

## **Non-Certificated Experience Pay Increases**

For FY 2017-2018, all Non-Certificated employees will receive two steps on their applicable salary schedule if employed as of June 30, 2017.

Pay level (step) will not always equal years of experience.

## **Clerical Salary Policy**

- All reassignments (promotions or demotions) will immediately be placed in their new pay grade on the same pay level (step) as their years of experience. On reclassification or promotion of an employee who is on a step greater than his/her years of experience, he/she shall be placed on the step on the new pay grade that is equal to his/her years of experience in our school system. If this placement results in a cut in salary, he/she will be placed on the step closest to his/her years of experience that guarantees he/she will not receive a cut in pay.
- New employees shall be placed in the initial salary pay level (step) of the appropriate pay grade.

## **Custodial Salary Policy**

- New employees shall be placed in the initial salary pay level of the appropriate pay grade.
- All regular custodians will initially be classified J-07. Promotion to classification J-09 will be considered on an individual basis based upon performance and job responsibilities.
- All promotions and demotions will immediately be placed in their new pay grade on the same pay level (step) as their years of experience. However, in the case of an employee who is on a step greater than his/her years of experience, the Superintendent, at his/her discretion and upon recommendation of the employee's supervisor, shall place the employee being reclassified or promoted on the step having the least negative impact on fellow employees/co-workers.
- The salary for a part-time custodian, who becomes a full-time custodian, will be determined by placing him/her on the same step as a full-time custodian who was originally employed at the same time as the part-time custodian.

## **Child Nutrition Program Salary Policy**

- Manager will be placed on the proper pay grade effective July 1 each year based on the Average Daily Participation for the prior year regardless of whether there is a reorganization of schools or an increase or decrease in participation.
- New employees shall be placed on the initial salary pay level of the appropriate pay grade.
- Any person being promoted to a Manager's position will be assigned to the proper pay grade and placed on the initial salary step. Any person being promoted to an Assistant Manager's position will be placed on the appropriate pay grade with their current years of experience.
- Any person being reassigned or who requests a demotion to a lesser position will be placed on a step equal to the step he/she would have been on had he/she originally been in that position.

## Bus Owner/Operator Operational Allowance Policy

In compliance with the State Department, each School Bus Owner/Operator is paid operational allowance (State and Local) each pay period. This is in addition to the salary per the Bus Owner/Operator salary schedule. The State Operational Allowance (referencing a defined Annual Operational Rates Chart) was established to help defray the cost of operating the bus while transporting students to and from school throughout the year. In addition to the State Operational Allowance, the St. Tammany Parish School Board implemented a Local Operational Allowance to assist each bus owner/operator with defraying additional fuel and maintenance cost of operating the bus. Both State and Local Operational Allowances are paid to the Bus owner/Operators each pay period.

It is the bus owner/operator's responsibility to maintain all receipts for the operation of the bus. As a result, the bus operational allowance is considered a non-accountable plan by the St. Tammany Parish School Board. Therefore, under IRS guidelines, the bus operational allowance must be reported as taxable wages in Box 1 of Form W-2 annually along with the salary paid.

Each Operational Allowance is calculated as follows:

- **State Operational Allowance** – is determined by using the State of Louisiana Annual Operational Rates Chart based on the length of the bus and the one-way miles of the bus route. This is mandated by the State and is used by every School District with Bus Owner/Operators. (For example, a bus that is 23'4" in length with a bus route of 30 one-way miles, the State's annual operational allowance is \$8,556.41. A bus that is 28' in length with a bus route of 30 one-way miles, the State's annual operational allowance is \$9,019.08.)
- **Local Operational Allowance** – The School Board's fuel adjustment policy requires the Superintendent to obtain AAA's average cost of diesel fuel in the Metro New Orleans area and provides a one cent (.01) increase per bus route mile for every five cents (.05) diesel fuel cost increase. This local fuel adjustment (LFA) may be adjusted monthly based on that average cost of diesel and reflected in the Bus/Owner Operators next month's payroll check. The annual local operational allowance is calculated by multiplying the one-way route miles times 2, times the number of bus driver school year work days, times the current local fuel adjustment (LFA).

Using the examples in the State Operational Allowance section above, the Local Operational Allowance is calculated as shown below:

$$\begin{aligned} 23'4'' \text{ bus, 30 one-way miles} &= 30 \text{ miles} * 2 \text{ (round-trip)} * 177 \text{ days} * .84 \text{ (LFA)} \\ &= \$8,920.80 \text{ Annual (period pay is determined)} \end{aligned}$$

$$\begin{aligned} 28' \text{ bus, 30 one-way miles} &= 30 \text{ miles} * 2 \text{ (round-trip)} * 177 \text{ days} * .84 \text{ (LFA)} \\ &= \$8,920.80 \text{ Annual (period pay is determined)} \end{aligned}$$

## **Bus Owner/Operator Operational Allowance Policy (Continued)**

### **Local Operational Allowance (continued)**

The Local Operational Allowance amount changes as the route miles and LFA changes NOT the length/size of the bus.

- **Additional Local Operational Monthly Stipend** – Each Bus Owner/Operator receives a stipend of \$100 per month or \$1,200 per year for an additional Local Operational Allowance.

### **Bus Driver and Bus Attendant Substitutes**

Substitute bus drivers shall be paid a daily rate as approved by the St. Tammany Parish School Board. Substitute bus drivers shall be compensated at the daily rate of a starting full-time bus driver and shall have the same job responsibilities. Substitute drivers who perform extracurricular activity/field trips are compensated at the same rate as full-time bus drivers.

Substitute bus attendants shall be paid a daily rate of pay as approved by the St. Tammany Parish School Board. Substitute bus attendants shall be compensated at the daily rate of \$8 per hour for FY 2017-2018.

## **Maintenance Salary Policy**

- New employees shall be placed on the initial salary pay level of the appropriate pay grade.
- All promotions and demotions will immediately be placed in their new pay grade on the same pay level (step) as their years of experience. In the case of an employee who is on a step greater than his/her years of experience, the Superintendent, as per his discretion and upon recommendation of the employee's supervisor, shall place the employee being reclassified or promoted on the step having the least negative impact on fellow employees/co-workers.