

Classified Compensation Plan

(Revised 5/25/17, effective date 7/1/17)

It is the intention of the Board to compensate every employee fairly and in a way that encourages high levels of performance and professional growth.

Pay Scale

The pay scale is divided into eight (8) grades represented by columns. Higher grades of pay require greater responsibility, greater skills, greater commitment to professional growth, or a combination of these factors. Placement in these grades is based on this plan. New employees may be placed on a higher grade allowed for their position and may be allowed up to four steps when hired if the employee's skills and experience warrant that placement. Higher grades include greater numbers of step increases that may be earned. Classified employees may be asked to perform the duties of a substitute teacher. Classified employees who work as a substitute teacher will be paid either at the daily substitute teacher rate, or at the classified employees' hourly rate, whichever is higher. Substitute teaching is considered part of a classified employee's regular duties. Substitute teacher wages for classified employees are subject to PERS.

Leave

Vacation leave for 12-month classified employees is accrued on a monthly basis. The accrual rate is as follows:

First year:	1.25 days per month (equivalent of 3 weeks per year)
Second Year:	1.50 days per month (equivalent of 3.5 weeks per year)
Third Year:	1.67 days per month (equivalent of 4 weeks per year)
Fourth Year:	1.83 days per month (equivalent of 4.5 weeks per year)
Fifth Year:	2.08 days per month (equivalent of 5 weeks per year)
Subsequent Years:	1 day per month up to 30 days maximum

Leave without pay (LWOP) time taken over 5 days will be considered to be an undue hardship on the school district, and will not be approved except in cases of extreme hardship.

Classified employees shall accrue one sick day per month worked, equal to the number of hours the classified employee is budgeted to work.

Professional Growth Plan

Employees will begin their employment with the district at a grade appropriate for each position as outlined below. As per Board Policy (BP 4216) new classified employees will be hired as probationary employees for a period of six months.

Evaluation

Every classified employee will be evaluated each year by an administrator or designee who supervises his or her work. This evaluation will take place prior to the last work day of each school year and will be signed off on by an administrator or designee.

Employees with serious deficiencies will be directed by an administrator to improve through a plan of improvement. This plan will include a statement of the improved behavior desired by the evaluator and a reasonable timeline for achieving this improvement. The plan will also specify criteria which must be met for the employee to receive his/her step increase. This process does not preclude the district from terminating any employee immediately for issues of gross insubordination, illegal actions, or actions indicating serious lack of judgement which could result in harm to others.

Employee Attendance Bonuses

A bonus of \$250 will be paid to every full time classified employee who has perfect attendance for a whole semester of school. Perfect attendance means being at work on time every assigned work day of the semester period. Semesters will be considered to be the period from July 1 to December 31 and the period from January 1 to June 30. Attendance bonuses will be paid in January and in June.

For nine-month employees, a bonus of \$25 per each unused sick leave day over six (6) days (minus LWOP days) during the current school year will be paid to the employee. Sick leave days will continue to accrue.

For twelve-month employees, a bonus of \$25 per each unused sick leave day over nine (9) days (minus LWOP days) during the current school year will be paid to the employee. Sick leave days will continue to accrue.

Holidays

The following days are holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following day
- Christmas Day

When a holiday falls on a Saturday, the proceeding Friday shall be the holiday. When a holiday falls on a Sunday, the following Monday shall be a holiday.

“Holiday pay” means the regular wages paid an employee for a normal scheduled day of work.

To be eligible for holiday pay, a permanent employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, or must be on approved paid leave. A school-term employee on non-pay status for summer months will not be eligible for holiday pay on holidays that fall during the time of non-pay status.

If an employee is requested to work on a holiday as defined above, the employee shall receive for the holiday worked, the employee's regular pay plus an additional amount equal to the holiday pay. The employee shall not be entitled to any overtime wages for the actual hours worked solely because the work is on a holiday.

Step Increases

Step increases for full-time or permanent part-time employees as indicated on the Unalaska City School District Classified Salary Schedule will take place automatically at the end of a complete year of work if the employee has received a satisfactory annual evaluation or has fully met the criteria established in a plan of improvement. Employees whose work has serious deficiencies and who are on a plan of improvement will not receive a step increase at the end of the year if any part of the plan of improvement criteria has not been fulfilled to the satisfaction of the Superintendent.

Unalaska City School District

Position Grade Ranges

Paraprofessionals – Level I: Grades 1-3 (includes instructional aides)

Paraprofessionals – Level II: Grades 2-5 (includes intensive needs aides)

Custodians: Grades 1-3

Custodial Supervisor: Grades 2-5

Food Service Employees: Grades 1-3

Food Services Supervisor: Grades 3-6

Clerical Employees – School Level: Grades 1-3 (includes school secretaries)

Clerical Employees – District Level: Grades 3-7 (includes Registrar, Admin. Asst. Accountant)

Maintenance Employees: Grades 1-8

Skilled Professional Employees: Grades 4-8 (includes technology coordinator, school nurse)

Temporary Employee: Grades 1-8 Temporary employees do not earn increases.

**UNALASKA CITY SCHOOL DISTRICT
FY 18 and FY 19 CLASSIFIED SALARY
SCHEDULE**

	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8
STEP 0	\$15.14	\$16.32	\$17.51	\$18.70	\$19.89	\$21.07	\$22.26	\$23.45
STEP 1	\$15.92	\$17.11	\$18.29	\$19.48	\$20.67	\$21.86	\$23.04	\$24.23
STEP 2	\$16.70	\$17.89	\$19.08	\$20.27	\$21.45	\$22.64	\$23.83	\$25.02
STEP 3	\$17.49	\$18.67	\$19.86	\$21.05	\$22.24	\$23.42	\$24.61	\$25.80
STEP 4	\$18.27	\$19.46	\$20.64	\$21.83	\$23.02	\$24.21	\$25.39	\$26.58
STEP 5	\$19.05	\$20.24	\$21.43	\$22.61	\$23.80	\$24.99	\$26.18	\$27.36
STEP 6	\$19.83	\$21.02	\$22.21	\$23.40	\$24.58	\$25.77	\$26.96	\$28.15
STEP 7	\$20.62	\$21.81	\$22.99	\$24.18	\$25.37	\$26.55	\$27.74	\$28.93
STEP 8		\$22.59	\$23.78	\$24.96	\$26.15	\$27.34	\$28.53	\$29.71
STEP 9			\$24.56	\$25.75	\$26.93	\$28.12	\$29.31	\$30.50
STEP 10				\$26.53	\$27.72	\$28.90	\$30.09	\$31.28
STEP 11					\$28.50	\$29.69	\$30.87	\$32.06
STEP 12						\$30.47	\$31.66	\$32.84
STEP 13							\$32.44	\$33.63
STEP 14								\$34.41

For 2017-18 and 2018-19, full-time classified employees shall be paid an additional \$500 per year. This amount shall be paid in September 2017 and September 2018, shall be “off schedule,” and shall be subject to regular withholding and PERS.