



AIKEN COUNTY
PUBLIC SCHOOLS

SALARY SCHEDULE

2018 - 2019

SUBMITTED FOR ADOPTION 05/22/18

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**Teacher Scale - 190 Day Contracts
School Year 2018 - 2019**

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	\$ 38,680	\$ 40,475	\$ 44,524	\$ 47,944	\$ 52,615
E1	1	\$ 38,680	\$ 40,475	\$ 44,524	\$ 47,944	\$ 52,615
E2	2	\$ 38,680	\$ 40,475	\$ 44,524	\$ 47,944	\$ 52,615
E3	3	\$ 38,680	\$ 40,475	\$ 44,524	\$ 47,944	\$ 52,615
4	4	\$ 39,292	\$ 41,070	\$ 44,982	\$ 48,538	\$ 53,515
5	5	\$ 40,252	\$ 42,031	\$ 46,049	\$ 49,605	\$ 54,939
6	6	\$ 41,249	\$ 43,026	\$ 47,115	\$ 50,671	\$ 56,360
7	7	\$ 42,210	\$ 43,986	\$ 48,182	\$ 51,736	\$ 57,783
8	8	\$ 43,205	\$ 44,982	\$ 49,250	\$ 52,804	\$ 59,204
9	9	\$ 44,164	\$ 45,942	\$ 50,316	\$ 53,871	\$ 60,628
10	10	\$ 45,158	\$ 46,937	\$ 51,384	\$ 54,939	\$ 62,050
11	11	\$ 46,121	\$ 47,896	\$ 52,448	\$ 56,005	\$ 63,473
12	12	\$ 47,115	\$ 48,894	\$ 53,515	\$ 57,071	\$ 64,895
13	13	\$ 48,076	\$ 49,853	\$ 54,582	\$ 58,139	\$ 66,316
14	14	\$ 49,072	\$ 50,850	\$ 55,650	\$ 59,204	\$ 67,739
15	15	\$ 50,031	\$ 51,810	\$ 56,716	\$ 60,273	\$ 69,161
16	16	\$ 51,029	\$ 52,804	\$ 57,783	\$ 61,339	\$ 70,583
17	17	\$ 51,987	\$ 53,765	\$ 58,850	\$ 62,405	\$ 72,007
18	18	\$ 52,507	\$ 54,304	\$ 59,441	\$ 63,030	\$ 72,726
19	19	\$ 53,032	\$ 54,845	\$ 60,031	\$ 63,660	\$ 73,452
20	20	\$ 53,562	\$ 55,393	\$ 60,633	\$ 64,297	\$ 74,188
21	21	\$ 54,098	\$ 55,947	\$ 61,239	\$ 64,939	\$ 74,930
22	22	\$ 55,186	\$ 57,072	\$ 62,470	\$ 66,244	\$ 76,437
23	23	\$ 56,290	\$ 58,214	\$ 63,720	\$ 67,569	\$ 77,966
24	24	\$ 57,416	\$ 59,378	\$ 64,994	\$ 68,920	\$ 79,525

Teacher Scale - Daily Rate
School Year 2018 - 2019

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	\$ 203.58	\$ 213.03	\$ 234.34	\$ 252.34	\$ 276.92
E1	1	\$ 203.58	\$ 213.03	\$ 234.34	\$ 252.34	\$ 276.92
E2	2	\$ 203.58	\$ 213.03	\$ 234.34	\$ 252.34	\$ 276.92
E3	3	\$ 203.58	\$ 213.03	\$ 234.34	\$ 252.34	\$ 276.92
4	4	\$ 206.80	\$ 216.16	\$ 236.75	\$ 255.46	\$ 281.66
5	5	\$ 211.85	\$ 221.22	\$ 242.36	\$ 261.08	\$ 289.15
6	6	\$ 217.10	\$ 226.45	\$ 247.97	\$ 266.69	\$ 296.63
7	7	\$ 222.16	\$ 231.51	\$ 253.59	\$ 272.30	\$ 304.12
8	8	\$ 227.40	\$ 236.75	\$ 259.21	\$ 277.92	\$ 311.60
9	9	\$ 232.44	\$ 241.80	\$ 264.82	\$ 283.53	\$ 319.10
10	10	\$ 237.68	\$ 247.03	\$ 270.44	\$ 289.15	\$ 326.57
11	11	\$ 242.74	\$ 252.08	\$ 276.04	\$ 294.76	\$ 334.07
12	12	\$ 247.97	\$ 257.34	\$ 281.66	\$ 300.37	\$ 341.56
13	13	\$ 253.03	\$ 262.38	\$ 287.27	\$ 305.99	\$ 349.03
14	14	\$ 258.27	\$ 267.63	\$ 292.89	\$ 311.60	\$ 356.52
15	15	\$ 263.33	\$ 272.68	\$ 298.51	\$ 317.23	\$ 364.01
16	16	\$ 268.58	\$ 277.92	\$ 304.12	\$ 322.84	\$ 371.49
17	17	\$ 273.62	\$ 282.97	\$ 309.73	\$ 328.45	\$ 378.98
18	18	\$ 276.35	\$ 285.81	\$ 312.84	\$ 331.73	\$ 382.77
19	19	\$ 279.11	\$ 288.66	\$ 315.95	\$ 335.05	\$ 386.59
20	20	\$ 281.91	\$ 291.54	\$ 319.12	\$ 338.41	\$ 390.47
21	21	\$ 284.72	\$ 294.45	\$ 322.31	\$ 341.78	\$ 394.37
22	22	\$ 290.45	\$ 300.38	\$ 328.79	\$ 348.65	\$ 402.30
23	23	\$ 296.26	\$ 306.39	\$ 335.37	\$ 355.62	\$ 410.35
24	24	\$ 302.19	\$ 312.52	\$ 342.08	\$ 362.74	\$ 418.56

JROTC Instructor Scale

School Year 2018 - 2019

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	\$ 38,365	\$ 42,147	\$ 46,772	\$ 44,250	\$ 49,370	\$ 49,538	\$ 57,695	\$ 66,168	\$ 73,513
1	\$ 39,901	\$ 43,832	\$ 47,705	\$ 45,135	\$ 50,356	\$ 50,529	\$ 58,850	\$ 67,490	\$ 74,320
2	\$ 41,499	\$ 45,588	\$ 48,662	\$ 46,036	\$ 51,364	\$ 51,541	\$ 60,025	\$ 68,839	\$ 75,138
3	\$ 43,156	\$ 46,953	\$ 49,634	\$ 46,956	\$ 52,392	\$ 52,571	\$ 61,227	\$ 70,217	\$ 75,889
4	\$ 44,885	\$ 48,363	\$ 50,625	\$ 47,897	\$ 53,439	\$ 53,624	\$ 62,452	\$ 71,273	\$ 76,725
5	\$ 46,678	\$ 49,332	\$ 51,637	\$ 48,852	\$ 54,506	\$ 54,695	\$ 63,699	\$ 72,338	\$ 77,569
6	\$ 48,079	\$ 50,317	\$ 52,671	\$ 49,831	\$ 55,596	\$ 55,790	\$ 64,973	\$ 73,426	\$ 78,420
7	\$ 49,520	\$ 51,322	\$ 53,723	\$ 50,829	\$ 56,710	\$ 56,904	\$ 66,272	\$ 74,526	\$ 79,205
8	\$ 51,007	\$ 52,350	\$ 54,799	\$ 51,844	\$ 57,844	\$ 58,043	\$ 67,270	\$ 75,644	\$ 80,077
9	\$ 52,028	\$ 53,399	\$ 55,891	\$ 52,883	\$ 59,000	\$ 59,203	\$ 68,276	\$ 76,780	\$ 80,958
10	\$ 53,066	\$ 54,466	\$ 57,011	\$ 53,939	\$ 60,179	\$ 60,388	\$ 69,303	\$ 77,624	\$ 81,768
11	\$ 54,130	\$ 55,555	\$ 58,152	\$ 55,020	\$ 61,385	\$ 61,597	\$ 70,339	\$ 78,477	\$ 82,586
12	\$ 55,212	\$ 56,667	\$ 59,313	\$ 56,118	\$ 62,611	\$ 62,827	\$ 71,397	\$ 79,339	\$ 83,493
13	\$ 56,316	\$ 57,799	\$ 60,501	\$ 57,242	\$ 63,863	\$ 64,087	\$ 72,465	\$ 80,213	\$ 84,412
14	\$ 57,441	\$ 58,955	\$ 61,708	\$ 58,385	\$ 65,139	\$ 65,367	\$ 73,553	\$ 81,096	\$ 85,337
15	\$ 58,592	\$ 60,136	\$ 62,945	\$ 59,551	\$ 66,441	\$ 66,673	\$ 74,654	\$ 81,989	\$ 86,193
16	\$ 59,763	\$ 61,338	\$ 64,203	\$ 60,745	\$ 67,772	\$ 68,007	\$ 75,777	\$ 82,890	\$ 87,140
17	\$ 60,959	\$ 62,563	\$ 65,488	\$ 61,955	\$ 69,127	\$ 69,367	\$ 76,912	\$ 83,802	\$ 88,099
18	\$ 62,177	\$ 63,816	\$ 66,798	\$ 63,197	\$ 70,510	\$ 70,752	\$ 78,066	\$ 84,727	\$ 88,980
19	\$ 63,420	\$ 65,093	\$ 68,133	\$ 64,460	\$ 71,920	\$ 72,168	\$ 79,239	\$ 85,658	\$ 89,871
20	\$ 64,689	\$ 66,394	\$ 69,496	\$ 65,750	\$ 73,356	\$ 73,609	\$ 80,427	\$ 86,600	\$ 90,860
21	\$ 65,335	\$ 67,057	\$ 70,190	\$ 66,408	\$ 74,991	\$ 74,345	\$ 81,232	\$ 87,466	\$ 91,768
22	\$ 66,649	\$ 68,405	\$ 71,601	\$ 67,743	\$ 75,580	\$ 75,839	\$ 82,865	\$ 89,225	\$ 93,612
23	\$ 67,315	\$ 69,089	\$ 72,317	\$ 68,421	\$ 76,336	\$ 76,598	\$ 83,694	\$ 90,117	\$ 94,549
24	\$ 68,661	\$ 70,470	\$ 73,763	\$ 69,789	\$ 77,863	\$ 78,130	\$ 85,368	\$ 91,919	\$ 96,440

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

- Amounts reflected on professional salary scales represent annual, 12 month salary amounts except for the nurse, school psychologist, 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. The denominator for determining the daily rate is 260.
- 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, pending any additional steps for service credit. 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 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 are 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. The School Board has delegated authority to the District Superintendent to provide up to two steps without additional School Board 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 (for schools with square footages exceeding 80,000 sq. ft.) will be paid a supplement of \$2,366. A head custodian level 2 (for schools with square footages of less than 80,000 sq. ft.) will be paid a supplement of \$1776. Only high schools exceeding 100,000 sq. ft. will be staffed with a building & grounds supervisor; these locations are ineligible for head custodian supplements.

- An employee receiving his/her Doctorate or Masters + 30 degree after initial placement on the professional salary scale will be credited for the advanced degree, with two steps given for a Doctorate or one step given for a Masters + 30. An individual currently with a Masters + 30 degree and receiving his/her Doctorate will receive a one step increase.
- Temporary principals and temporary assistant principals will be paid from the principal and assistant principal scales. Placements, and corresponding daily rates, will be determined using the service credit methodology, with a maximum placement of step 8 on the respective scale. The Chief Financial Officer and Human Resources Director will approve all such placements.
- The effective date for an employee with less than five years' experience, with the district, who submits his/her resignation or retirement prior to or during a holiday break and will not return to work after the break will be determined by his/her last actual day worked.

Overtime Procedures

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.
- 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.
- 4) Any hours worked beyond normal contract hours must be approved as described in School Board Policy GDBC and its administrative rule. Unauthorized overtime will not be tolerated.
- 5) All employees except those indicated below are considered non-exempt employees.

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 unless indicated as non-exempt (see professional scale – position key).
- Buildings and Grounds Supervisors
- Food Service Supervisors
- Transportation Supervisors
- Employees paid from the Foreman/Manager scale

School Bus Drivers' Pay Procedures

- 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 time for pre-trip inspection, student discipline conferences, mechanical failures, and various waiting time necessitated for bus fueling or servicing. It is estimated that non-driving bus duties will average 30 minutes a.m. and 30 minutes p.m. In addition to this time, the State Department of Education will reimburse for ten (10) hours of in-service time per year. Bus drivers will remain clocked in for all work duties in order to provide an accurate record for work hours.

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 GDC, Support Staff Leaves and Absences. 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 2018-2019

Note: Step placement is based on the service credit formula.

Step	Support I	Support II	Support III	Bus Driver	Aide	SFS Manager	Class/Office Staff	Support IV	Support V	Admin Assistant to Board & Supt	Foreman/Maintenance Manager	Support VI
0	\$ 9.04	\$ 10.61	\$ 11.92	\$ 12.76	\$ 12.40	\$ 13.43	\$ 13.43	\$ 13.71	\$ 15.73	\$ 18.83	\$ 19.98	\$ 21.18
1	\$ 9.22	\$ 10.82	\$ 12.16	\$ 13.01	\$ 12.65	\$ 13.70	\$ 13.70	\$ 13.99	\$ 16.04	\$ 19.21	\$ 20.37	\$ 21.61
2	\$ 9.41	\$ 11.04	\$ 12.41	\$ 13.28	\$ 12.90	\$ 13.97	\$ 13.97	\$ 14.27	\$ 16.37	\$ 19.59	\$ 20.79	\$ 22.04
3	\$ 9.59	\$ 11.26	\$ 12.66	\$ 13.55	\$ 13.16	\$ 14.25	\$ 14.25	\$ 14.56	\$ 16.69	\$ 19.99	\$ 21.20	\$ 22.48
4	\$ 9.78	\$ 11.49	\$ 12.91	\$ 13.82	\$ 13.42	\$ 14.54	\$ 14.54	\$ 14.85	\$ 17.02	\$ 20.38	\$ 21.62	\$ 22.93
5	\$ 9.98	\$ 11.71	\$ 13.17	\$ 14.09	\$ 13.69	\$ 14.84	\$ 14.84	\$ 15.14	\$ 17.36	\$ 20.79	\$ 22.06	\$ 23.39
6	\$ 10.18	\$ 11.95	\$ 13.43	\$ 14.37	\$ 13.96	\$ 15.13	\$ 15.13	\$ 15.45	\$ 17.71	\$ 21.20	\$ 22.49	\$ 23.86
7	\$ 10.38	\$ 12.19	\$ 13.70	\$ 14.66	\$ 14.24	\$ 15.43	\$ 15.43	\$ 15.75	\$ 18.07	\$ 21.63	\$ 22.94	\$ 24.34
8	\$ 10.59	\$ 12.43	\$ 13.97	\$ 14.95	\$ 14.52	\$ 15.74	\$ 15.74	\$ 16.07	\$ 18.43	\$ 22.07	\$ 23.41	\$ 24.81
9	\$ 10.80	\$ 12.68	\$ 14.25	\$ 15.25	\$ 14.82	\$ 16.05	\$ 16.05	\$ 16.39	\$ 18.80	\$ 22.50	\$ 23.88	\$ 25.31
10	\$ 11.02	\$ 12.93	\$ 14.54	\$ 15.57	\$ 15.12	\$ 16.38	\$ 16.38	\$ 16.72	\$ 19.17	\$ 22.95	\$ 24.35	\$ 25.82
11	\$ 11.24	\$ 13.19	\$ 14.84	\$ 15.88	\$ 15.42	\$ 16.71	\$ 16.71	\$ 17.05	\$ 19.56	\$ 23.42	\$ 24.83	\$ 26.34
12	\$ 11.47	\$ 13.46	\$ 15.13	\$ 16.19	\$ 15.73	\$ 17.04	\$ 17.04	\$ 17.40	\$ 19.94	\$ 23.89	\$ 25.33	\$ 26.86
13	\$ 11.69	\$ 13.73	\$ 15.43	\$ 16.51	\$ 16.04	\$ 17.37	\$ 17.37	\$ 17.74	\$ 20.35	\$ 24.36	\$ 25.84	\$ 27.40
14	\$ 11.92	\$ 14.00	\$ 15.74	\$ 16.84	\$ 16.37	\$ 17.73	\$ 17.73	\$ 18.09	\$ 20.76	\$ 24.84	\$ 26.35	\$ 27.95
15	\$ 12.16	\$ 14.28	\$ 16.05	\$ 17.18	\$ 16.69	\$ 18.08	\$ 18.08	\$ 18.46	\$ 21.17	\$ 25.34	\$ 26.88	\$ 28.51
16	\$ 12.41	\$ 14.57	\$ 16.38	\$ 17.52	\$ 17.02	\$ 18.45	\$ 18.45	\$ 18.83	\$ 21.59	\$ 25.85	\$ 27.43	\$ 29.08
17	\$ 12.65	\$ 14.86	\$ 16.70	\$ 17.87	\$ 17.36	\$ 18.81	\$ 18.81	\$ 19.21	\$ 22.03	\$ 26.36	\$ 27.97	\$ 29.66
18	\$ 12.91	\$ 15.16	\$ 17.03	\$ 18.23	\$ 17.71	\$ 19.19	\$ 19.19	\$ 19.59	\$ 22.46	\$ 26.89	\$ 28.53	\$ 30.25
19	\$ 13.17	\$ 15.46	\$ 17.37	\$ 18.58	\$ 18.06	\$ 19.57	\$ 19.57	\$ 19.98	\$ 22.91	\$ 27.44	\$ 29.10	\$ 30.86
20	\$ 13.43	\$ 15.77	\$ 17.73	\$ 18.97	\$ 18.43	\$ 19.97	\$ 19.97	\$ 20.38	\$ 23.37	\$ 27.99	\$ 29.68	\$ 31.47
21	\$ 13.70	\$ 16.08	\$ 18.08	\$ 19.35	\$ 18.79	\$ 20.36	\$ 20.36	\$ 20.79	\$ 23.84	\$ 28.54	\$ 30.28	\$ 32.11
22	\$ 13.97	\$ 16.41	\$ 18.44	\$ 19.72	\$ 19.17	\$ 20.77	\$ 20.77	\$ 21.20	\$ 24.31	\$ 29.11	\$ 30.88	\$ 32.75
23	\$ 14.25	\$ 16.74	\$ 18.81	\$ 20.12	\$ 19.55	\$ 21.18	\$ 21.18	\$ 21.63	\$ 24.80	\$ 29.69	\$ 31.50	\$ 33.41
24	\$ 14.53	\$ 17.07	\$ 19.19	\$ 20.53	\$ 19.94	\$ 21.61	\$ 21.61	\$ 22.06	\$ 25.30	\$ 30.29	\$ 32.13	\$ 34.07

Hourly Scale - Position Key School Year 2018 - 2019

Support Worker I

Bus Monitor

Maintenance Worker 1

Support Worker II

Courier

Maintenance Worker 2; includes:

Custodian

Tractor Operator

SFS Operator

Student Service Worker (No Degree)

Support Worker III

Maintenance Worker 3 (Helpers)

Stockroom Attendant

Warehouseworker/Driver

Support Worker IV

Educational Interpreter I (181 days/7.5 hours)

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

Maintenance Worker 4; includes:

Auto Mechanic

Building & Grounds Supervisor

Glazier

Mason

Painter

Preventative Maintenance Mechanic

Roofer

Stadium Maintenance Worker

Sign Language Facilitator I (181 days/7.5 hours)

Hourly Scale - Position Key School Year 2018 - 2019

Support Worker V

Computer Technician

Home Visitor

Maintenance Worker 5; includes:

Carpenter

Electrician

Electronics Technician

HVAC Mechanic

HVAC Technician

Locksmith

Plumber

Refrigeration Mechanic

Refrigeration Technician

Zone Electrician

Materials Expediter

SFS Field Supervisors

Student Service Worker (with Degree) (185 days/8 hours)

Transportation Supervisor

Support Worker VI

Network Technicians

Educational Interpreter II**

Sign Language Facilitator II**

Foreman & Maintenance Manager

Building & Grounds Manager

Foreman

Maintenance System Program Manager

Instructional Material Center Manager

Aide

Attendance Aide (185 days/7.5 hours)

Clerical Aide (181 days/7.5 hours)

Instructional Aide (181 days/7.5 hours); including Media and Special Education

In-School Suspension Aide (181 days/7.5 hours)

Learning Lab Proctor (181 days/7.5 hours)

Safety Monitor (181 days/8 hours)

Synergistic Lab Aide (185 days/7.5 hours)

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

Behavior Support Lead (181 days/8 hours)*

Hourly Scale - Position Key School Year 2018 - 2019

Clerk & Office Staff

Accounting Clerk

Bookkeeper

Data Entry Clerk

Guidance Clerk (181 days/7.5 hours)

Instructional Materials Center Clerk

Meal Benefits Clerk

Receptionist

Secretary (School/District Office)

Accounts Payable Clerk*

Administrative Secretary*

Commodity Clerk*

Human Resources Benefits Clerk*

Human Resources Clerk*

Inventory Control Clerk*

Payroll Clerk*

Powerschool Clerk*

Registrar*

Reimbursement Claims Clerk*

Risk Management Clerk*

Secretary/Dispatcher*

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

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

Professional Scale

School Year 2018 - 2019

Note: Unless otherwise noted (as with assistant principals and nurses), salaries for less-than-12 month positions are in proportion to the amounts shown below. Daily rates are based on a denominator of 260.

Step	Pro I	Nurse (185/7.5 hrs)	Supervisor	School Psychologist	Pro II	Coordinator	Assistant Principal 210 Day	Assistant Principal 220 Day
0	\$ 47,932	\$ 33,479	\$ 52,438	\$ 53,248	\$ 62,593	\$ 63,531	\$ 64,771	\$ 67,857
1	\$ 48,651	\$ 33,981	\$ 53,225	\$ 54,047	\$ 63,531	\$ 64,484	\$ 65,742	\$ 68,873
2	\$ 49,381	\$ 34,491	\$ 54,023	\$ 54,858	\$ 64,484	\$ 65,451	\$ 66,728	\$ 69,907
3	\$ 50,121	\$ 35,008	\$ 54,833	\$ 55,680	\$ 65,452	\$ 66,434	\$ 67,729	\$ 70,955
4	\$ 50,873	\$ 35,534	\$ 55,656	\$ 56,515	\$ 66,434	\$ 67,430	\$ 68,745	\$ 72,020
5	\$ 51,637	\$ 36,067	\$ 56,491	\$ 57,363	\$ 67,430	\$ 68,442	\$ 69,776	\$ 73,100
6	\$ 52,411	\$ 36,608	\$ 57,339	\$ 58,224	\$ 68,442	\$ 69,467	\$ 70,824	\$ 74,197
7	\$ 53,198	\$ 37,157	\$ 58,198	\$ 59,097	\$ 69,467	\$ 70,510	\$ 71,886	\$ 75,310
8	\$ 53,996	\$ 37,715	\$ 59,071	\$ 59,983	\$ 70,510	\$ 71,568	\$ 72,964	\$ 76,440
9	\$ 54,805	\$ 38,280	\$ 59,957	\$ 60,883	\$ 71,568	\$ 72,640	\$ 74,058	\$ 77,586
10	\$ 55,627	\$ 38,854	\$ 60,857	\$ 61,797	\$ 72,640	\$ 73,731	\$ 75,169	\$ 78,750
11	\$ 56,461	\$ 39,437	\$ 61,770	\$ 62,723	\$ 73,731	\$ 74,837	\$ 76,297	\$ 79,931
12	\$ 57,308	\$ 40,029	\$ 62,697	\$ 63,664	\$ 74,837	\$ 75,959	\$ 77,441	\$ 81,130
13	\$ 58,169	\$ 40,629	\$ 63,638	\$ 64,619	\$ 75,959	\$ 77,099	\$ 78,603	\$ 82,347
14	\$ 59,041	\$ 41,239	\$ 64,591	\$ 65,588	\$ 77,099	\$ 78,254	\$ 79,781	\$ 83,582
15	\$ 59,926	\$ 41,857	\$ 65,560	\$ 66,572	\$ 78,254	\$ 79,429	\$ 80,979	\$ 84,835
16	\$ 60,825	\$ 42,485	\$ 66,543	\$ 67,571	\$ 79,429	\$ 80,621	\$ 82,194	\$ 86,108
17	\$ 61,737	\$ 43,123	\$ 67,542	\$ 68,585	\$ 80,620	\$ 81,830	\$ 83,426	\$ 87,400
18	\$ 62,663	\$ 43,769	\$ 68,555	\$ 69,613	\$ 81,830	\$ 83,058	\$ 84,677	\$ 88,711
19	\$ 63,604	\$ 44,425	\$ 69,583	\$ 70,657	\$ 83,057	\$ 84,303	\$ 85,947	\$ 90,042
20	\$ 64,558	\$ 45,092	\$ 70,627	\$ 71,717	\$ 84,303	\$ 85,568	\$ 87,237	\$ 91,392
21	\$ 65,526	\$ 45,768	\$ 71,686	\$ 72,793	\$ 85,568	\$ 86,852	\$ 88,545	\$ 92,763
22	\$ 66,509	\$ 46,455	\$ 72,761	\$ 73,885	\$ 86,852	\$ 88,155	\$ 89,873	\$ 94,154
23	\$ 67,506	\$ 47,152	\$ 73,853	\$ 74,993	\$ 88,155	\$ 89,476	\$ 91,222	\$ 95,567
24	\$ 68,520	\$ 47,858	\$ 74,961	\$ 76,119	\$ 89,476	\$ 90,818	\$ 92,591	\$ 97,000

Professional Scale School Year 2018 - 2019

Note: Unless otherwise noted (as with assistant principals and nurses), salaries for less-than-12 month positions are in proportion to the amounts shown below. Daily rates are based on a denominator of 260.

Step	Elementary Principal	Middle Principal	High Principal	Director I	Director II	Executive Director	Chief Officer
0	\$ 81,270	\$ 83,482	\$ 87,909	\$ 73,533	\$ 82,834	\$ 94,542	\$ 118,006
1	\$ 82,489	\$ 84,734	\$ 89,228	\$ 74,636	\$ 84,077	\$ 95,724	\$ 119,481
2	\$ 83,726	\$ 86,005	\$ 90,566	\$ 75,755	\$ 85,338	\$ 96,920	\$ 120,974
3	\$ 84,981	\$ 87,296	\$ 91,924	\$ 76,892	\$ 86,618	\$ 98,131	\$ 122,487
4	\$ 86,256	\$ 88,604	\$ 93,303	\$ 78,045	\$ 87,917	\$ 99,358	\$ 124,018
5	\$ 87,551	\$ 89,933	\$ 94,703	\$ 79,215	\$ 89,236	\$ 100,601	\$ 125,568
6	\$ 88,864	\$ 91,283	\$ 96,123	\$ 80,404	\$ 90,575	\$ 101,857	\$ 127,138
7	\$ 90,197	\$ 92,652	\$ 97,565	\$ 81,610	\$ 91,934	\$ 103,131	\$ 128,727
8	\$ 91,549	\$ 94,042	\$ 99,029	\$ 82,834	\$ 93,312	\$ 104,421	\$ 130,336
9	\$ 92,923	\$ 95,453	\$ 100,514	\$ 84,077	\$ 94,712	\$ 105,725	\$ 131,965
10	\$ 94,316	\$ 96,884	\$ 102,021	\$ 85,338	\$ 96,133	\$ 107,047	\$ 133,615
11	\$ 95,731	\$ 98,337	\$ 103,552	\$ 86,618	\$ 97,574	\$ 108,385	\$ 135,285
12	\$ 97,167	\$ 99,812	\$ 105,105	\$ 87,917	\$ 99,038	\$ 109,740	\$ 136,976
13	\$ 98,625	\$ 101,309	\$ 106,682	\$ 89,236	\$ 100,524	\$ 111,112	\$ 138,688
14	\$ 100,104	\$ 102,829	\$ 108,282	\$ 90,575	\$ 102,032	\$ 112,501	\$ 140,421
15	\$ 101,605	\$ 104,372	\$ 109,906	\$ 91,933	\$ 103,562	\$ 113,907	
16	\$ 103,130	\$ 105,937	\$ 111,555	\$ 93,312	\$ 105,115	\$ 115,330	
17	\$ 104,677	\$ 107,526	\$ 113,228	\$ 94,712	\$ 106,692	\$ 116,772	
18	\$ 106,247	\$ 109,139	\$ 114,926	\$ 96,132	\$ 108,292	\$ 118,232	
19	\$ 107,841	\$ 110,776	\$ 116,650	\$ 97,574	\$ 109,917	\$ 119,709	
20	\$ 109,458	\$ 112,438	\$ 118,401	\$ 99,038	\$ 111,566	\$ 121,206	
21	\$ 111,101	\$ 114,125	\$ 120,176	\$ 100,524	\$ 113,239	\$ 122,721	
22	\$ 112,767	\$ 115,836	\$ 121,979	\$ 102,032	\$ 114,938	\$ 124,256	
23	\$ 114,458	\$ 117,574	\$ 123,809	\$ 103,562	\$ 116,661	\$ 125,809	
24	\$ 116,175	\$ 119,338	\$ 125,666	\$ 105,115	\$ 118,412	\$ 127,381	

Professional Scale - Position Key School Year 2018 - 2019

Professional I

Career Specialist/Career Development Facilitators (CDF)/Success Coach (190 days/7.5 hours standard)
Executive Manager for Transportation
Internal Auditor
Special Revenue Accountant
Technology Specialist
Telecommunications Specialist
Lead Technology Specialist*

**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

Behavior Specialist (190 days)
College and Career Navigator (Adult Education)
Network Administrator (Technology)
Occupation/Physical Therapist (190 days)
School Psychologist (200 days)
Special Programs Counselor (190 days)
Special Programs Program Specialist, RTI/PBIS with Psychology Degree (no teacher certification) (200 days)
System Administrator (Technology)

Supervisors

Attendance Supervisor (190 days)
Purchasing Supervisor
Supervisor of Accounting Systems
Supervisor of Financial Operations
Supervisor of Nursing Services (205 days)

Director I

Director, Center for Innovative Learning at Pinecrest
Facilities Construction Director
Maintenance & Operations Director
Purchasing Director
School Food Service Director

Director II

Adult Education Director
Business Services Director
Director of Communications
Federal Programs Director
Human Resources Director
Special Programs Director
Director of Technology
Director of Accountability and Assessment

Service Credit

- 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 initially applied to the following positions only: assistant principal, principal, director, and executive director. Use of service credit methodology for these positions took effect July 1, 2016. Phase II of the service credit implementation expanded service credit to the following scales, in 2017 – 2018: bus driver, clerk/office staff, support IV, support V, administrative assistant to the Board/Superintendent, foreman/maintenance manager, support VI, professional I, nurse, supervisor, professional II and coordinator. The third and final phase of service credit implementation takes effect in 2018-2019.
- 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, or designees.
- 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

	<u>Points</u>
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 <i>Doctorate or M+30, not both.</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 all positions excluding Executive Directors and Principals.

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" job experience (times 0.25 factor)	_____ x 0.25 = _____
Education:	
Doctorate = 4 points /Masters + 30 = 3 points/NBC teacher = 1 points	= _____
<i>Note: National Board Certified <u>only</u> counted if losing NBC supplement as result of this new position. Doctorate or M+30, not both.</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

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 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.
4. **Substitute School Food Service Personnel**
Substitute school food service personnel are paid \$7.25 per hour.
5. **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.
6. **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.
7. **Alternative Program**
Teachers not employed under regular contract are paid \$20 per hour of instruction.
8. **English as Second Language Interpreter**
English-As-Second-Language Interpreters are paid \$7.25 per hour.
9. **Aiken County Virtual Academy (ACVA)**
ACVA teachers will be paid at a rate of \$100 per student, per session. Session pay will be capped at \$3,000.

Note: Any justifiable exceptions require approval by Senior Staff.

**Curriculum, Instruction and Other Supplements
School Year 2018 - 2019**

Supplement	Slots	Amount
Attendance Supervisor Lead Position*	1	\$ 1,203
Title I Student Services Lead Position*	1	\$ 1,203
Curriculum/Instructional Associate*	4	\$ 1,804
Lead Counselor (One each for Elementary, Middle, High)*	3	\$ 1,804
Department Head (Secondary) Allocated 1 to 300 ADM, Max. 5, Min. 2	27	\$ 841
Team/Grade Level Chair or Special Instruction (Elementary/Middle) 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>	128	\$ 841
Alternative Program Teaching Supervisor/Coordinator		\$ 1,417
Distance Education Teacher		\$ 902
School Level Title I Facilitator		\$ 536
School Level Website Administrator	38	\$ 536
Lead Payroll Clerk		\$ 1,530

*assigned at the District level

**Extracurricular Supplements
School Year 2018 - 2019**

Supplement	Slots	Amount
Student Council Sponsor		
Secondary	8	\$ 975
Middle	11	\$ 601
Academic Team Coach		
Secondary (Eight Contests [8] Minimum 6 + 1 + County Tournament)	8	\$ 962
Middle (Nine Contests [9] Minimum)	11	\$ 601
Mathematics Team Coach		
Secondary (Six [6] Contests Minimum)	8	\$ 601
Yearbook Sponsor (Hardcover with Layout)		
Secondary	8	\$ 1,203
Middle	11	\$ 601
Class Sponsor (Secondary):		
Junior/Senior (1 per grade)	14	\$ 770
Freshman/Sophomore (1 per grade)	14	\$ 258
Drama (Secondary):		
Three Acts (3) Minimum	7	\$ 962
Debate Team (Secondary/Generic):		
Six Contests (6) Minimum	7	\$ 1,444
School Newspaper Sponsor (Secondary/Middle):		
Seven (7) Issues Minimum		
Secondary without Class Period	7	\$ 1,022
Middle School without Class Period Only	11	\$ 360
Band Director		
Secondary (12 After-school Performances)	7	\$ 7,457
Middle (10 After-school Performances)	11	\$ 2,976
Assistant Band Director		
Secondary	7	\$ 3,006
Glee Club/Chorus		
Secondary	7	\$ 1,353
Middle	11	\$ 240
JROTC		
Secondary	6	\$ 1,310

Athletic Supplements School Year 2018 - 2019

Athletics	**Years' Experience			Slots
	0 to 4	5 to 9	10 or more	
Athletic Director (*release time)				
Class A Schools - 2 Periods*	\$ 5,646	\$ 6,903	\$ 8,157	2
Class AA Schools - 2 Periods*	\$ 5,646	\$ 6,903	\$ 8,157	1
Class AAA Schools - 2 Periods*	\$ 6,903	\$ 8,157	\$ 9,412	0
Class AAAA Schools - 2 Periods*	\$ 6,903	\$ 8,157	\$ 9,412	4
Middle Schools - 0 Period*	\$ 2,824	\$ 3,451	\$ 4,078	11
Assistant Athletic Director				
Secondary				
Class A and AA	\$ 2,824	\$ 3,451	\$ 4,078	3
Class AAA and AAAA	\$ 3,451	\$ 4,078	\$ 4,706	4
Football				
AAAA/AAA Varsity Head Coach (Min. 8 games)	\$ 6,903	\$ 8,157	\$ 9,412	4
AA/A Varsity Head Coach (Min. 8 games)	\$ 5,646	\$ 6,903	\$ 8,157	3
*** Assistant Football Coach	\$ 3,765	\$ 4,392	\$ 5,020	50
Middle Head Coach (Min. 6 games)	\$ 2,824	\$ 3,451	\$ 4,078	11
Middle Assistant Coach (Min. 6 games)	\$ 1,883	\$ 2,197	\$ 2,509	11
Basketball				
Varsity Head Coach (Min. 16 games)	\$ 3,765	\$ 4,392	\$ 5,020	14
Junior Varsity Coach (Min. 12 games)	\$ 1,883	\$ 2,196	\$ 2,509	14
Middle Head Coach (Min. 12 games)	\$ 1,883	\$ 2,196	\$ 2,509	22
Baseball				
Varsity Head Coach (Min. 12 games)	\$ 2,509	\$ 2,824	\$ 3,137	7
Junior Varsity Coach (Min. 9 games)	\$ 1,254	\$ 1,506	\$ 1,756	7
Softball				
Varsity Head Coach (Min. 8 games)	\$ 2,509	\$ 2,824	\$ 3,137	7
Junior Varsity Coach (Min. 6 games)	\$ 1,254	\$ 1,506	\$ 1,756	7
Wrestling				
Varsity Head Coach (Min. 16 meets)	\$ 2,509	\$ 2,824	\$ 3,137	7
Volleyball				
Varsity Head Coach (Min. 8 games)	\$ 2,133	\$ 2,259	\$ 2,384	7
Junior Varsity Coach (Min. 6 games)	\$ 1,254	\$ 1,506	\$ 1,756	7
Middle Head Coach (Min. 6 games)	\$ 1,192	\$ 1,254	\$ 1,318	11
Track				
4A/3A Varsity Head Coach (Min. 6 meets)	\$ 2,133	\$ 2,259	\$ 2,384	8
2A/1A Varsity Head Coach (Min. 6 meets)	\$ 1,756	\$ 1,883	\$ 2,008	6
Tennis				
Varsity Head Coach (Min. 6 matches)	\$ 1,382	\$ 1,506	\$ 1,632	14
Golf				
Varsity Head Coach (Min. 6 matches)	\$ 1,382	\$ 1,506	\$ 1,632	14
Middle Head Coach (Min. 5)	\$ 691	\$ 753	\$ 816	11

Athletic Supplements 2018 - 2019

Athletics	**Years' Experience			Slots
	0 to 4	5 to 9	10 or more	
Cross Country				
Varsity Head Coach (Min. 6 meets)	\$ 1,382	\$ 1,506	\$ 1,632	7
Soccer				
Varsity Head Coach (Min. 8 games)	\$ 2,509	\$ 2,824	\$ 3,137	14
Junior Varsity Coach (Min. 6 games)	\$ 1,254	\$ 1,506	\$ 1,756	14
Swimming				
Varsity Head Coach (Min. 6 meets)	\$ 1,382	\$ 1,506	\$ 1,632	7
GYMNASTICS:				
Varsity Head Coach (Min. 6 meets)	\$ -	\$ -	\$ -	0
Middle Head Coach (Min. 6)	\$ -	\$ -	\$ -	0
Weight Program				
Class A Schools	\$ 2,509	\$ 2,509	\$ 2,509	2
Class AA Schools	\$ 2,509	\$ 2,509	\$ 2,509	1
Class AAA Schools	\$ 3,011	\$ 3,011	\$ 3,011	0
Class AAAA Schools	\$ 3,011	\$ 3,011	\$ 3,011	4
Cheerleading				
Varsity Head Coach	\$ 2,133	\$ 2,259	\$ 2,384	7
Junior Varsity Coach	\$ 1,004	\$ 1,129	\$ 1,254	7
Middle Schools	\$ 1,067	\$ 1,130	\$ 1,192	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.

Playoffs:

Playoff supplements will be paid at a rate equaling one-tenth of a coach's regular supplement for each week in the playoffs.

If junior varsity or lower level coaches are "called up" for the playoffs, schools must compensate those coaches using local funds; call-ups' playoff compensation will be determined in the same manner as described above.

Supplement Guidelines and Procedures

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 South Carolina 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 maintain timesheets 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 2018 – 2019

Elementary Schools

Assistant Principal	210 days
Guidance Counselor	190 days
Media Specialist	195 days
Media Aide	181 days/7.5 hours
Secretary/Bookkeeper	220 days for first 200 days for second 181 days for each additional
Attendance Aide (half only)	185 days/3.75 hours
Guidance Clerk (half only, if qualify)	181 days/3.75 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/7.5 hours
Secretary/Bookkeeper	12 months for first 200 days for second 181 days for each additional
Attendance Aide	185 days/7.5 hours
Guidance Clerk	181 days/7.5 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/7.5 hours
Secretary/Bookkeeper with ADM > 1000	12 months for first 12 months for second 200 days for third
Secretary/Bookkeeper with ADM < 1000	12 months for first 200 days for second 181 days for each additional
Attendance Aide	185 days/7.5 hours
Registrar	12 months
Guidance Clerk	181 days/7.5 hours