

# 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. 2 consecutive years of employment with the District

Completion of 6 semester hours, 9 quarter hours or 2 or more job related courses from a job-related Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than 48 hours.

60 In-service Points

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

- B. 3 consecutive years of employment with the District

Completion of 1 year of college demonstrated by 30 semester hours, 45 quarter hours or 5 or more certificates from an Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than 120 hours of job-related subjects.

75 in-service points

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

### Level II - Standard Award

5 years consecutive years of employment with the District

Completion of 2 years of college demonstrated by 60 semester hours/90 quarter hours, or 10 or more certificates from an Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than 240 hours of job-related subjects.

90 in-service points

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

### Level III - Advanced Awards

- A. 7 years consecutive years of employment with the District

Completion of 3 years of college demonstrated by 90 semester hours, 135 quarter hours, or 10 or more certificates from an Adult, Community, Technical or Vocational Education facility, totaling no less than 240 hours of job-related subjects

## **AESOP - Variable Pay**

120 in-service points

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

B. 10 years consecutive years of employment with the District

Completion of 4 years of college demonstrated by 120 semester hours, 180 quarter hours, or 20 or more certificates from an Adult, Community, Technical or Vocational Education facility, totaling no less than 480 hours of job-related subjects

150 in-service points

Supplement: \$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 of \$600.

AESOP eligible employees with an Associate's degree related to job assignment or an available District career field shall annually be paid in November an incentive of \$1000.

AESOP eligible employees with a Bachelor's degree related to job assignment or an available District career field shall annually be paid in November an incentive of \$1500.

An employee eligible to receive a larger Educational Incentive Award is no longer eligible to receive a smaller award except when an employee is eligible to receive both an award for having earned a CPS and another Educational Incentive Award. In this case, the employee will receive both awards.

To maintain any of the Education Incentive Awards the employee must earn 15 service points each year. Payout shall be in one lump sum in November of each year. For such payout to occur, all supporting documentation must be submitted to Compensation & HR Planning no later than June 30 of each year to ensure payment will be made in the following November.

### **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.

# **AESOP - Variable 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 gastrostomy 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.

## **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**

An additional \$1.00 per hour worked shall be provided for each month employee uses no sick or personal leave during that month for any reason. Employees are eligible for this incentive beginning the 1st day of their second (2nd) year of consecutive employment with the District. Exceptions to this requirement are 1) when employee exercises sick leave due to bereavement for an employee's father, mother, brother, sister, spouse, child or member of the employee's household; 2) absence for being called to and serving for jury duty; 3) for "light duty" associated with a Workers' Compensation claim; an approved TDE that takes the employee offsite to attend District approved training; and 4) ensuring no penalty for use of approved Compensatory Time. Paid out in the month immediately following the month in which the incentive pay was earned.

# **AESOP - Variable Pay**

## **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 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.