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Human Resources, Recruiting, Performance Management and Labor Relations

SUBJECT: IO SALARY SCHEDULE AND GO SALARY SCHEDULE
1. APPROVE THE AMENDED IO SALARY SCHEDULE TO COMPLY WITH NEW MINIMUM WAGE FOR AFFECTED POSITIONS
2. APPROVE THE AMENDED GO SALARY SCHEDULE FOR PART-TIME COMMUNITY AND AFTER-SCHOOL CARE EMPLOYEES TO COMPLY WITH NEW MINIMUM WAGE FOR AFFECTED POSITIONS
3. APPROVE SALARY ADJUSTMENTS FOR AFFECTED EMPLOYEES EFFECTIVE JANUARY 1, 2013

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

The minimum wage for the State of Florida increased from \$7.67 to \$7.79 per hour effective January 1, 2013.

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 rates established for two of the positions, Work Study Enrollee and Student Food Service Worker, on the IO Salary Schedule will be below minimum and will require an increase in these rates effective January 1, 2013.

The GO Salary Schedule sets the compensation rates for part-time hourly community and after-school care employees. The rates established for two of the positions, Program Aide and Clerical Aide, on the GO Salary Schedule will be below minimum and will require an increase in these rates effective January 1, 2013.

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, 2013.

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

1. Approve the amended IO Salary Schedule to comply with new minimum wage for affected positions.
2. Approve the amended GO Salary Schedule for part-time community and after-school care employees to comply with new minimum wage for affected positions.
3. Approve Salary Adjustments for affected employees effective January 1, 2013.

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) | <u>\$7.79*</u> | | |
| | | <u>\$7.67*</u> | | |
| Skilled Clerical | 8016 (12-month) | \$8.20 | | |
| | 8018 (10-month) | | | |
| Student Clerical and Laborer | 8020 (12-month) | \$7.80 | | |
| | 8021 (10-month) | | | |
| Student Food Service Worker | 8024 | <u>\$7.79*</u> <u>\$7.67*</u> | | |
| Student Summer Intern | 8601 | \$8.00 | | |
| Summer Intern | 8602 | \$10.00 | | |
| Stadium Events Worker | 8030 | \$12.52 | | |
| Intern | 8042 | \$13.61 | | |
| Law Clerk | 8002 | \$15.30 to \$26.79 | | |
| Field Technician (FISH) | 8031 | \$13.63 | | |
| 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 | | |

*Effective January 1, 2013, to comply with increase in Florida Minimum Wage.

**COMMUNITY SCHOOL & AFTER-SCHOOL CARE PROGRAMS
G0 SALARY SCHEDULE**

(*EFFECTIVE January 1, 2013)

| Pay Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-----------|---------|---------|---------|---------------|---------------|
| 1 | | | | \$7.67 | \$7.75 \$7.79 |
| 2 | | | \$7.67 | \$7.75 \$7.79 | \$8.25 |
| 3 | \$8.00 | \$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, 2013, to comply with increase in Florida Minimum Wage.

COMMUNITY SCHOOL & AFTER-SCHOOL CARE PROGRAMS GO SALARY SCHEDULE

(*EFFECTIVE January 1, 2013)
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.
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- 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 Director of Regional Operations - Community Education/School Age Child Care Program. 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 Community Education Administrative Director. Pay increases will be based on enrollment, length of service, and budgetary considerations.