

Enid Weisman, Chief Human Capital Officer
Office of Human Capital Management

- SUBJECT: IO SALARY SCHEDULE AND GO SALARY SCHEDULE**
- 1. APPROVE THE AMENDED IO SALARY SCHEDULE TO COMPLY WITH NEW MINIMUM WAGE FOR AFFECTED POSITIONS AND EXPAND THE RANGE FOR INTERN;**
 - 2. ESTABLISH THE POSITIONS OF CLERICAL ASSISTANT AND FINANCIAL ASSISTANT ON THE IO SALARY SCHEDULE;**
 - 3. APPROVE THE AMENDED GO SALARY SCHEDULE FOR PART-TIME COMMUNITY AND AFTER-SCHOOL CARE EMPLOYEES TO COMPLY WITH NEW MINIMUM WAGE FOR AFFECTED POSITIONS; AND**
 - 4. APPROVE SALARY ADJUSTMENTS FOR AFFECTED EMPLOYEES EFFECTIVE JANUARY 1, 2015**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

The minimum wage for the State of Florida will increase from \$7.93 to \$8.05 per hour effective January 1, 2015.

The IO Salary Schedule consists of part-time, temporary and designated full-time positions that are not aligned to any bargaining unit or employee group. The established rates for four of the positions on the IO Salary Schedule are below minimum and will require an increase effective January 1, 2015. The affected positions are: Work Study Enrollee, Student Clerical and Laborer, Student Food Service Worker, and Student Summer Intern. The Intern position has been modified in job scope and salary range to provide the district the ability to participate in the various internship programs through local universities. Additionally, the positions of Clerical Assistant and Financial Assistant are being established as part-time, non-aligned positions on the IO Salary Schedule. Employees placed in these positions will perform clerical and financial support functions at school, region, and district offices on an hourly basis.

The GO Salary Schedule sets the compensation rates for part-time community and after-school care employees. The established rates for four of the positions on the GO Salary Schedule are below minimum and will require an increase effective January 1, 2015. The affected positions are: Program Aide, Clerical Aide, Activity Leader I, and Activity Leader II.

D-24

It is recommended that the IO Salary Schedule and GO Salary Schedule be amended to comply with the new minimum wage for affected positions, effective January 1, 2015.

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

1. amended IO Salary Schedule to comply with new minimum wage for affected positions and expand the range for Intern;
2. established positions of Clerical Assistant and Financial Assistant on the IO salary schedule;
3. amended GO Salary Schedule for part-time community and after-school care employees to comply with new minimum wage for affected positions; and
4. salary adjustments for affected employees effective January 1, 2015.

SALARY SCHEDULE - 10*

Salary Schedule 10 consists of part-time, hourly and other positions that are not in any bargaining unit.

TITLE	JOB CODE	HOURLY	MINIMUM	MAXIMUM
Work Study Enrollee	8025 (12-month)	\$7.93 <u>\$8.05*</u>		
Skilled Clerical	8016 (12-month)	\$8.20		
	8018 (10-month)			
Student Clerical and Laborer	8020 (12-month)	\$7.93 <u>\$8.05*</u>		
	8021 (10-month)			
Student Food Service Worker	8024	\$7.93 <u>\$8.05*</u>		
Student Summer Intern	8601	\$8.00 <u>\$8.05*</u>		
Summer Intern	8602	\$10.00		
Stadium Events Worker	8030	\$12.52		
Intern	8042	\$13.61 to <u>\$25.00</u>		
Law Clerk	8002	\$15.30 to \$26.79		
Field Technician (FISH)	8031	\$13.63		
Reserve Officer	9196	\$15.00 to \$40.00		
Regional Facilitator (PASS)	8705		\$62,500	\$70,000
Farm to School Grant Manager	8622		\$45,000	\$45,000
Reimbursable Vending Machine Grant Manager	8623		\$45,000	\$45,000
SES Provider	8610	\$60.00		
Clerical Assistant	TBA	<u>\$ 9.00</u> to <u>\$18.00</u>		
Financial Assistant	TBA	<u>\$12.00</u> to <u>\$24.00</u>		

*Effective January 1, 2014 2015, to comply with increase in Florida Minimum Wage.

**COMMUNITY SCHOOL & AFTER-SCHOOL CARE PROGRAMS
GO SALARY SCHEDULE
(*EFFECTIVE January 1, 2014 2015)**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1					\$7.93 \$8.05*
2				\$7.93 \$8.05*	\$8.25
3	\$8.00 \$8.05*	\$9.00	\$10.00	\$11.00	\$12.00
4	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00
5	\$24.00	\$25.00	\$26.00	\$27.00	\$28.00

COMMUNITY SCHOOL			AFTER-SCHOOL CARE		
Job Code	Pay Grade	Title	Job Code	Pay Grade	Title
3999	1	Community School Program Aide	4002	1	After-School Program Aide
4000	2	Community School Clerical Aide	4003	2	After-School Care Clerical Aide
4006	2	Community School Activity Leader I	4010	2	After-School Care Activity Leader I
4007	3	Community School Activity Leader II	4011	3	After-School Care Activity Leader II
4008	4	Community School Activity Leader III	4012	4	After-School Care Activity Leader III
4014	5	Community School Program Specialist I	4013	5	After-School Care Program Manager I

*Effective January 1, 2014 2015, to comply with increase in Florida Minimum Wage.

**COMMUNITY SCHOOL & AFTER-SCHOOL CARE PROGRAMS
GO SALARY SCHEDULE
(*EFFECTIVE January 1, 2014 2015)
CRITERIA TO DETERMINE PAY GRADE**

JOB CODE DUTIES AND RESPONSIBILITIES

3999	Community School Program Aide - Assists activity leaders with students, performs minor custodial and/or clerical functions, program security or other tasks related to the operation of the community school program.
4000	Community School Clerical Aide - Performs clerical functions directly relating to the operation of the community school program.
4006	Community School Activity Leader I - Leads activities that require a minimum of professional training or experience.
4007	Community School Activity Leader II - Responsible for a specific program activity that requires experience and professional training.
4008	Community School Activity Leader III - Responsible for a specific program activity that requires high degree of experience and professional training.
4014	Community School Program Specialist I - Responsible for supervising a community school program with multiple activities and an enrollment of 150 or more participants.
4002	After-School Program Aide - Assists activity leaders with students, performs minor custodial and/or clerical functions, program security or other tasks related to the operation of the school-age child care program.
4003	After-School Care Clerical Aide - Performs clerical functions directly relating to the operation of the after-school care program.
4010	After-School Care Activity Leader I - Supervises after-school care group activities that require a minimum of professional training and experience.
4011	After-School Care Activity Leader II - Responsible for a specific group activity that requires experience and professional training.
4012	After-School Care Activity Leader III - Responsible for a specific group activity that requires high degree of experience and professional training and/or programmatic responsibilities.
4013	After-School Care Program Manager - Responsible for supervising an after-school care program with multiple activities and an enrollment of 150 or more participants.

Part-time personnel are assigned an appropriate pay grade upon the recommendation of the Assistant Principal for Community Education, approval of the principal, and approval of the Executive Director, Community Education. New employees will generally enter at the first step of the pay grade.

Employees may be considered for step advancement no more than once per year. They will be granted increases upon the recommendation of the Assistant Principal for Community Education, the approval of the principal, and the approval of the Executive Director, Community Education. Pay increases will be based on enrollment, length of service, and budgetary considerations.