

## Hiring Step Placement Guidelines For Auxiliary Employees

### 1. HIRING STEP PLACEMENT

- a) *All new employees will be placed on the appropriate step based on prior work experience related to the position they are being hired into.*
- b) *Any experience from BISD or another school district in a position equal to or greater to the position being hired into will be given consideration for step placement.*
- c) *Any experience from another company in a position that is career related to the position being hired into will be given consideration for step placement.*
- d) *A new employee may be placed above step 7 with the approval of the Superintendent.*
- e) *The only administrator authorized to deviate from the salary schedule is the Superintendent.*

### 2. REASSIGNMENT TO HIGHER PAY GRADE

*Employees within the District who are assigned to a job in a higher pay grade shall be placed on the step in accordance with the following table and guidelines:*

TABLE I: AUXILIARY SALARY PAY GRADE INCREASED

<i>CHANGE IN PAY GRADE</i>	<i>INCREASE</i>
<i>1 Pay Grade Increase</i>	<i>3-5%</i>
<i>2 Pay Grade Increases</i>	<i>5-10%</i>
<i>3 Pay Grade Increases</i>	<i>10-15%</i>
<i>4 Pay Grade Increases</i>	<i>15-20%</i>

- a) *The employee shall not be placed above other employees with the same or more experience in the job except when the promoted employee would make less than their current salary if already employed with the District.*
- b) *The calculations will be computed on the percent increase of the hourly rate.*

### 3. REASSIGNMENT TO A LOWER PAY GRADE

*Employees within the District who are assigned to a job in a lower pay grade shall be placed on the step indicated by the table below:*

TABLE II: AUXILIARY SALARY PAY GRADE DECREASES

<i>CHANGE IN PAY GRADE</i>	<i>DECREASE</i>
<i>1 Pay Grade Decrease</i>	<i>3-5%</i>
<i>2 Pay Grade Decreases</i>	<i>5-10%</i>

3 Pay Grade Decreases	10-15%
4 Pay Grade Decreases	15-20%

a) *The calculations will be computed on the percent decrease of the hourly rate.*

#### 4. OVERTIME Policy DEA

*The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.*

#### 5. LUNCH BREAKS

*All nonexempt employees shall take a minimum of a 30-minute lunch break daily, except in the case of special circumstances and with the approval of their supervisor. The lunch break should not be taken in the employee's office or at the employee's desk. The employee should clock-out or report the lunch break on their time sheet.*

#### 6. BUS DRIVERS

*Bus drivers who are full time (8 hours or more) employees may adjust their work week for their regular job in order to accommodate bus arrival and departure times with the approval of the superintendent. Time and pay for bus routes may vary from year to year depending on the needs of the District. Bus drivers get 5 days paid leave each year.*

#### 7. SUBSTITUTES

*Non-degreed substitutes are paid \$45.00 per day. Degreed substitutes (holding a college degree) are paid \$60.00 per day. Long term non-degreed will be paid at a rate of 80% of the state minimum base amount after 20 consecutive working days for the same teacher. This new rate will begin on the 21<sup>st</sup>. day. Degreed substitutes will be paid a rate based on the state base minimum amount after 20 days consecutive working days for the same teacher. The new rate will begin on the 21<sup>st</sup> day. It is recommended each substitute attend a substitute workshop held at the district before substituting.*

## Auxiliary Employee Work Days & Pay Grades

### Work Days

180 days	Bus Driver	
185 days	Food Service Worker	7 hours
187 days	Teacher aide	7 1/2 hours
	Reading aide	7 1/2 hours
	Library aide	7 1/2 hours
	Migrant Clerk	7 1/2 hours
	Cafeteria Manager	7 1/2 hours
207 days	Campus Secretary	7 1/2 hours
217 days	Technology assistant	7 1/2 hours
226 days	Accounting clerk	7 1/2 hours
	Payroll clerk	7 1/2 hours
	Secretary to Supt.	7 1/2 hours
	Business Manager	7 1/2 hours
	Secretary to Prin. – HS	7 1/2 hours
	Technology Manager	7 1/2 hours
243 days	Custodian	8 hours
	Custodian Assistant Manager	8 hours
	Transportation Manager	8 hours
	Maintenance worker	8 hours
	Maintenance Worker Assistant	8 hours

### Pay Grades

10	Food Service Worker
	Custodian
	Maintenance Worker Assistant
11	Maintenance Worker
	Custodian Assistant Manager
	Bus Driver
12	Aide
	Office Clerk
	Data Entry Clerk
	Migrant Clerk
	Tech Assistant
13	Secretary to Principal
	Food Service Manager
	Custodian Manager
14	Secretary to Superintendent
	Payroll Clerk
	Accounting Clerk
	Secretary to Principal - HS
15	Transportation/Maintenance Manager
16	Business Manager
	Technology Manager

**Auxiliary Employee Hourly Rate Schedule**

		<b>Pay Grade Level</b>					
		10	12	13	14	15	16
<b>Pay Step</b>							
1		\$5.78	\$8.04	\$8.74	\$9.50	\$10.52	\$13.15
2		\$6.06	\$8.41	\$9.14	\$9.95	\$11.02	\$13.70
3		\$6.34	\$8.78	\$9.54	\$10.40	\$11.52	\$14.25
4		\$6.62	\$9.15	\$9.94	\$10.85	\$12.02	\$14.80
5		\$6.90	\$9.52	\$10.34	\$11.30	\$12.52	\$15.35
6		\$7.18	\$9.89	\$10.74	\$11.75	\$13.02	\$15.90
7		\$7.46	\$10.26	\$11.14	\$12.20	\$13.52	\$16.45
8		\$7.74	\$10.63	\$11.54	\$12.65	\$14.02	\$17.00
9		\$8.02	\$11.00	\$11.94	\$13.10	\$14.52	\$17.55
10		\$8.30	\$11.37	\$12.34	\$13.55	\$15.02	\$18.10
11		\$8.58	\$11.74	\$12.74	\$14.00	\$15.52	\$18.65
12		\$8.86	\$12.11	\$13.14	\$14.45	\$16.02	\$19.20
13		\$9.14	\$12.48	\$13.54	\$14.90	\$16.52	\$19.75
14		\$9.42	\$12.85	\$13.94	\$15.35	\$17.02	\$20.30
15		\$9.70	\$13.22	\$14.34	\$15.80	\$17.52	\$20.85
16		\$9.98	\$13.59	\$14.74	\$16.25	\$18.02	\$21.40
17		\$10.26	\$13.96	\$15.14	\$16.70	\$18.52	\$21.95
18		\$10.54	\$14.33	\$15.54	\$17.15	\$19.02	\$22.50
19		\$10.82	\$14.70	\$15.94	\$17.60	\$19.52	\$23.05
20		\$11.10	\$15.07	\$16.34	\$18.05	\$20.02	\$23.60
21		\$11.38	\$15.44	\$16.74	\$18.50	\$20.52	\$24.15
22		\$11.66	\$15.81	\$17.14	\$18.95	\$21.02	\$24.70
23		\$11.94	\$16.18	\$17.54	\$19.40	\$21.52	\$25.25
24		\$12.22	\$16.55	\$17.94	\$19.85	\$22.02	\$25.80
25		\$12.50	\$16.92	\$18.34	\$20.30	\$22.52	\$26.35