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Office of Human Capital Management

SUBJECT: REQUEST APPROVAL OF AMENDED IO AND GO SALARY SCHEDULES TO COMPLY WITH NEW STATE MINIMUM WAGE FOR AFFECTED POSITIONS AND PROVIDE SALARY ADJUSTMENTS FOR AFFECTED EMPLOYEES EFFECTIVE JANUARY 1, 2017.

COMMITTEE: PERSONNEL SERVICES AND STUDENT AND SCHOOL SUPPORT

LINK TO STRATEGIC BLUEPRINT: HIGHLY EFFECTIVE TEACHERS, LEADERS & STAFF

The minimum wage for the State of Florida will increase from \$8.05 to \$8.10 per hour effective January 1, 2017.

The IO and GO Salary Schedules consist of part-time, temporary and designated full-time positions that are not aligned to any bargaining unit or employee group. The established rates for the identified positions on these salary schedules are below minimum and will require an increase effective January 1, 2017.

RECOMMENDED: That The School Board of Miami-Dade County, Florida approve the amended IO and GO Salary Schedules to comply with new State minimum wage for affected positions and provide salary adjustments for affected employees effective January 1, 2017.

SALARY SCHEDULE - IO*

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

TITLE	JOB CODE	HOURLY
Work Study Enrollee	8025 (12-month)	\$8.05* <u>\$8.10*</u>
Skilled Clerical	8018 (10-month)	\$8.20
Student Clerical and Laborer	8020 (12-month)	\$8.05* <u>\$8.10*</u>
	8021 (10-month)	
Student Food Service Worker	8024	\$8.05* <u>\$8.10*</u>
Stadium Events Worker	8030	\$12.52
Intern	8042	\$13.61 to \$25.00
Reserve Officer	9196	\$15.00 to \$40.00
Clerical Assistant	8050	\$9.00 to \$18.00
Financial Assistant	8051	\$12.00 to \$24.00

*Effective January 1, 2015 2017, to comply with increase in Florida Minimum Wage.

**COMMUNITY SCHOOL & AFTER-SCHOOL CARE PROGRAMS
GO SALARY SCHEDULE
(*EFFECTIVE January 1, 2015 2017)**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1					\$8.05* \$8.10*
2				\$8.05* \$8.10*	\$8.25
3	\$8.05* \$8.10*	\$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, 2015 2017, to comply with increase in Florida Minimum Wage.

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

**(*EFFECTIVE January 1, 2015 2017)
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.