

SCHOOL DISTRICT OF THE CITY OF ERIE

**GENERAL COMPENSATION PLAN FOR
NON-BARGAINING EMPLOYEES**

I. PURPOSE

The purpose of this compensation plan is to establish the pay and benefits provided to those regular full time and part time employees who are not covered by one of the District's collective bargaining agreements, the District's Act 93 Administrator Compensation Plan, or an individual employment agreement.

II. EFFECTIVE DATE

This plan is effective from _____ and until amended, replaced, or modified by action of the Board of School Directors.

III. COVERAGE OF PLAN

This plan covers the following positions, when occupied. Positions covered by this Plan may be abolished, added, or changed at any time.

A. Secretaries

1. Assistant Board Secretary
2. Executive Secretary to Superintendent
3. Assistant Executive Secretary to Superintendent
4. Secretary to Assistant Superintendent
5. Executive Secretary to Assistant to the Superintendent
6. Human Resources Confidential A Secretary
7. K-8 Curriculum/Parent Liaison Secretary
8. Payroll Department Confidential A
9. Administrative Assistant to the Business Administrator
10. Human Resources Professional Assistant/Employer Relations Confidential B

B. Technicians

1. Theater Resource Specialist
2. Multi-Media Systems Technician
3. Horticultural Assistant

C. Supervisors

1. Finance Supervisor
2. Purchasing Supervisor/Inventory Control
3. Maintenance Supervisor/Chief Engineer
4. Maintenance /Transportation Supervisor
5. Family Center Supervisor
6. Employee Benefits Supervisor
7. Supervisor of Student Parenting and CHAMPS Afterschool Program
8. Supervisor of Instructional/Curriculum Technology

D. Directors

1. Family Center Director of Student Assistance Program
2. Director of Communications

E. Managers

1. Transportation Manager
2. Payroll Manager
3. Student Parenting and CHAMPS Afterschool Program Project Development Manager
4. Human Resources Manager
5. Technology Resource Manager

F. Foremen

1. Service Center Foreman/Team Leader – Service Center Operations

G. Computer Center/I.T. Employees

1. Instructional Technology Specialist
2. Computer Programmer II
3. Computer Programmer II
4. Computer Technician
5. Computer Technician
6. Computer Technician
7. Microcomputer Technologist
8. Help Desk Manager
9. Technology Systems Specialist
10. Technology Systems Specialist
11. Technology Systems Specialist
12. Technology Systems Specialist
13. Technology Systems Specialist
14. Cyber Services Manager
15. Systems Analyst

H. Family Center

1. Fatherhood Caseworker
2. Parents as Teachers Home Visitor
3. Parents as Teachers Home Visitor
4. Bilingual Parents as Teachers/Parent Educator
5. HFA Family Support Worker
6. HFA Family Support Worker
7. HFA Family Support Worker
8. HFA Family Support Worker

9. HFA Family Support Worker
10. HFA Program Manager
11. HFA Bilingual Family/Support Worker
12. Drug & Alcohol Prevention Specialist
13. Access & Visitation Program Specialist
14. Time Limited Family Reunification Program Parent Service Specialist
15. Time Limited Family Reunification Program Parent Service Specialist
16. HFA Prevention Specialist
17. HFA Program Assistant
18. ESL Student & Family Support Facilitator

HFA= (HEALTHY FAMILY'S AMERICA)

I. Behavior Specialists/Technician/Interventionists

J. Mental Health Specialists

1. Specialist
2. Specialist (hourly)

K. ROTC Program

1. Instructor IV
2. Instructor III
3. Instructor II
4. Instructor I

L. Security

1. Chief School Security
2. Security Police Officer

3. Truancy Police Officer

M. Staff Nurses

1. Elementary Staff Nurse
2. MS Staff Nurse
3. HS Staff Nurse

N. Child Accounting

1. Child Accounting/PIMS Facilitator

O. Parenting

1. Student Parenting Teen Fatherhood Specialist/Career Counselor
2. Student Parenting Program Caseworker
3. Student Parenting Program Caseworker

- Administrators, from Directors through Instructional Supervisors are awarded 12 sick, 25 vacation and 3 personal days. This procedure was established because of the close correlation with veteran teachers and administrators salaries. There was a need to differentiate to accommodate our administrators and extend their schedule to a full year.
- The non-bargaining unit personnel, from the Non-Instructional Supervisors through and including Department Managers follow the previous Administrators agreement and are awarded 12 sick, 20 vacation and 3 personal days. They will receive 20 vacation days each year until their 20th year (25 days).
- Other non-bargaining unit personnel (Confidential Secretaries, Caseworker, Technicians, CJO's etc.) are the same as above with the exception of vacation days. They earn their vacation days and follow the same vacation day's progression as secretaries.
- Bargaining Unit personnel (teachers, custodians, engineers, bus drivers, teacher assistants, secretaries) are handled per contract.

IV. COMPENSATION AND BENEFIT SPECIFICATIONS (AS OF 7/1/2012)

A. Secretaries

	PAY	HRS	D	S	V	+VAC	P	FL	INS
A-1	47,682.15	7	260	12	SEC	-	3	-	Yes
A-2	62,675.55	7	260	12	SEC	-	3	-	Yes
A-3	49,299.11	7	260	12	SEC	-	3	-	Yes
A-4	49,299.11	7	260	12	SEC	-	3	-	Yes
A-5	49,288.00	7	260	12	SEC	-	3	-	Yes
A-6	47,136.70	7	260	12	SEC	-	3	-	Yes
A-7	40,299.14	7	260	12	SEC	-	3	-	Yes
A-8	47,137.03	7	260	12	SEC	-	3	-	Yes
A-9	57,608.69	7	260	12	SEC	-	3	-	Yes
A-10	39,900.00	7	260	12	SEC	-	3	-	Yes

B. Technicians

	PAY	HRS	D	S	V	+VAC	P	FL	INS
B-1	36,944.17	7	187	10	-	-	3	-	Yes
B-2	59,864.06	8	260	12	SEC	-	3	-	Yes
B-3	31,142.72	7	187	12	-	-	3	-	Yes

C. Supervisors

	PAY	HRS	D	S	V	+VAC	P	FL	INS
C-1	77,523.16	7.5	260	12	25	-	3	4	Yes
C-2	101,209.75	7.5	260	12	25	-	3	4	Yes
C-3	90,488.41	7.5	260	12	25	-	3	4	Yes
C-4	78,740.31	7.5	260	12	25	-	3	4	Yes
C-5	96,087.31	7.5	260	12	25	-	3	4	Yes
C-6	62,209.94	7.5	260	12	25	-	3	4	Yes
C-7	81,153.00	7.5	260	12	25	-	3	4	Yes
C-8	86,091.39	8	260	12	25	-	3	4	Yes

D. Directors

	PAY	HRS	D	S	V	+VAC	P	FL	INS
D-1	100,134.08	7.5	260	12	25	-	3	4	Yes
D-2	75,750.00	7.5	260	12	25	-	3	4	Yes

E. Managers

	PAY	HRS	D	S	V	+VAC	P	FL	INS
E-1	62,209.94	7.5	260	12	20	1	3	4	Yes
E-2	62,418.00	7.5	260	12	20	-	3	4	Yes
E-3	52,220.00	7.5	260	12	20	-	3	4	Yes
E-4	52,520.00	7.5	260	12	20	2	3	4	Yes
E-5	58,294.94	7.5	260	12	20	-	3	4	Yes

F. Foremen

	PAY	HRS	D	S	V	+VAC	P	FL	INS
F-1	71,647.54	7.5	260	12	25	-	3	4	Yes

G. Computer Center

	PAY	HRS	D	S	V	+VAC	P	FL	INS
G-1	60,751.44	8	260	12	20	-	3	4	Yes
G-2	61,375.62	8	260	12	SEC	-	3	-	Yes
G-3	34,073.00	8	260	12	SEC	-	3	-	Yes
G-4	34,073.00	8	260	12	SEC	-	3	-	Yes
G-5	41,124.10	8	260	12	SEC	-	3	-	Yes
G-6	36,431.31	8	260	12	SEC	-	3	-	Yes
G-7	55,972.30	8	260	12	SEC	-	3	-	Yes
G-8	61,030.24	8	260	12	20	1	3	4	Yes
G-9	36,431.31	8	260	12	SEC	-	3	-	Yes
G-10	36,431.31	8	260	12	SEC	-	3	-	Yes
G-11	42,181.04	8	260	12	SEC	-	3	-	Yes
G-12	36,431.31	8	260	12	SEC	-	3	-	Yes
G-13	36,431.31	8	260	12	SEC	-	3	-	Yes
G-14	60,734.79	8	260	12	20	-	3	4	Yes
G-15	54,000.00	8	260	12	SEC	-	3	-	Yes

H. Family Center

	PAY	HRS	D	S	V	+VAC	P	FL	INS
H-1	30,352.50	7	260	12	SEC	-	3	-	Yes
H-2	26,249.50	7	260	12	SEC	-	3	-	Yes
H-3	28,400.00	7	260	12	SEC	-	3	-	Yes
H-4	28,963.77	7	260	12	SEC	-	3	-	Yes
H-5	28,280.00	7	260	12	SEC	-	3	-	Yes
H-6	28,000.00	7	260	12	SEC	-	3	-	Yes
H-7	28,280.00	7	260	12	SEC	-	3	-	Yes
H-9	28,000.00	7	260	12	SEC	-	3	-	Yes
H-10	28,280.00	7	260	12	SEC	-	3	-	Yes
H-11	38,380.00	7	260	20	SEC	-	3	4	Yes
H-12	28,280.00	7	260	12	SEC	-	3	-	Yes
H-13	28,280.00	7	260	12	SEC	-	3	-	Yes
H-14	28,000.00	7	260	12	SEC	-	3	-	Yes
H-15	28,280.00	7	260	12	SEC	-	3	-	Yes
H-16	28,280.00	7	260	12	SEC	-	3	-	Yes
H-17	28,280.00	7	260	12	SEC	-	3	-	Yes
H-18	23,896.60	7	260	12	SEC	-	3	-	Yes
H-19	15.87/hr 28,883.40/yr	7	260	10	LCL 1968	-	3	-	Yes

I. Behavior Interventionists/Specialists/Technicians

	PAY	HRS	D	S	V	+VAC	P	FL	INS
Entry	29,695.00	7	187	12	-	-	3	-	Yes
Maximum	36,578.39	7							

J. Mental Health Specialists

	PAY	HRS	D	S	V	+VAC	P	FL	INS
J-1: Entry	37,675.34	7/7.5	189	12	-	-	3	-	Yes
Maximum	45,273.26								

K. ROTC Program

	PAY	HRS	D	S	V	+VAC	P	FL	INS
K-1	79,268.83	7	260	12	30	-	3	-	Yes
K-2	81,345.96	7	260	12	30	-	3	-	Yes
K-3	89,143.20	7	260	12	30	-	3	-	Yes
K-4	97,519.20	7	260	12	30	-	3	-	Yes

L. Security

	PAY	HRS	D	S	V	+VAC	P	FL	INS
L-1	68,870.98	8	260	12	25	-	3	4	Yes
L-2	40,600.00	8	260	12	SEC	-	3	-	Yes
L-3	42,560.75	8	260	12	SEC	-	3	-	Yes
L-4	42,562.21	8	260	12	SEC	-	3	-	Yes

M. Staff Nurses

	PAY	HRS	D	S	V	+VAC	P	FL	INS
M-1 Elementary	See App.	6	See App.	-	-	-	-	-	-
M-2 Middle School	See App.	6.5	See App.	-	-	-	-	-	-
M-3 High School	See App.	7	See App.	-	-	-	-	-	-

N. Child Accounting

	PAY	HRS	D	S	V	+VAC	P	FL	INS
N-1	65,000	8	260	12	25	-	3	4	Yes

O. Parenting

	PAY	HRS	D	S	V	+VAC	P	FL	INS
O-1	37,450.76	7	260	12	SEC	-	3	-	Yes
O-2	33,989.98	7.5	260	12	SEC	-	3	-	Yes
O-3	33,989.98.	7.5	260	12	SEC	-	3	-	Yes

Codes

HRS -	Normal hours per day
D -	Work days per year
S -	Sick leave per year
V -	Vacation per year
+ VAC -	Special vacation allowance
P -	Personal days per year
F -	Floating days per year
INS -	Insurance
SEC -	EESA contract terms
	An empty box indicates no benefit is provided in that category.

V. PAID LEAVE BENEFITS

A. Vacation, Sick Leave, and Personal Leave

Vacation, sick leave, and personal leave varies by position. Leave allowances for these items are specified in the chart in Section IV above.

B. Funeral Leave

Full time employees shall be allowed five (5) work days, or seven (7) consecutive days, beginning with the day following the death, with full pay, in case of death of a member of the immediate family. The term "immediate family" includes the following: mother, father, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household or any person with whom the employee has made his home. In the cases of the death of a grandmother, grandfather, grandson, granddaughter, son-in-law, or daughter-in-law, absence will be allowed with pay through the day of the funeral. In all cases of death of near relative (first cousins, aunt, uncle, niece, nephew, brother-in-law, sister-in-law), an employee will be paid for absence on the fully day necessary to attend the funeral.

In special cases, the Superintendent may use his discretion to extend time. A letter giving pertinent facts must be submitted to the Human Resources Department. Absence for this reason shall not affect accumulated sick leave.

C. Jury Duty

An employee on jury duty will be compensated for the difference between the payment received for jury duty services and his/her regular salary. The employee must present proof of service and the amount of pay received to his/her immediate supervisor. No other leave pay shall be paid during the absence. An employee must notify his/her supervisor in advance of an appearance for jury duty.

D. FMLA Leave

Eligible employees may qualify for 12 weeks of unpaid leave during which District provided insurance benefits will be maintained under the same terms as when the employee is in paid status. Generally, eligibility for FMLA leave requires a minimum of one year of service and 1,250 hours of work within the preceding 12 months. FMLA leave is available for absences involving birth and care of a child, adoption, or a serious medical condition of the employee or an immediate family member. The details of eligibility are controlled by the Family and Medical Leave Act and associated government regulations, as amended from time to time.

VI. MISCELLANEOUS PROVISIONS

1. Those full-time employees qualifying for insurance coverage are eligible to participate in the same insurance programs, and on the same terms, as are provided for in the District's Act 93 Administrative Compensation plan.

2. When vacations are listed as "SEC" in Section IV above, the employee receives the same vacation entitlement that is provided for in the District's agreement with the Erie Educational Secretaries Association.

3. Vacation Accrual. The accrual of vacation for those employees whose vacation is as provided in the Erie Educational Secretaries Association Agreement is governed by the accrual system used for employees under that Agreement. All other employees with vacation entitlements will be credited with vacation annually on July 1. During the first year of employment, employees who accrue vacation on a July 1 basis will be credited with an appropriately pro-rated amount of vacation on the first July 1 following the date of hire.

4. Employees covered by this Plan who are paid on an hourly basis do not receive paid holidays.

5. "Floating Days" are days of leave with pay. Directors, Coordinators, Supervisors and Managers are granted four (4) floating days off each year which must be used during the fiscal year.