

AESOP - Variable Pay

Educational Incentive Award (EIA) Requirements

Effective November 2009, the full number of in-service points are required for EIA pay.

AESOP eligible employees have the opportunity to earn Educational Incentive Awards. Refresher courses for the awards may be required during employment with the District. Employees must maintain excellent performance in order to continue receiving award pay.

Level I - Basic Awards

- A. High School Diploma and two (2) consecutive years of employment with the District

Course work from an accredited college demonstrated by the completion of six (6) semester hours, nine (9) quarter hours or two (2) or more certificates from a job-related Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than 48 hours of job-related subjects.

60 District In-service Points

Award: \$200 paid out in November of each year

- B. High School Diploma and three (3) consecutive years of employment with the District

One (1) year of course work from an accredited college demonstrated by completion thirty (30) semester hours, forty-five (45) quarter hours, or five (5) or more certificates from an Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than one-hundred-twenty (120) hours of job-related subjects.

75 District In-service Points

Award: \$300 paid out in November of each year

Level II - Standard Award

High School Diploma and five (5) consecutive years of employment with the District

Two (2) years of course work from an accredited college demonstrated by completion of sixty (60) semester hours, ninety (90) quarter hours, or ten (10) or more certificates from an Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than two-hundred-forty (240) hours of job-related subjects.

90 District In-service Points

Award: \$400 paid out in November of each year

AESOP - Variable Pay

Level III - Advanced Awards

- A. High School Diploma and seven (7) consecutive years of employment with the District

Three (3) years of course work from an accredited college demonstrated by completion of ninety (90) semester hours, one-hundred-thirty-five (135) quarter hours, or ten (10) or more certificates from an Adult, Community, Technical or Vocational Education facility totaling no less than two-hundred-forty (240) hours of job-related subjects.

120 District In-service Points

Award: \$500 paid out in November of each year

- B. High School Diploma and ten (10) consecutive years of employment with the District

Four (4) years of course work from an accredited college demonstrated by completion of one-hundred-twenty (120) semester hours, one-hundred-eighty (180) quarter hours, or twenty (20) or more certificates from an Adult, Community, Technical or Vocational Education facility totaling no less than four-hundred-eighty (480) hours of job-related subjects.

150 District In-service Points

Award: \$600 paid out in November of each year

Level IV - Professional Awards

AESOP eligible employees who have earned a Certified Professional Secretary (CPS) designation shall annually be paid in November an incentive award of \$600.

AESOP eligible employees with an Associate's degree from an accredited college or university that is directly related to the employee's primary job assignment or to another AESOP position in the District will be paid an educational award of \$1,000.

AESOP eligible employees with a Bachelor's degree from an accredited college or university that is directly related to the employee's primary job assignment or to another AESOP position in the District will be paid an educational award of \$1,500.

An employee eligible to receive a higher level Incentive Award is no longer eligible to receive a lower level award except when an employee is eligible to receive both an award for having earned a CPS (level 4) and another Incentive Award (level 3, 2 or 1). In this case, the employee can receive both awards.

AESOP - Variable Pay

To maintain any Education Incentive Award (EIA) the employee must earn 15 District In-service Points each year. The employee shall annually submit evidence of these 15 District In-service Points to the 'AESOP EIA Coordinator, in care of the Department of Research & Evaluation' no later than June 30th each year. The AESOP EIA Coordinator shall submit a list of employees eligible to maintain their EIA to the Director of Compensation & HR Planning no later than the following July 15th. Payments of EIAs shall be in one (1) lump sum in the following November of each year. The District has the right to audit the determinations of the EIA Coordinator and the evidence of District In-service Points submitted in order for payment to occur.

AESOP eligible employees who were paid the Level IV EIA or either \$1,000 or \$1,500 in November of 2011 for having either an Associate or Bachelors Degree in a career field available to District employees will remain eligible to continue to receive this EIA in a lump sum each November provided the employee continues to earn 15 District In-service Points each school year beginning with the FY2011-2012 school year, and submit evidence of these 15 points to maintain their EIA to the AESOP EIA Coordinator no later than June 30th (with subsequent submission to CHRP for processing no later than July 15th).

Temporary Duties in a Higher Classification

When an employee is removed from his/her job duties and assigned temporary duties in a higher classification for ten (10) consecutive work days, the employee shall receive a five percent (5%) increase or the entry rate of the higher classification, whichever is greater. The increase will be retroactive to the first day of the assignment in the higher classification. In no event, however, shall a Paraprofessional I be eligible for Substitute Teacher or Permanent Substitute pay.

Continuing Education

An employee may request and be granted leave to attend in-service training, workshops, self-improvement courses, or other professional growth opportunities without loss of pay.

Medically Complex

Employee's regularly assigned to the care of medically complex students during regular or summer school shall be paid an additional \$1.50 per hour. Such complex care includes, but is not necessarily limited to, maintaining gastronomy tubes, observing the use of nebulizers, lifting immobile students, finger stick for use of glucometers, oral suctioning of tracheotomy tubes, changing diapers, catheterization, and colostomy bags and other similar functions. Supplement will be recommended by the Principal and approved by the ESE Coordinator upon successful completion of employee training.

An additional \$0.75 per hour shall be provided to Paraprofessional employees assigned to a Severely Emotionally Handicapped (SEH) unit full-time in regular or summer school. This pay is not available to Paraprofessionals in regular classes with mainstreamed SEH students. As with medically complex, the Principal recommends and the ESE Coordinator provides approval.

AESOP - Variable Pay

Overtime

For all hours an employee works in excess of 40 in one workweek, employee is eligible for additional overtime pay at the rate of 1.5 times their regular rate of pay excluding any merit, incentive, supplemental, or other non-recurring regular pay. In lieu of overtime pay, employee may elect to receive compensatory time which shall also equal 1.5 times their regular rate of pay. For purposes of computing overtime, employee shall not be penalized for any District designated holidays during that workweek (Monday through Friday).

Attendance Incentive

Effective August 1, 2011, the district shall pay a member of the bargaining unit one dollar (\$1.00) per hour worked each month providing they use no sick leave, annual leave or personal leave (paid or unpaid) during the month except that the use of up to three (3) days of sick leave for 1) the death of an employee's father, mother, brother, sister, spouse, child or member of the employee's immediate household; 2) an absence for reason of being called for or serving on a jury; 3) for "light duty" associated with a Workers' Compensation claim; 4) an approved TDE that takes the employee offsite to attend District approved training; and 5) ensuring no penalty for use of approved Compensatory Time. Paid out the month immediately following the month in which it was earned.

Differential

Community school secretaries, media clerks, other office personnel, data management services employees, and school police dispatchers that are assigned to work half or more of their scheduled hours at any time other than between the hours of 8:00 AM and 4:30 PM shall be paid a shift differential of \$0.25 for each hour worked.

School Police Dispatchers

School Police Dispatchers who work either the 3PM - 11PM shift or the 11PM - 7AM shift and are unable to take a lunch break shall receive a five percent (5%) increase above their currently hourly rate only while working the shifts noted herein.

School Treasurers

School Treasurers at an elementary or middle school with enrollment of 1250 or more are eligible for a \$1200 annual supplement. All high school Treasurers are automatically eligible for 1 annual supplement of \$1200. Schools with an enrollment of 1958 or more, however, are eligible for an additional \$1200 supplement. The Principal, at his/her discretion, can determine how such an additional supplement is to be distributed. The supplement may be distributed to the same Treasurer that is eligible for the school's automatic supplement, or the supplement may be distributed amongst more than one of the school's support staff.