

Business Operations
Ofelia San Pedro, Deputy Superintendent

**SUBJECT: 2006-2009 CONFIDENTIAL EXEMPT PERSONNEL SALARY PLAN
RECOMMENDATIONS**

1. **APPROVE THE 2006-2009 CONFIDENTIAL EXEMPT
PERSONNEL SCHEDULE**
2. **APPROVE THE CONFIDENTIAL EXEMPT PERSONNEL
SALARY INCREASES FOR 2006-2007, 2007-2008, AND 2008-
2009**
3. **APPROVE ADDITIONAL COMPENSATORY BENEFITS**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Pursuant to Board Rule 6Gx13- 4D1.023, Confidential Exempt Personnel Classification and Compensation Plan, it is recommended that eligible Confidential Exempt Employees advance one step effective July 1, 2006. Employees on the top step of the schedule as of June 30, 2006 will receive an increase of three percent (3%).

Effective July 1, 2007, eligible Confidential Exempt Personnel will advance one step and employees on the top step as of June 30, 2007 will receive a four percent (4%) salary increase.

Effective July 1, 2008, eligible Confidential Exempt Personnel will advance one step and employees on the top step as of June 30, 2008 will receive a four percent (4%) salary increase.

Additional compensatory benefits are recommended as follows:

- Increase salary upon upward reclassification to the first step that provides a minimum of a five percent (5%) increase in salary; currently a minimum of the first step that provides a two percent (2%) increase is awarded upon reclassification.
- Increase the supplement for employees who complete the Professional Secretary Program from \$250 to \$275 annually, effective July 1, 2006.
- Increase the supplement provided to employees that pass the National Certified Professional Secretary Examination from \$1000 to \$1100 annually, effective July 1, 2006.

Revised
D-11

- Effective for the 2007-2008 fiscal year, increase reimbursement of tuition from a maximum of nine (9) undergraduate and/or graduate course credits to twelve (12) credits per fiscal year.
- Effective the first pay period following School Board approval, provide a \$3500 salary differential to the employees classified as Executive Assistant to the Superintendent to recognize the unique nature of duties assigned to that position, including level and complexity of work, confidentiality and sensitivity of assignments and recordkeeping requirements.
- Effective for the 2007-2008 fiscal year, provide a promotional increase on a temporary basis to employees required to perform the duties of a higher level position while the incumbent is on a Board-approved leave.

A copy of the 2006-2009 salary schedule for Confidential Exempt Personnel is attached for your approval.

Corresponding changes to the Classification and Compensation Plan for Confidential Exempt Personnel will be forwarded for first and second readings at subsequent School Board meetings, upon approval of these recommendations.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize:

1. the 2006-2009 Confidential Exempt Personnel Salary Schedule.
2. eligible employees to advance one step effective July 1, 2006, and provide a three percent (3%) increase to employees on the top step as of June 30, 2006. } Revised
3. eligible employees to advance one step effective July 1, 2007 and provide a four percent (4%) increase to employees on the top step as of June 30, 2007.
4. eligible employees to advance one step effective July 1, 2008 and provide a four percent (4%) increase to employees on the top step as of June 30, 2008.
5. additional compensatory benefits as follows:
 - minimum of five percent (5%) salary increase upon upward reclassification;
 - \$275 supplement for Professional Secretary Program;
 - \$1100 supplement for National Certified Professional Secretary Examination;
 - reimbursement for twelve (12) college credits per fiscal year, effective 2007-2008;
 - \$3500 salary differential for employees classified as Executive Assistant to the Superintendent; and
 - promotional increase upon temporary appointment to position vacated by incumbent on Board-approved leave, effective 2007-2008.

OSP:jmg

**CONFIDENTIAL EXEMPT PERSONNEL
PROPOSED SALARY SCHEDULE (XO)**

2006-2009

(Effective July 1, 2006)

| STEP | PAY GRADE A | PAY GRADE B | PAY GRADE C | PAY GRADE D | PAY GRADE E | PAY GRADE F | PAY GRADE G | PAY GRADE H | PAY GRADE J | PAY GRADE K | PAY GRADE L | PAY GRADE M |
|------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | \$22,370 | \$23,430 | \$24,540 | \$25,705 | \$26,932 | \$28,209 | \$29,550 | \$30,951 | \$32,422 | \$33,965 | \$35,575 | \$37,265 |
| 2 | 23,430 | 24,540 | 25,705 | 26,932 | 28,209 | 29,550 | 30,951 | 32,422 | 33,965 | 35,575 | 37,265 | 39,036 |
| 3 | 24,540 | 25,705 | 26,932 | 28,209 | 29,550 | 30,951 | 32,422 | 33,965 | 35,575 | 37,265 | 39,036 | 40,891 |
| 4 | 25,705 | 26,932 | 28,209 | 29,550 | 30,951 | 32,422 | 33,965 | 35,575 | 37,265 | 39,036 | 40,891 | 42,832 |
| 5 | 26,932 | 28,209 | 29,550 | 30,951 | 32,422 | 33,965 | 35,575 | 37,265 | 39,036 | 40,891 | 42,832 | 44,868 |
| 6 | 28,209 | 29,550 | 30,951 | 32,422 | 33,965 | 35,575 | 37,265 | 39,036 | 40,891 | 42,832 | 44,868 | 47,004 |
| 7 | 29,550 | 30,951 | 32,422 | 33,965 | 35,575 | 37,265 | 39,036 | 40,891 | 42,832 | 44,868 | 47,004 | 49,229 |
| 8 | 30,951 | 32,422 | 33,965 | 35,575 | 37,265 | 39,036 | 40,891 | 42,832 | 44,868 | 47,004 | 49,229 | 51,572 |
| 9 | 32,422 | 33,965 | 35,575 | 37,265 | 39,036 | 40,891 | 42,832 | 44,868 | 47,004 | 49,229 | 51,572 | 54,021 |
| 10 | 33,965 | 35,575 | 37,265 | 39,036 | 40,891 | 42,832 | 44,868 | 47,004 | 49,229 | 51,572 | 54,021 | 56,587 |
| 11 | 35,575 | 37,265 | 39,036 | 40,891 | 42,832 | 44,868 | 47,004 | 49,229 | 51,572 | 54,021 | 56,587 | 59,277 |
| 12 | 37,265 | 39,036 | 40,891 | 42,832 | 44,868 | 47,004 | 49,229 | 51,572 | 54,021 | 56,587 | 59,277 | 62,093 |
| 13 | 41,196 | 43,051 | 44,992 | 47,028 | 49,165 | 51,389 | 53,732 | 56,181 | 58,747 | 61,437 | 64,253 | 67,201 |
| 14 | 43,356 | 45,211 | 47,152 | 49,188 | 51,325 | 53,549 | 55,892 | 58,341 | 60,907 | 63,597 | 66,413 | 69,361 |

Supplement for Secretary to the School Board Chair \$1,800