

**LOGAN COUNTY SCHOOLS
EMPLOYEE HANDBOOK**

This employee handbook has been prepared to provide you with general information concerning your benefits, responsibilities, and rights.

As an employee of Logan County Schools, you are part of an outstanding staff that believes in high quality educational programs for the students of this school district. As a member of the Logan County team, you are expected to demonstrate our high standards of commitment and ethical conduct in your work with students, parents, community, and fellow employees.

The provisions of selected policies contained in this handbook are for quick reference. Please take the time to familiarize yourself with the policies, as they may impact you at any time. If you have questions regarding a particular policy, please consult your immediate supervisor or the appropriate Central Office staff member for assistance.

You are a valued member of this educational community and I appreciate your dedication to the education and welfare of the students we serve.

I wish you and your students a great school year.

Patricia Lucas

Superintendent

BOARD OF EDUCATION

Jeremy Farley, President
Dr. Pat J. White, Vice President

MEMBERS

Harold McMillen
Deborah Mendez
Barry Mullins

**LOGAN COUNTY
ADMINISTRATIVE STAFF**

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Darlene Dingess-Adkins	Asst. Superintendent
Cathy Adkins	Attendance Director
Jill Barker	Director Special Education
Jason Browning	Director Transportation Secondary Education
Eric Ellis	Director of CTE/Student Support Title IX Harassment Compliance Officer
Rhonda Justice	Chief Financial Officer
Jason Jude	Payroll Accountant
Haleigh Lilly	Director of Purchasing
Danita Noel	Director Elementary and Federal Programs
Stephen Pritchard	Director of Operational Support
Anita Sedlock	Director Child Nutrition
Melissa Teeters	Director School Improvement
Elizabeth Thompson	Director of Personnel Title IX Coordinator

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ADVANCED SALARY: A **professional educator** who completes college credit beyond the bachelor's degree may qualify for the BA+15, MA, MA+15, MA+30, MA+45 or doctorate salary classification. The requirements for each classification are described in another section of the handbook. The employee must apply for the advanced salary classification within three (3) months of eligibility in order for the classification to be effective as of the date of eligibility.

A **service employee** who has 12, 24, 36, 48, 60, 72, 84, 96, 108, or 120 semester hours of college credit or equivalent post-secondary training may receive additional compensation. Associate, bachelor's, master's and doctorate degrees, BA +15, MA +15, MA+30, MA+45 and MA+60 are also recognized. The compensation is effective as of the date that all supporting documentation is submitted to the Personnel Department for approval.

ASBESTOS MANAGEMENT PLAN: The federal government requires that all employees be aware that there is an asbestos plan on file at each worksite as required by OSHA. Anyone wishing to review this plan should see the principal.

ASSISTANCE: The Superintendent and other Central Office staff are committed to providing you with a positive experience in Logan County. If you have any questions or need assistance fulfilling your responsibilities as an employee, please do not hesitate to contact the appropriate official.

ATTENDANCE: Faithful attendance is an integral part of the educational process. Excessive absenteeism can adversely affect not only the instructional program for students but also their behavior. For these reasons, it is expected that all employees will be on the job unless absent for one of the reasons identified in the county Leave Policy. Unexcused absences will be addressed according to county Policies 3431 and 4431. Contract renewal may not be offered to a probationary employee who has a high rate of absenteeism that is not related to a specific illness or accident.

BACKGROUND CHECK: By law, all new school employees are required to have a background check completed through the state criminal identification bureau. The fingerprinting for this background must be scheduled in advance. No walk-ins are accepted.

BEGINNING EDUCATOR INTERNSHIP: A new teacher must complete the beginning educator internship program as part of the licensure requirements unless s/he meets the exemption noted in WVBOE Policy 5202. This program is coordinated by the Central Office staff and implemented at the school level.

BEGINNING PRINCIPAL INTERNSHIP: A new principal, assistant principal, or vocational administrator is required by law to complete the beginning principal internship program.

CHILD PROTECTIVE SERVICES: Any school employee who has reasonable cause to suspect that a child is being neglected or abused or observes the child being subject to conditions that are likely to result in abuse or neglect is required by law to report such circumstances to Child Protective Services within 24 hours of suspecting the abuse or neglect. By law, any person who knowingly fails to report this information shall be guilty of a misdemeanor and may serve jail time and/or be fined. The Abuse & Neglect Hotline is 1-800-352-6513. The Logan County Department of Health and Human Resources telephone number is (304) 792-7095. The Institutional Investigative Unit (IIU) telephone number is (304) 232-4411.

CODE OF CONDUCT: The Logan County Board of Education has established a Code of Conduct for all professional and service personnel employed by the county. The Employee Code of Conduct requires all employees to: exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance; create an environment in which all individuals are accepted and able to achieve at the highest level in all areas of development; maintain a safe and healthy environment free from harassment, intimidation, bullying, bias, discrimination, and substance abuse; create a culture of caring through understanding and support; immediately intervene in any Code of Conduct violation; demonstrate responsible citizenship by maintaining a high standard of conduct, self-control and moral/ethical behavior; and comply with federal and state laws, policies, regulations and procedures. Each employee must sign an affidavit verifying that s/he received a copy of the Code and understands the expectations of her/him as an employee. Violations of this Code may result in disciplinary action, up to and including dismissal.

CONFIDENTIALITY: Confidentiality of student information is of utmost importance. Discussion of student information must be limited only to parents/guardians and appropriate school personnel. An employee must **NEVER** discuss a student with anyone who is not directly involved with the student's education. Employees shall respect colleagues in this same manner.

CONFLICT OF INTEREST: A school employee is prohibited from engaging in activities that are considered a conflict of interest. Actions specifically prohibited are identified in the county policy.

CONTINUING EDUCATION: All regular full-time employees are required by law to complete 18 clock hours of continuing education annually. All regular half-time employees are required to complete 9 clock hours of continuing education annually. The Professional Staff Development Council is responsible for proposing programs and approving credit for professional employees as per County Policy

CONTRACTS: All regular employees shall execute the appropriate contract prior to entering upon their duties. Contracts may be terminated by mutual consent of the employee and the Board. A contract provides employment in Logan County schools but does not guarantee a particular assignment. An employee may be transferred from time to time consistent with the provisions of law. Failure to comply with contract terms may result in suspension or dismissal. Notwithstanding any other provision of law, the Board may suspend or dismiss a person in its employ at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, conviction of a felony or a guilty plea or a plea of nolo contendere to a felony charge. For professional personnel, failure to obtain the appropriate certificate or revocation of a certificate annuls a contract. An employee's salary payment may be withheld until a valid certificate or license is on file with the Board. Any employee shall be terminated upon conviction of child abuse resulting in injury or child abuse creating risk of injury; sexual abuse by a parent, guardian, custodian or person in a position of trust to a child; a parent, guardian, custodian or person in a position of trust allowing sexual abuse to be inflicted upon a child.

DENTAL AND OPTICAL INSURANCE: The Board provides dental and optical insurance for all regular employees and their dependents. The Board pays the premiums.

DRESS: All employees are expected to dress in an acceptable manner that allows them to complete their work, meet health requirements and not disrupt the worksite. Service employees must wear uniforms if provided. All employees must comply with the established county Dress Code Policy.

DRUG AND TOBACCO-FREE WORKPLACE: All employees must sign a Drug and Tobacco-Free Workplace Verification Statement indicating that they have received a copy of the Board's Drug and Tobacco-Free Workplace Policy and Procedures and that they will abide by the provisions of the policy. No illegal drugs, alcohol, or tobacco products are allowed on school property or at any school function, regardless of where the function occurs. Violations of this policy may result in disciplinary action, up to and including dismissal.

DUTY-FREE LUNCH: Each teacher who is employed for more than ½ of the class periods of the regular school day and each service employee who is employed more than 3 ½ hours per day shall be provided a daily lunch period of not less than 30 consecutive minutes. No responsibilities or duties shall be assigned during this recess. A teacher may exchange this time for compensation or benefit mutually agreed upon by the teacher and the building principal. Such agreement must be in writing. Duty-free lunch is provided under the provisions of *West Virginia Code §18A-4-14*.

EARLY CHILDHOOD CLASSROOM TEACHER ASSISTANT: Effective July 1, 2014, all preschool and kindergarten aides are required to secure the Early Childhood Classroom Teacher Assistant Authorization through the West Virginia Department of Education. Information regarding this authorization is available through the County Personnel Office.

EARLY RETIREMENT NOTIFICATION BENEFIT: An employee who submits notification by March 1st that s/he is retiring at the end of the school year shall receive \$500.00 from either the state or local appropriation established for this purpose.

EMPLOYEE CREDIT UNION: County Board employees may join the Logan County Employees Federal Credit Union that provides a number of services to its membership. Automatic payroll deductions will be provided for the credit union.

EMPLOYEE EVALUATION: All employees have the right to know how well they are performing their jobs through open and honest evaluations of their performance. Any decision concerning promotion, demotion, transfer or termination of employment shall be based upon such evaluation and not upon extraneous factors. All employees are entitled to the opportunity to improve their job performance prior to termination. Staff shall be evaluated according to the provisions of WVBOE Policies 5310 and 5314. A corrective action plan (for teachers or administrators) or an improvement plan (for all other employees) is required for any employee whose job performance is rated unsatisfactory. If an employee transfers while on an improvement plan, the plan shall follow the employee.

EMPLOYEE GRIEVANCE PROCEDURE: West Virginia Code §6C-2-4 provides a procedure for an employee of a county Board of Education and their employer to reach solutions to problems that arise between them within the scope of their respective employment relationships. The procedural levels and the procedure to be followed at each level are stipulated in West Virginia Code §6C-2-4 and County Policy.

EMPLOYMENT DAY FOR HALF-TIME EMPLOYEES: A half-time employee works 3 ½ hours per day and is not entitled to a planning period, break or duty-free lunch.

EMPLOYMENT RELATIONSHIP: The Logan County Board of Education encourages employee participation in decision-making for the school district. In addition, staff members are encouraged to attend the Board meetings that typically occur at 5:00 p.m. on the second and fourth Tuesdays of each month. Special meetings are called as needed. Employees are also invited to provide comments to new and/or revised policies while they are on public comment. The policies can be found on the website <https://boe.logan.k12.wv.us>

EMPLOYMENT TERM: The employment term for all school employees is a minimum of 200 days. The Board may contract with all or part of its personnel for a longer term. The Board may also establish longer employment terms for specific positions within the county system.

EQUAL OPPORTUNITY: As required by federal laws and regulations, the Logan County Board of Education does not discriminate in employment or in its educational programs and activities on the basis of gender, age, race, color, religion, socio-economic status, handicapping condition, national origin, marital status, genetic information or membership in any employee organization.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS: The Logan County Board of Education has a comprehensive plan that ensures that all schools are orderly and safe environments conducive to learning. The plan mandates that we create, encourage, and maintain safe, drug-free, and fear-free school environments in the classroom, on the playground, and at all school-sponsored activities. All employees are expected to undertake proactive, preventive approaches to ensure a positive school climate/culture that fosters learning and personal-social development.

FAMILY and MEDICAL LEAVE: Under federal law, an employee is entitled to a maximum of twelve (12) weeks of unpaid family medical leave over the course of one year for complications due to pregnancy or childbirth, to care for a newborn, or placement for adoption or foster care, a personal health condition that prevents the employee from performing her/his job or to care for an ill spouse, parent or child who has a serious health condition. An employee may use accrued sick leave while on Family Medical Leave, but the total time off may not exceed 12 weeks. An employee must have worked for a minimum of one year (1,250 hours) in order to qualify for such leave. Family Medical Leave shall run concurrently with any other approved leave. Such leave can be

approved as “intermittent” if justified by the attending physician, but it may not exceed 12 weeks within a 12-month period. The employee will be responsible for paying only her/his portion of the health insurance premium while on approved Family Medical Leave. The FMLA request form can be secured from the Personnel Department. Additional information is available from the Personnel Director or on the Federal Labor Law Poster that is posted in conspicuous locations at your work site.

FUND RAISING: Monies earned or received by a school, authorized organization, or department within a school are school funds that must be receipted and deposited to the school’s bank account. School support organizations such as booster clubs that collect funds must be approved by the Board of Education prior to any fund-raising activities and must comply with the procedures stipulated in the county policy

GIFTS AND SOLICITATIONS: As per county policy, a school employee shall not solicit gifts from individuals or organizations.

HARASSMENT: The Logan County Board of Education has a “no tolerance” policy for harassment of any kind. A person is being harassed if the adverse action is related to race, national origin, gender identity, or sexual orientation. The Board prohibits any form of harassment on Board of Education property or at any school-sponsored event regardless of where such event might occur. It shall be a violation of Board policy for any employee of Logan County Schools to harass a student, another employee, or any other person through conduct or communication stated in the policy. It is the responsibility of all employees to promote and maintain an environment free of harassment.

Any person who believes that he/she has been the victim of harassment by a student or employee of the school district, or any third person with knowledge or belief of conduct which may constitute harassment, shall report the alleged acts immediately to an appropriate school official as designated in the county policy. The complainant or responding party is encouraged to use the report form available at all schools, on the website, and at the Central Office. An investigation of any alleged harassment shall be conducted pursuant to the provisions of the county policy. Elizabeth Thompson, Director of Personnel, and Eric Ellis, Director of Student Support are Compliance Officers for Logan County Schools. A Compliance Officer is to be notified immediately of any allegations of harassment and must be provided a copy of all related documents when the investigation is completed. Ms. Thompson's telephone number is (304) 792-2060; Mr. Ellis’ telephone number is 304-792-2060.

HOLIDAYS: Legal school holidays include New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Christmas Day, primary, general, or special election days, and any day so designated by law as a school holiday. When such holiday falls within the employment term, it shall be considered as a day of the employment term; and regular school personnel shall receive pay for such day.

INCLEMENT WEATHER PROCEDURES: In the event that schools are closed, the Superintendent will notify the radio and television news media for public announcement. All regular employees will be notified through the telephone messaging system. On days when school is canceled due to weather conditions, any and all employees may be required to report to work at the discretion of the Superintendent.

JOB SHARING: Job sharing is an alternative employment option that permits high quality service to students while meeting the unique needs of certain staff members. Job sharing must be approved by the supervisor, the Superintendent and the Board of Education.

JOB VACANCIES: County Board of Education job vacancies are posted in conspicuous places as per county policy. In addition, all vacancies can be accessed through <http://wvde.state.wv.us> or <https://boe.logan.k12.wv.us>, or the hotline (304) 752-7409.

JURY DUTY: Any employee serving jury duty or required to appear under summons before any court or grand jury shall be relieved of assigned regular duties for the period of service. Verification of required appearances and a report of compensation received shall be submitted upon return to work. The

employee shall receive the difference between his/her regular salary and the jury fee for each day of service that falls on a day of the employment calendar. An employee absent to appear in court for personal reasons shall be absent without pay unless the absence is allowed as unquestioned personal leave.

LEAVE DONATION: The Board has established a leave donation program whereby an employee can donate accrued personal leave days to another employee who has exhausted all accrued personal leave, is not eligible to receive leave or any more leave from the sick leave bank and requires additional personal leave because of a medical or physical condition that incapacitates the employee or an immediate family member for whom the employee will provide care. All donations are voluntary, with the donor selecting the recipient. Donated days must be used for the intended purpose and will transfer back to the donor(s) when the medical emergency ends.

LIABILITY INSURANCE: The Board provides liability insurance for all regular employees for incidents that occur on the job. Liability insurance coverage relates only to incidents occurring while on the job.

MANDATORY REPORTING OF SEXUAL OFFENSES: Any teacher or other school personnel who has reasonable cause to suspect that a child has been the subject of a sexual offense is required by law to report such circumstance to the principal, assistant principal, or similar person in charge within 24 hours of suspecting the offense. By law, any person who knowingly fails to report this information shall be guilty of a misdemeanor and may serve jail time and/or be fined. The principal, assistant principal, or similar person in charge must report the offense to law enforcement within 24 hours. (WV Code §49-2-803 (c)(e))

MEDICAL INSURANCE: Medical insurance is available. However, premiums vary for both the employer and the employee based upon selection of provider, coverage and annual salary.

MISSION STATEMENT: The mission of Logan County Schools is to create a high-performing system that ensures success for everyone.

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS CERTIFICATION: The West Virginia Legislature is committed to recognizing teachers who acquire certification through the National Board for Professional Teaching Standards (NBPTS). Consequently, a NBPTS certified classroom teacher receives an annual bonus of \$3,500 and reimbursement of the licensure fee and limited expenses under conditions established by the West Virginia Department of Education. The Logan County Board of Education provides \$1,500.00 from local funds.

NATIONAL CERTIFICATION IN SPEECH-LANGUAGE PATHOLOGY, AUDIOLOGY, COUNSELING, SCHOOL PSYCHOLOGY OR SCHOOL NURSE: The West Virginia Legislature is committed to recognizing employees who acquire national or, if appropriate, state recognized professional certification in speech-language pathology, audiology, counseling, school psychology or nursing by providing an annual state bonus of \$2,500 and reimbursement of expenses for fees incurred in the certification process. The bonus program is limited to 115 individuals annually.

OPTIONAL LIFE INSURANCE: County Board employees may purchase optional life insurance for themselves and their dependents. Premiums vary based on age and the coverage selected.

OUT-OF-SCHOOL ENVIRONMENT DAYS: Out-of-School Environment (OSE) days are established as annual leave days within the 200-day school term. The number of OSE days is determined by the West Virginia Legislature and may be reduced in any given year, depending on the number of instructional days lost due to weather or other calamities that close school.

OVERTIME PROVISIONS: Any service employee who works more than 40 hours within a work week is entitled to overtime pay at the rate of 1 ½ times the employee's hourly rate for each hour over 40 hours worked. All service employees must maintain and submit to their supervisor a weekly work sheet reflecting their actual hours worked. All overtime must be approved by the appropriate designee.

PARAPROFESSIONAL CERTIFICATION: An aide may be paid as a paraprofessional if s/he completes a program of study specified by the West Virginia Department of Education to secure the Paraprofessional Certificate and if it is a position requirement. Specific requirements may be obtained from the Personnel Department.

PAY PERIODS: The Board has established a uniform payday schedule for all employees. Employees have the option of receiving their pay over a ten- or twelve-month term. Pay dates shall be on or about the 15th and 30th of each month

PAYROLL DEDUCTIONS: The use of payroll deductions for employee benefits is a service provided by the Board and is limited to services that will benefit a majority of Board employees. Automatic payroll deductions will be provided for: United States savings bonds, garnishees or bankruptcy, United Way, Logan County Employees' Federal Credit Union, teachers' retirement loans.

PERSONNEL RECORDS: Personnel records for all school employees are maintained at the Central Office and include documents relevant to each employee's employment and evaluation. An employee has the right to inspect her/his own personnel records within the provisions of the county policy.

PLANNING PERIOD: Each teacher shall be provided a daily planning period. This planning period shall be the length of the usual class period in the school to which the teacher is assigned and shall not be less than 40 minutes in length. The teacher may exchange this right for compensation or benefit mutually agreed upon by the teacher and the building principal. Such agreement must be in writing.

PROBATIONARY STATUS: All regular employees serve a probationary period during their first three (3) years of employment. After three years of acceptable employment, an employee who enters into a new employment contract with the Board shall be granted a continuing contract. A teacher or service employee holding a continuing contract with one West Virginia county shall be granted continuing contract status with any other West Virginia county upon completion of one year of acceptable employment, under a probationary contract, if such employment is during the next succeeding school year or immediately following an approved leave of absence extending no more than one year. By recommendation of the Superintendent, the Board does not have to renew the contract of a probationary employee. However, such employee may request notice of the reason(s) for the non-renewal and a hearing before the Board

PROFESSIONAL CERTIFICATION: All professional educators are responsible for maintaining their license(s). As a courtesy, the Personnel Department shall notify employees at least once during the school year in which the certificate expires. It is advisable to complete the required renewal credit at least one year prior to the year the certificate expires to avoid circumstances that could result in termination of employment. It is advisable for the employee to visit the WVDE Certification website for a list of approved colleges for endorsements they are considering. This procedure is a safeguard for the employee to ensure that the West Virginia Department of Education will accept the credit. The educator must have a 3.0 overall grade point average in the course work used for renewal purposes. The steps needed to secure a permanent certificate are reflected in the back of this handbook.

PROFESSIONAL TRANSFERS: A professional employee may not transfer from one professional position to another professional position **until the following school year** if the transfer occurs after the 20th day prior to the beginning of the instructional year. State law allows only three exceptions to this provision and states that such exceptions are to be kept at a minimum.

REASSIGNMENT OF PERSONNEL: When actual student enrollment in a grade level or program, unforeseen before May 1 of the preceding school year, warrants the assignment of fewer teachers or service personnel, the superintendent, with Board approval, may reassign the least senior employee affected by

the change in enrollment to another grade level or school providing the employee has proper notice and an opportunity to appear before the Board prior to the vote on the reassignment (WV Code §18A-2-7).

Upon recommendation of the principal and approval by the classroom teacher and county board, a classroom teacher assigned to the school may, at any time during the school year, be assigned to a new or existing classroom teacher position at the school without the position being posted (WV Code §18A-4-7a)

RESIGNATION: An employee who is considering resigning from her/his position should discuss it with the principal or immediate supervisor, the Personnel Director, **and** the Central Office payroll and insurance secretary/accountants as soon as possible. By law, a **classroom teacher** may have her/his public employee insurance coverage automatically extended until August 31st if s/he resigns after completion of the employment term and effective on or before July 15th of the same calendar year. Such resignation must be in writing and may be submitted at any time during the school year. (*WV Code 18A-2-2*)

SELECTION CRITERIA FOR PROFESSIONAL POSITIONS: By law, there are nine common criteria that must be considered when determining the most qualified candidate for a professional position. For classroom teaching positions, the recommendations of the principal and at least one faculty senate representative are included. Each candidate's rating for each vacancy will vary when the applicant pool for each position is different. When one or more regular employees who meet the qualifications stipulated in the job posting apply for a classroom teaching position, the following criteria are to be given equal weight: 1) appropriate certification; 2) total experience in the required certification area; 3) amount of coursework, degree level or both in the relevant field and degree level generally; 4) academic achievement; 5) certification by the National Board for Professional Teaching Standards; 6) specialized training directly related to the performance of the job; 7) past evaluations of the applicant's performance in the teaching profession; 8) seniority; and 9) other measures or indicators upon which the relative qualifications of the applicant may be fairly judged. The recommendations of the principal and faculty senate representative shall be double weighted when a qualified, regularly employed teacher is part of the applicant pool.

SELECTION CRITERIA FOR SERVICE POSITIONS: The successful candidate for a service position shall be selected based on qualifications, seniority, and evaluations.

SERVICE PERSONNEL TRANSFERS: After the twentieth (20th) day prior to the beginning of the instructional term, no autism mentor or aide who works with autistic children or paraprofessional, interpreter, early childhood classroom assistant teacher who works with a student with exceptionalities whose IEP requires one-on-one services may transfer to another position in the county during the instructional term unless the service person holding the other position does not have valid certification. Such employee may apply for any posted, vacant position with the successful applicant assuming the position at the beginning of the next instructional term. The county Board of Education, with the recommendation of the Superintendent, may fill a position before the beginning of the next instructional term when it is determined to be in the best interest of the student(s). These provisions of law are to avoid disruption of the educational program for students served in classrooms requiring an aide.

Except as indicated above, after the twentieth day prior to the beginning of the instructional term, a service person may transfer to another position one time only during any one-half of the instructional term, unless mutually agreed upon by the employee and the Superintendent or her/his designee, with approval by the Board. During the first year of employment as a service person, a service employee may not transfer to another position during the first one-half of the instructional term unless mutually agreed upon by the employee and the Superintendent or her/his designee, with approval by the Board. A service employee returning from an approved leave of absence and school bus operators applying for extracurricular assignments are not held to this restriction. A service employee may apply for a posted, vacant position at any time with the successful applicant assuming the position at the beginning of the next one-half of the instructional term.

SICK LEAVE BANK: The Board has established a sick leave bank for professional and service personnel. The purpose is to relieve an employee from undue financial burdens due to extended absence from work for personal illness, injury, or incapacitation of a catastrophic life threatening and/or disabling

nature. All regular employees are eligible for membership on a voluntary basis as stipulated in the county Personal Leave Bank policy. An employee wishing to join the sick leave bank must submit the enrollment form to the Payroll Department by September 30th. Membership is continuous until the Payroll Department is notified, in writing that you wish to withdraw from the personal leave bank.

SICK/PERSONAL LEAVE: At the beginning of the employment term, a regular full-time employee shall be entitled annually to 1 ½ units of personal leave for each employment month or a major fraction thereof. While the days are reflected on the first pay stub at the beginning of the school year, they are actually earned on a monthly basis. **An employee who uses personal leave that has not been earned and subsequently leaves employment with the school system must reimburse the Board for the salary or wages paid for such leave.** Personal leave is provided by law to allow employees to be absent for sickness, accident, or death in the immediate family for a limited number of days without losing pay. Absences in excess of two (2) days must be verified by the attending physician. An employee may be disciplined for misusing sick leave. The law also provides that four (4) days of accumulated leave with pay may be used annually, with approval of the supervisor, for purposes that the employee does not have to specify. The regulations regarding leave are found in the county Leave Policy.

STUDENT DISCIPLINE: The Logan County Board of Education does not allow the use of corporal punishment as a disciplinary measure. However, the physical seizure and removal of unruly students from the classroom or other areas and the exercise of reasonable physical force to restrain students from fighting or engaging in destructive or illegal acts may be used when necessary. All employees are expected to abide by the county Student Discipline policy.

SUBSTITUTE SENIORITY FOR PURPOSES OF APPLYING FOR A JOB: A substitute teacher may accrue county seniority exclusively for the purpose of competing for a full-time position if s/he completes at least 133 days of teaching within the county and within any one school year. Such experience is prorated and vests as a fraction of the school year worked by the regular employee.

SUMMER INSURANCE PREMIUMS: Insurance premiums for July and August are deducted from May and June paychecks.

TAX SHELTERED ANNUITIES: All employees are eligible to participate in a 403(b) Tax Sheltered Annuity Plan. Information is available through the Payroll Department.

TECHNOLOGY ACCEPTABLE USE POLICY: The county Board of Education's computers and technology are to be used to support learning and enhance educational instruction. They are not for personal use. It is the Board's policy that all computers and other technological equipment used through Logan County Schools are utilized in a responsible, efficient, ethical, and legal manner. Each time the policy is amended, all educators and appropriate service personnel must sign a new Technology Acceptable Use Policy Agreement indicating that they agree to abide by the provisions of the policy.

TUITION REIMBURSEMENT: Tuition reimbursement from the West Virginia Department of Education is available to a professional educator who is seeking an endorsement in an identified shortage area or is on a continuing contract and has a license to renew. Consult the county Director of Personnel to determine your eligibility and the timelines for tuition reimbursement. By statute, priority will be given to teachers seeking an endorsement in an identified shortage area.

TRAVEL: Prior approval must be secured for out-of-county travel. The authorization request must be submitted at least ten (10) days prior to proposed in-state travel and thirty (30) days prior to proposed out-of-state travel. Reimbursement for travel expenses shall comply with county policy.

UNPAID LEAVE OF ABSENCE: A leave of absence is the suspension of the employment contract by mutual agreement between the Board, upon recommendation of the Superintendent, and the employee. The suspension of the employment contract, with the exception of involuntary military or reserve training, carries with it a suspension of all pay and accumulation of fringe benefits (holidays, etc.) A leave of absence is limited to medical

leave, maternity-related leave, childcare leave, military conscription leave, employment with another governmental agency, and educational leaves. The employee must request a leave of absence, in writing, and it must be approved by the County Board of Education.

An involuntary medical leave of absence may extend no more than 12 months and shall include any time that the employee was off under the Family Medical Leave Act (FMLA). The employee will be responsible for paying only her/his portion of the health insurance premium provided s/he submits monthly physician's statements verifying the need to be off.

A voluntary childcare, other governmental employment, or educational leave may not extend beyond 12 months. In such case the employee will be responsible for paying her/his portion of the health care premium, as well as the county share. Approval of an employment or educational leave of absence shall require documentation verifying employment or enrollment in the educational program for which the leave is requested.

UNPAID LEAVE WITHOUT BOARD APPROVAL: The Superintendent has the authority to approve an unpaid absence in special circumstances. However, such leave is a suspension of the employment contract and carries with it a suspension of all pay and fringe benefits. Any employee who goes into "docked status" must secure the Superintendent's approval to be off without pay. **An employee who is absent without pay on the day before or after a holiday is not entitled to holiday pay. Retirement benefits may be adversely affected when an employee is absent without pay.** Questions regarding this matter should be referred to the Retirement/Benefits Secretary in the Financial Department.

VACATION DAYS: All 261-day employees accrue annual leave days in accordance with the county policy. No more than eighteen (18) days of unused annual leave may be carried over from one fiscal year to the next.

OPTIONS FOR USE OF ACCRUED SICK AND ANNUAL LEAVE UPON RETIREMENT

TO PURCHASE HEALTH INSURANCE			
IF YOU HAVE HAD CONTINUOUS PEIA HEALTH AND/OR LIFE INSURANCE COVERAGE SINCE BEFORE JULY 1, 1988	IF YOU BEGAN A PEIA HEALTH AND/OR LIFE INSURANCE PLAN ON OR AFTER JULY 1, 1988 OR YOU HAVE HAD A LAPSE OF COVERAGE SINCE JULY 1, 1988	IF YOU WERE HIRED BETWEEN JULY 1, 2001 AND JULY 1, 2015	IF YOU WERE HIRED ON OR AFTER JULY 1, 2015
<p>If you have had PEIA health and/or life insurance coverage continuously since before July 1, 1988, 100% of the monthly insurance premium will be paid for you. Your days convert as follows: 2 days of accrued leave = 100% of one month's single coverage 3 days of accrued leave = 100% of one month's family coverage</p> <p>When the policy holder dies, coverage terminates unless the surviving dependent decides to pay the monthly premium.</p>	<p>If you came into a PEIA health and/or life insurance plan on or after July 1, 1988, or if you had a lapse of coverage since then, only 50% of each month's premium will be paid for you. Your days convert as follows: 2 days of accrued leave = 50% of one month's single coverage 3 days of accrued leave = 50% of one month's family coverage</p> <p>The policy holder is responsible for paying the balance of each month's premium from her/his annuity.</p>	<p>There is no option to buy health insurance coverage for anyone hired as of July 1, 2001.</p>	<p>There is no option to buy health insurance coverage for anyone hired as of July 1, 2015.</p>
TO PURCHASE YEARS OF SERVICE			
RETIREMENT 1 DEFINED BENEFITS HIRED BEFORE JULY 1, 1991	RETIREMENT 2 DEFINED CONTRIBUTIONS HIRED JULY 1,1991-JUNE 30, 2005 AND DID NOT TRANSFER TO RETIREMENT 3	RETIREMENT 3 DEFINED BENEFITS HIRED BETWEEN JULY 1, 2005 OR TRANSFERRED FROM RETIREMENT 2	RETIREMENT 4 DEFINED BENEFITS HIRED ON OR AFTER JULY 1, 2015
<p>Ninety (90) days will buy one year of service credit for 200-day employees One hundred-ten (110) days will buy one year of service credit for 240 or more day employees. Employees whose average contract falls between 200 and 240 days will need to have their days calculated to determine what equals one year of service. The number will be between 90 and 110 days.</p>	<p>There is no option for employees in the defined benefits plan to buy years of service. Accrued leave may only be used to buy health insurance as determined above.</p>	<p>Ninety (90) days will buy one year of service credit for 200-day employees. One hundred-ten (110) days will buy one year of service credit for 240 or more day employees. Employees whose average contract falls between 200 and 240 days will need to have their days calculated to determine what equals one year of service.</p>	<p>There is no option to buy service credit.</p>

RETIREMENT ELIGIBILITY

RETIREMENTS 1 and 3 (DEFINED BENEFITS)

TO QUALIFY FOR FULL BENEFITS:

- Be employed at age 60 with at least 5 years of service. If not working, must wait until age 62; **OR**
- Be employed at age 55 with at least 30 years of service; **OR**
- Any age with at least 35 years of service

You will receive reduced benefits (58%) if you retire **before age 55** with at least 30 years of service.

MONTHLY RETIREMENT CALCULATION:

Average five (5) highest years' salary **within the last fifteen (15)** years of service X years of service X 2% ÷ 12

RETIREMENT 2 (DEFINED CONTRIBUTIONS)

TO QUALIFY FOR FULL BENEFITS:

- Be employed at age 55 with at least 12 years of service; **OR**
- Be employed at age 60 with at least 5 years of service.

To be fully vested, you must have been in paid status for 200 days in each of the 12 years.

If you terminate employment prior to retirement:

After 6 years of service, you may withdraw your funds plus 33 1/3% of the employer's contributions.

After 9 years of service, you may withdraw your funds plus 66 2/3% of the employer's contributions.

After 12 years of service, you may withdraw your funds plus 100% of the employer's contributions.

You must be fully vested in order to purchase insurance benefits after retirement as indicated on the table on the opposite page. If not fully vested, you may not purchase insurance benefits.

FREQUENTLY CALLED NUMBERS

Logan County Board Office	304-792-2060
Athletics	304-792-2063
Attendance	304-792-2043
Certification	304-792-2059
Child Nutrition	304-792-2064
Exceptional Education	304-752-1275
Finance	304-792-2090
Insurance	304-792-2044
Live Grades	304-792-2080
Maintenance General	304-946-2215
Maintenance Electrical	304-792-2097
Payroll	304-792-2051
Personnel – Professional	304-792-2059
Personnel – Service	304-792-2061
Superintendent’s Office	304-792-2041
Technology Integration	304-792-2062
Transportation Logan	304-792-2045
Transportation Chapmanville	304-855-6625
Transportation Man	304-583-9583
Vacancy Hotline	304-752-7409
Buffalo Elementary	304-583-9132
Chapmanville Intermediate	304-855-0021
Chapmanville Primary	304-855-3209
Justice Elementary	304-752-3250
Holden Central	304-239-2771
Hugh Dingess	304-855-3585
Logan Grade	304-752-4180
Man Elementary	304-583-8316
Omar Elementary	304-946-2660
South Man Elementary	304-583-7522
Verdunville Elementary	304-752-1656

Chapmanville Middle	304-855-8378
Logan Middle	304-752-1801
Man Middle	304-583-8037

Chapmanville Regional	304-855-4522
Logan High	304-752-6606
Man High	304-583-6521
RR Willis Career Tech Ctr.	304-752-4687

County Board Fax Numbers

Central Office	304-752-3711
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Personnel Office	304-792-6299
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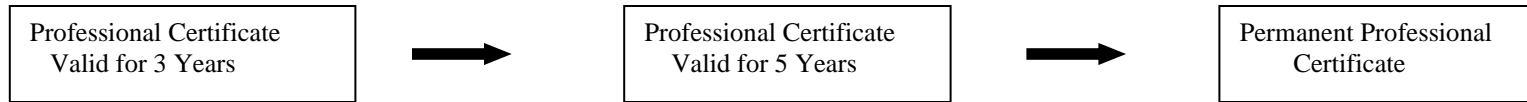
Public Employees Insurance	800-982-7348
Retirement Board	800-654-4406

WV Department of Education Numbers

WVDE	304-558-2681
WVDE Certification	800-982-2378

Logan County Schools Web Page <https://boe.logan.k12.wv.us>

PROFESSIONAL CERTIFICATE CONTINUUM



Completion of:
MA+30 or 6
semester hours of
appropriate credit
with a 3.0 GPA*
and
Completion of
Beginning Educator
Internship
and
Two years of
experience within
the endorsements
on the certificate,
one of which must
be completed in
West Virginia

Completion of:
master's degree
related to the public
school program
and
Five years of
educational experience

OR

Two renewals
of the Five-Year
Certificate, each
requiring 6 semester
hours of appropriate
credit with a 3.0 GPA*

* Renewal credit must be completed subsequent to the effective date of the certificate being renewed and within the five-year period immediately preceding the date of application.

A teacher who is completing an additional endorsement in an identified shortage area or holds a continuing contract and is required to complete six semester hours of renewal credit may qualify for tuition reimbursement through the West Virginia Department of Education. However, by law, priority will be given to teachers who are completing an additional endorsement in an identified shortage area. The number of credit hours for which one can receive reimbursement is limited to fifteen (15) hours total. Consult the county personnel office for details.

2021-2022 PROFESSIONAL EMPLOYEES' ANNUAL SALARY SCHEDULE BASED ON A 200-DAY CONTRACT

YEARS EXPER.	BACHELOR'S DEGREE	BACHELOR'S PLUS 15	MASTER'S DEGREE	MASTER'S PLUS 15	MASTER'S PLUS 30	MASTER'S PLUS 45	DOCTORATE DEGREE	YEARS EXPER.
0	38,815	39,668	41,627	42,484	43,341	44,102	45,228	0
1	39,402	40,255	42,215	43,072	43,928	44,689	45,815	1
2	39,990	40,843	42,802	43,659	44,516	45,277	46,403	2
3	40,578	41,430	43,390	44,247	45,103	45,864	46,990	3
4	41,409	42,262	44,222	45,079	45,935	46,696	47,822	4
5	41,997	42,850	44,809	45,666	46,523	47,284	48,410	5
6	42,584	43,437	45,397	46,254	47,110	47,871	48,997	6
7	43,172	44,025	45,984	46,841	47,698	48,459	49,585	7
8	43,759	44,612	46,572	47,429	48,285	49,046	50,172	8
9	44,347	45,200	47,159	48,016	48,873	49,634	50,760	9
10	44,936	45,788	47,748	48,605	49,462	50,222	51,348	10
11	45,523	46,376	48,336	49,192	50,049	50,810	51,936	11
12	46,111	46,963	48,923	49,780	50,637	51,397	52,523	12
13	46,698	47,551	49,511	50,367	51,224	51,985	53,111	13
14	47,286	48,138	50,098	50,955	51,812	52,572	53,698	14
15	47,873	48,726	50,686	51,542	52,399	53,160	54,286	15
16	48,461	49,313	51,273	52,130	52,987	53,747	54,873	16
17	49,048	49,901	51,861	52,718	53,574	54,335	55,461	17
18	49,636	50,489	52,448	53,305	54,162	54,923	56,049	18
19	50,223	51,076	53,036	53,893	54,749	55,510	56,636	19
20	51,411	52,264	54,223	55,080	55,937	56,698	57,824	20
21	51,998	52,851	54,811	55,668	56,524	57,285	58,411	21
22	52,586	53,439	55,398	56,255	57,112	57,813	58,999	22
23	53,174	54,026	55,986	56,843	57,699	58,460	59,586	23
24	53,761	54,614	56,574	57,430	58,287	59,048	60,174	24
25	54,349	55,201	57,161	58,018	58,875	59,635	60,761	25
26	54,936	55,789	57,749	58,605	59,462	60,223	61,349	26
27	55,524	56,376	58,336	59,193	60,050	60,810	61,936	27
28	56,111	56,964	58,924	59,780	60,637	61,398	62,524	28
29	56,699	57,551	59,511	60,368	61,225	61,985	63,111	29
30	57,286	58,139	60,099	60,955	61,812	62,573	63,699	30
31	57,874	58,727	60,686	61,543	62,400	63,160	64,286	31
32	58,461	59,314	61,274	62,131	62,987	63,748	64,874	32
33	59,049	59,902	61,861	62,718	63,575	64,336	65,462	33
34	59,636	60,489	62,449	63,306	64,162	64,923	66,049	34
35+	60,224	61,077	63,036	63,893	64,750	65,511	66,637	35+

ADVANCED SALARY CLASSIFICATIONS FOR PROFESSIONAL EDUCATORS

The West Virginia Department of Education recognizes six (6) salary classifications above the bachelor's degree for professional educators. The qualifications for these salary classifications are different for the holder of a Professional Certificate and the holder of a Vocational Certificate. Course work completed for recognition of the advanced salary classification on the Professional Certificate must be completed through an accredited institution of higher education recognized by the State Board of Education. Course work completed for recognition of the advanced salary classification on the Vocational Certificate must be completed through a **regionally** accredited institution of higher education.

SALARY CLASSIFICATIONS RECOGNIZED ON THE PROFESSIONAL CERTIFICATE

Bachelor's Plus 15 – Fifteen semester hours of graduate credit related to the public-school program. The graduate credit must be: 1) course work within a master's degree program; 2) course work in a program planned by the superintendent, institution and applicant; 3) course work used for renewal or a new specialization; **or** 4) course work completed prior to 1966.

Master's Degree – A master's degree related to the public-school program. If the master's degree requires more than thirty (30) semester hours, the additional hours may be used toward a higher classification.

Master's Plus 15 – Forty-five (45) semester hours of graduate credit including a master's degree, all of which must be related to the public-school program.

Master's Plus 30 – Sixty (60) semester hours of graduate credit including a master's degree, all of which must be related to the public-school program.

Master's Plus 45 – Seventy-five (75) semester hours of graduate credit including a master's degree, all of which must be related to the public-school program.

Doctorate – A doctorate degree related to the public-school program.

** Under certain conditions, fifteen (15) semester hours of undergraduate credit completed after July 1, 1984, may be used for the BA+15, MA+15, MA+30 **or** MA+45 salary classifications. The course work must be in accordance with: a) the teacher's current classification of certification and of training; b) a designated instructional shortage area documented by the employing superintendent, **or** 3) an identified teaching deficiency documented through the state-approved county personnel evaluation system.

SALARY CLASSIFICATIONS RECOGNIZED ON THE VOCATIONAL CERTIFICATE

Vocational Bachelor's Degree – The basic salary for the holder of the Vocational Permit or Certificate. The advanced salary classifications above the bachelor's degree are recognized only on the Vocational Certificate and **must be selected from the areas approved by the State Board of Education.**

Vocational Bachelor's Plus 15 – Fifteen (15) semester hours of course work beyond those required for the Vocational Certificate.

Vocational Master's Degree – Thirty (30) semester hours of course work beyond those required for the Vocational Certificate.

Vocational Master's Plus 15 – Forty-five (45) semester hours of course work beyond those required for the Vocational Certificate.

Vocational Master's Plus 30 – Sixty (60) semester hours of course work beyond those required for the Vocational Certificate.

Vocational Master's Plus 45 – Seventy-five (75) semester hours of course work beyond those required for the Vocational Certificate.

NOTE: The advanced salary classification must be applied for within three months of eligibility in order to be recognized as of the date of eligibility.

2021-22 SERVICE PERSONNEL ANNUAL SALARY SCHEDULE BY CLASSIFICATION BASED ON A 200-DAY CONTRACT

	A	B	C	D	E	F	G	H	
0	21,985	22,195	22,615	23,145	23,675	24,305	24,625	25,355	0
1	22,305	22,525	22,935	23,465	24,005	24,635	24,945	25,685	1
2	22,635	22,845	23,265	23,795	24,325	24,955	25,275	26,005	2
3	22,955	23,175	23,595	24,125	24,655	25,285	25,605	26,335	3
4	23,285	23,505	23,915	24,445	24,975	25,615	25,925	26,675	4
5	23,615	23,825	24,245	24,775	25,305	25,935	26,255	26,995	5
6	23,935	24,155	24,585	25,105	25,635	26,265	26,585	27,325	6
7	24,275	24,475	24,905	25,425	25,955	26,595	26,905	27,655	7
8	24,605	24,805	25,235	25,755	26,285	26,915	27,235	27,975	8
9	24,925	25,135	25,565	26,095	26,615	27,245	27,555	28,305	9
10	25,255	25,465	25,885	26,415	26,935	27,585	27,895	28,635	10
11	25,585	25,795	26,215	26,745	27,265	27,905	28,225	28,955	11
12	25,905	26,125	26,535	27,075	27,605	28,325	28,545	29,285	12
13	26,235	26,445	26,865	27,395	27,925	28,555	28,875	29,615	13
14	26,565	26,775	27,195	27,725	28,255	28,885	29,205	29,935	14
15	26,885	27,105	27,515	28,705	28,575	29,215	29,525	30,265	15
16	27,215	27,425	27,845	28,375	28,905	29,535	29,855	30,595	16
17	27,535	27,755	28,185	28,405	29,235	29,865	30,185	30,925	17
18	27,865	28,085	28,505	29,025	29,555	30,195	30,505	31,255	18
19	28,205	28,405	28,835	29,355	29,885	30,515	30,835	31,575	19
20	28,525	28,435	29,165	29,695	30,125	30,845	31,165	31,915	20
21	28,855	29,055	29,485	30,015	30,535	31,175	31,485	32,255	21
22	29,185	29,395	29,815	30,345	30,865	31,505	31,825	32,575	22
23	29,505	29,725	30,145	30,675	31,205	31,845	32,165	32,915	23
24	29,835	30,045	30,465	30,995	31,525	32,185	32,495	33,255	24
25	30,165	30,375	30,795	31,325	31,865	32,505	32,835	33,575	25
26	30,485	30,705	31,115	31,665	32,205	32,845	33,155	33,915	26
27	30,815	31,025	31,445	31,985	32,525	33,165	33,495	34,245	27
28	31,145	31,355	31,785	32,325	32,865	33,505	33,835	34,585	28
29	31,465	31,695	32,115	32,645	33,195	33,845	34,155	34,925	29
30	31,805	32,015	32,455	32,985	33,525	34,165	34,495	35,255	30
31	32,135	32,355	32,795	33,325	33,865	34,505	34,835	35,585	31
32	32,475	32,685	33,115	33,655	34,185	34,845	35,155	35,925	32
33	32,815	33,015	33,455	33,995	34,525	35,165	35,495	36,255	33
34	33,135	33,355	33,795	34,335	34,865	35,505	35,835	36,585	34
35	33,475	33,695	34,115	34,655	35,185	35,845	36,165	36,925	35
36	33,815	34,025	34,455	34,995	35,535	36,175	36,505	37,245	36
37	34,135	34,365	34,795	35,335	35,875	36,515	36,835	37,585	37
38	34,475	34,685	35,115	35,655	36,195	36,845	37,165	37,925	38
39	34,815	35,025	35,455	35,995	36,535	37,715	37,505	38,245	39
40	35,135	35,365	35,785	36,325	36,875	37,515	37,835	38,585	40

2021-22 SERVICE PERSONNEL SALARY ADDENDA FOR COMPLETION OF COLLEGE CREDIT OR ITS EQUIVALENT

Monthly	Daily	Level
\$ 12.00	\$.60	High School Diploma or GED
23.00	1.15	High School Diploma or GED plus 12 semester hours of college credit or equivalent
34.00	1.70	High School Diploma or GED plus 24 semester hours of college credit or equivalent
45.00	2.25	High School Diploma or GED plus 36 semester hours of college credit or equivalent
56.00	2.80	High School Diploma or GED plus 4271558 semester hours of college credit or equivalent
67.00	3.35	High School Diploma or GED plus 60 semester hours of college credit or equivalent
107.00	5.35	Associate Degree with a minimum of 60 semester hours of college credit or equivalent
78.00	3.90	High School Diploma Plus 72 semester hours of college credit or equivalent
118.00	5.90	Associate Degree with a minimum of 72 semester hours of college credit or equivalent
89.00	4.45	High School Diploma Plus 84 semester hours of college credit or equivalent
129.00	6.45	Associate Degree with a minimum of 84 semester hours of college credit or equivalent
100.00	5.00	High School Diploma Plus 96 semester hours of college credit or equivalent
140.00	7.00	Associate Degree with a minimum of 96 semester hours of college credit or equivalent
111.00	5.55	High School Diploma Plus 108 semester hours of college credit or equivalent
151.00	7.55	Associate Degree with a minimum of 108 semester hours of college credit or equivalent
122.00	6.10	High School Diploma Plus 120 semester hours of college credit or equivalent
162.00	8.10	Associate Degree with a minimum of 120 semester hours of college credit or equivalent
162.00	8.10	Bachelor's Degree
202.00	10.10	Bachelor's Degree with an earned Associate Degree
173.00	8.65	Bachelor's Plus 15
213.00	10.65	Bachelor's Plus 15 with earned Bachelor's and Associate Degrees
213.00	10.65	Master's Degree with an earned Bachelor's Degree or Doctorate with an earned Bachelor's Degree
253.00	12.65	Master's Degree with earned Bachelor's and Associate Degrees or Doctorate with earned Bachelor's and Associate Degrees
224.00	11.20	Master's Plus 15 with earned Master's and Bachelor's Degree
264.00	13.20	Master's Plus 15 with earned Master's, Bachelor's and Associate Degrees
235.00	11.75	Master's Plus 30 with earned Master's and Bachelor's Degrees
275.00	13.75	Master's Plus 30 with earned Master's, Bachelor's and Associate Degrees
246.00	12.30	Master's Plus 45 with earned Master's and Bachelor's Degrees
286.00	14.30	Master's Plus 45 with earned Master's, Bachelor's and Associate Degrees
257.00	12.85	Master's Plus 60 with earned Master's and Bachelor's Degrees
297.00	14.85	Master's Plus 60 with earned Master's, Bachelor's and Associate Degrees
297.00	14.85	Doctorate with earned Master's and Bachelor's Degrees
337.00	16.85	Doctorate with earned Master's, Bachelor's and Associate Degrees

STATE SERVICE PERSONNEL CLASS TITLES AND PAY GRADES

CLASS TITLE	PAY GRADE	CLASS TITLE	PAY GRADE	CLASS TITLE	PAY GRADE
Accounts Payable Supervisor	G	Director/Coordinator of Services	H	Mechanic	F
Aide I *	A	Draftsman	D	Mechanic Assistant	E
Aide II *	B	Early Childhood Classroom		Office Equipment	
Aide III *	C	Teacher Assistant	E	Repairman I	F
Aide IV *	D	Electrician I	F	Office Equipment	
Audiovisual Technician	C	Electrician II	G	Repairman II	G
Auditor	G	Electronic Technician I	F	Painter	E
Autism Mentor	F	Electronic Technician II	G	Paraprofessional	F
Braille/Sign Language Specialist	E	Executive Secretary	G	Payroll Supervisor	G
Bus Operator	D	Food Services Supervisor	G	Plumber I	E
Buyer	F	Foreman	G	Plumber II	G
Cabinetmaker	G	General Maintenance	C	Printing Operator	B
Cafeteria Manager	D	Glazier	D	Printing Supervisor	D
Carpenter I	E	Graphic Artist	D	Programmer	H
Carpenter II	F	Groundman	B	Roofing/Sheet Metal Mechanic	F
Chief Mechanic	G	Handyman	B	Sanitation Plant Operator	F
Clerk I	B	Heating/Air Conditioning		School Bus Supervisor	E
Clerk II	C	Mechanic I	E	Secretary/Accountant I	D
Computer Operator	E	Heating/Air Conditioning		Secretary/Accountant II	E
Cook I	A	Mechanic II	G	Secretary/Accountant III*	F
Cook II	F	Heavy Equipment		Supervisor of Maintenance	H
Cook III	C	Operator	E	Supervisor of Transportation	H
Crew Leader	F	Inventory Supervisor	D	Switchboard Operator/ Receptionist	D
Custodian I	A	Key Punch Operator	B	Truck Driver	D
Custodian II	B	Licensed Practical Nurse	F	Warehouse Clerk	C
Custodian III	C	Locksmith	G	Watchman	B
Custodian IV	D	Lubrication Man	C	Welder	F
		Machinist	F		
		Mail Clerk	D		
		Maintenance Clerk	C		
		Mason	G		

*See salary classification page.

2021 – 2022 Calendar Dates

August

8/23 CD Day
8/24 CD Day
8/25 Prep for Opening
8/26 Student First Day

September

9/6 No School Labor Day
9/27 Progress Reports
9/28 Parent Teacher
Conference

October

10/1 P/L Professional Learning
10/28 End 1st Grading Period
10/29 P/L Faculty Senate

November

11/4 Reports Cards
11/11 No School Veterans Day
11/22 - 26 Thanksgiving Break

December

12/7 Progress Reports
12/22 P/L Professional
Learning
12/23 - 12/31 Christmas Break

January

1/1 New Year's Day
1/3 Return from Break
1/17 No School M. L. King
Day
1/19 End 1st Semester
1/26 Report Cards

February

2/25 P/L - Faculty Senate
2/28 Progress Reports

March

3/1 Parent Teacher
Conference
3/18 Professional Meeting Day
3/24 End 3rd Grading Period
3/31 Report Cards

April

4/15 P/L - Faculty Senate
4/18 - 22 Spring Break

May

5/6 Progress Reports
5/10 No School Election Day
5/30 No School Memorial Day
5/31 Graduation Day

June

6/6 Students Last Day
6/7 Professional Meeting Day
6/8 Prep for Closing Day Last
Day for Teachers