \*\*\*ASSISTANT FOOTBALL SLOTS:

AAAA	8	AA	6
AAA	7	A	6

Note: Assistant Coach responsibilities to be declared by Head Coach.

If a school has a "B" football team, an additional assistant coach is added.

Supplements for "B" team head coaches are paid at assistant coach amounts.

## **Supplement Guidelines and Procedures School Year 2016 - 2017**

No person may be paid more than three supplements without approval of the Executive Director for that respective level and the District Superintendent.

No person may receive more than one supplement identified with a given program except for athletic directors who also serve as head coaches. No person may be paid for head and assistant supplements for the same sport or receive dual supplements when programs are combined, such as boys and girls tennis.

Supplements are for a set number of positions for each school. Unused coaching supplements from one sport **CANNOT** be used for additional coaches in other sports. Unused coaching supplements **CANNOT** be used to increase any other current supplement. Supplements cannot be transferred to any feeder school program or position.

Assistant principals and above are not eligible for curriculum and instruction, extracurricular or athletic supplements.

Head football coaches for middle schools are encouraged to serve as assistants to the high school program prior to their respective program start-up dates.

Head coaches and athletic directors must meet the requirements for these positions as set forth by the High School League.

Supplements may be divided 50-50 between two individuals when both agree to share responsibilities and upon the Executive Director's approval. A statement signed by each person is required to be on file.

Non-employees (employees with no other position in the District) may be hired for supplemental positions, preferably assistant coaching positions. Their hours will be limited such that they make at least hourly minimum wage over the course of the season as defined by the U.S. Department of Labor. The maximum number of hours will be determined by dividing the respective supplement by the minimum wage rate. In addition, no non-employee may work more than 40 hours during a seven day period.

An hours limit will be established and provided to schools for any classified (hourly) employee who coaches, utilizing a blended hourly rate. Schools must submit monthly timesheet to the Human Resources Department as documentation of coaching hours worked by a classified employee. Any hours in excess of the establish limit and thus in excess of the supplement amount will be covered by schools from local school funds.

**NO PERSON MAY BE AWARDED ANY SUPPLEMENT IF HE/SHE DOES NOT HOLD A SUPPLEMENTAL CONTRACT WITH THE SCHOOL DISTRICT OF AIKEN COUNTY.**



## Standard Contract Lengths by Position School Year 2016 - 2017

### Elementary Schools

Assistant Principal	210 days
Guidance Counselor	190 days
Media Specialist	195 days
Media Aide	181 days/7 hours
Secretary/Bookkeeper/Receptionist	220 days for first 200 days for second 181 days for each additional
Attendance Aide (half only)	185 days/3.5 hours
Guidance Clerk (half only, if qualify)	181 days/3.5 hours

### Middle Schools

Assistant Principal	220 days for first – schools with ADM > 400 210 days for first – schools with ADM < 400 210 days for second
Guidance Counselor	195 days for first 190 days for second
Media Specialist	195 days
Media Aide	181 days/7 hours
Secretary/Bookkeeper/Receptionist	12 months for first 200 days for second 181 days for each additional
Attendance Aide	185 days/7 hours
Guidance Clerk	181 days/7 hours

### High Schools

Assistant Principals	220 days for first 210 days for second and each additional
Director of Counseling Services	225 days
Guidance Counselors	200 days for first 190 days for each additional
Media Specialist	195 days
Media Aide	181 days/7 hours
Secretary/Bookkeeper/Receptionist with ADM > 1000	12 months for first 12 months for second 200 days for third
Secretary/Bookkeeper/Receptionist with ADM < 1000	12 months for first 200 days for second 181 days for each additional
Attendance Aide	185 days/7 hours
Registrar	12 months
Guidance Clerk	181 days/7 hours