

Douglas County School District
CLASSIFIED SUPERVISORY AND PROFESSIONAL SALARY SCHEDULE
2013-2014 (2.5% EE & E) – Reflects PERS Adjustment

Range	Step 1		Step 2		Step 3		Step 4		Step 5	
	13.25% EE	25.75% E	13.25% EE	25.75% E	13.25% EE	25.75% E	13.25% EE	25.75% E	13.25% EE	25.75% E
A 12 months = None	40,472	35,460	43,127	37,786	46,053	40,349	48,543	42,530	51,199	44,858
B 12 months = Custodial Supervisor	45,797	40,125	48,513	42,505	51,167	44,829	53,851	47,182	56,536	49,534
C 12 months = Director: Student Nutrition Program, Transportation, Vehicle Maintenance	49,536	43,401	52,253	45,782	54,874	48,078	57,623	50,486	60,322	52,851
D 12 months = Director, Building Maintenance	58,544	51,293	61,755	54,107	64,853	56,821	68,100	59,665	71,293	62,462
E 12 months = Director Information Technology, Project Manager	73,542	64,434	77,216	67,653	81,078	71,036	85,130	74,586	89,387	78,316
<i>Annual Salaries above are based upon 12 months of contracted work. All positions with a contracted work year of less than 12 months are prorated based upon the actual contracted workdays. District positions with work years that are less than 12 months have prorated salaries as follows:</i>										
200/5 days = Chief Health Nurse (Based on Range E)	57,985	50,803	60,881	53,341	63,926	56,009	67,122	58,808	70,478	61,749
220/5 days = Occupational Therapist (Based on Range E)	63,642	55,760	66,821	58,545	70,163	61,473	73,670	64,545	77,354	67,773
213/5 days = Coordinator-Lake Transportation (Based on Range B)	38,399	33,643	40,676	35,638	42,901	37,588	45,152	39,560	47,403	41,532

Definition: Classified Supervisor and Management Employees

Employees, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other employees or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such action, if, in connection with the foregoing functions, the exercise of such authority is not of a merely routine clerical nature, but requires the use of independent judgment.

Definition: Professional Employees

Employees whose primary duty consists of work requiring knowledge of an advanced type, in a field of science or learning, distinguished by a prolonged course of specialized instruction and study i.e. bachelor's degree. Employee's work requires the consistent exercise of independent judgment and discretion. Professional salaries are based upon a 220-day contract, unless otherwise noted.

Retirement Benefits (13.25 % or 25.75%) Retirement:

New employees will have the option of selecting either the Employee/Employer Retirement (EE) (13.25%) or Employer-Paid Retirement (E) (25.75%). If an employee selects Employee/Employer Retirement (13.25%), they may voluntarily convert at a later date to Employer-Paid Retirement (25.75%). **NOTE:** An employee cannot change from the Employer-Paid (E) rate once that option was selected. *Employer-Paid Retirement (E) requires a reduction in gross salary (note, however, that one's income tax obligation will be less).*

Longevity Service Increment

Any classified supervisor, manager or professional employee in a contracted position who has completed a total of ten (10), fifteen (15), or twenty (20) *contract* years of supervisory, management or professional service within the Douglas County School District shall receive an additional five percent (5%) compensation over and above their *previous* range and step placement. A "service year" is defined as fulfilling a contract dated on or before September 30th of any given year.

Douglas County School District
ASSISTANT SUPERINTENDENT & CHIEF FINANCIAL OFFICER SALARY SCHEDULE
 2013-2014 (2.5% Increase) - Reflects PERS Adjustment

1. Base Salary Schedule

EXPERIENCE STEP	RATIO TO BASE	<u>220</u> DAYS	12-MONTH CONTRACT
0	100.0	64,854	67,614
1	102.5	66,475	69,304
2	105.0	68,096	70,995
3	107.5	69,717	72,686
4	110.0	71,339	74,375
5	112.5	72,961	76,065
6	115.0	74,582	77,757
7	117.5	76,204	79,446

2. Work Year by Position

Assistant Superintendents & Chief Financial Officer 12 Month

3. Initial Placement and Placement upon Promotion for Administrators within the District

Previous administrative experience will be evaluated by the Superintendent when recommending initial placement on the salary schedule to the Board of Trustees for newly selected administrators.

An administrator who receives a promotion within the District (i.e., Principal to Assistant Superintendent) will be moved to that experience step in which the total amount of administrative experience in Nevada is reflected.

4. Minimum Degree and Credential Requirements

M.A. and demonstrated experience in appropriate field for Assistant Superintendent. B.A. and demonstrated experience in appropriate field for CFO.

5. Responsibility Factor to Base Salary Scale

Assistant Superintendents & Chief Financial Officer 130% of Base Salary

6. Education Factor

M.A. + 16 Units - - 3% of 220 days "0" Step Base =	1,917
M.A. + 32 Units - - 6% of 220 days "0" Step Base =	3,834
Earned Doctorate Degree	989

7. Health and Welfare Benefits

No less than the benefits provided for all other licensed employees of the Douglas County School District.

8. Insurance

The District will provide each member of the management team with an insurance policy for \$200,000 accidental death with 24-hour coverage.

The District will also provide each member of the management team with a \$30,000 straight-term life insurance policy.

9. Sick Leave

A total of thirty days is transferable from other districts outside of Nevada. All sick leave from another Nevada school district may be transferred per NRS 391.180. No sick leave may be transferred following a break in service from any school district. Administrators may choose to participate in a sick leave bank as per AR 326(b)

10. Vacation Time

Vacation time for twelve month Administrative employees shall be accrued at a rate of two (2) days per month.

11. Education Credit

Course work intended for advancement on the salary schedule is to be upper division or graduate level and approved in advance by the Superintendent on a form provided by the District. A grade no lower than a "B" must be earned.

12. Retirement

A 25.75% contribution to the Nevada Public Employees' Retirement System is paid by the District.

13. Longevity Service Increment

Any administrator in a contracted position who has completed five, ten, fifteen or twenty years of administrative service within the Douglas County School District shall receive a longevity service pay increment as follows:

- ~ The year following completion of 5 years at Douglas County School District administrative experience, a longevity measurement of two and a half percent (2.5%) above regular range and step placement.
- ~ The year following completion of 10 years of Douglas County School District administrative experience, a longevity measurement of five percent (5%) above regular range and step placement.
- ~ The year following completion of 15 years of Douglas County School District administrative experience, a longevity measurement of ten percent (10%) above regular range and step placement.
- ~ The year following completion of 20 years of Douglas County School District administrative experience, a longevity measurement of fifteen percent (15%) above regular range and step placement.

A Douglas County School District "administrative service year" is defined as fulfilling a contract that begins on or before September 30 of any given-year.

14. Performance Evaluation

An administrator must have a satisfactory performance evaluation to advance on the salary schedule for the succeeding year. Frequency of communication should be increased with administrators whose performance is in question so that supervisory personnel may provide assistance to the individual.

In the event an administrator does not have a satisfactory performance evaluation, assistance will be provided. No later than six (6) months after the unsatisfactory performance evaluation, another performance evaluation shall be conducted. If the performance evaluation is still unsatisfactory, no salary advancement will occur. If the performance evaluation is satisfactory, the employee's salaries schedule advancement will be reflected on the next possible pay period. The salary advancement will not be retroactive.

Method of Computing Annual Compensation

- A. Determine Placement on base salary schedule (work year and experience).
- B. Determine the appropriate responsibility factor and multiply times base salary determined above.
- C. Determine value of M.A. education factor and add that dollar amount to the amount in B above.
- D. If the longevity service increment is applicable, multiply the total of A through C by the applicable longevity factor 1.025 following 5 years of service, 1.05 - following 10 years of service, 1.10 - following 15 years of service and 1.15 - following 20 years of service.
- E. If applicable, add the earned Doctorate Degree stipend.