

Zachary Community School District
Effective 7/1/2025
Compensation Plan
2025-2026

| Page No. | Schedule Number | Description |
|-----------------|------------------------|--|
| 1 | 9T | Teacher and Other Certificated Staff (9 month-182 days) |
| 1a | 95T | Teacher and Other Certificated Staff (9.5 month-192 days) |
| 1b | 10T | Teacher and Other Certificated Staff (10 month-202 days) |
| 1c | 11T | Teacher and Other Certificated Staff (11 month-222 days) |
| 1d | 12T | Teacher and Other Certificated Staff (12 month- 260 days) |
| 1e | | Listing of Teacher and Other Certificated Staff Positions |
| 2 | R10/R12 | ROTC Instructors (10 and 12 month- 202 and 260 days) |
| 3 | MO9/NO9/EI9 | Moderator, Nurses and Intepreter (9 month-182 days) |
| 4-4b | | Extra Curricular Activities and Coaching Stipends |
| 5 | | Management Index |
| 6 | PA9 | Instructional Support Staff- Paraprofessional Non-Degreed (9 month-180 days) |
| 6 | PA9 | Instructional Support Staff- Paraprofessional Degreed (9 month- 180 days) |
| 7 | A12 | Administrative Support- Lanser Data Specialist (12 month-260 days) |
| 7 | A12 | Administrative Support-Accountant (12 month-260 days) |
| 8 | C10 | Clerical Support-School Clerk (10 month-202 days) |
| 8 | C11 | Clerical Support-School Clerk (11 month-222 days) |
| 8 | C12 | Clerical Support- Secretary and Clerk Level B-E (12 month-260 days) |
| 9 | MT6 | Maintenance- Janitor (12 month-260 days) |
| 9 | MT6 | Maintenance- Custodians (12 month-260 days) |
| 9 | MT6 | Maintenance Technician- Levels A-C (12 month-260 days) |
| 9 | MT6 | Maintenance Manager (12 month-260 days) |
| 10 | CM5 | Child Nutrition- Managers (9 month- 180 days) |
| 11 | CT3 | Child Nutrition -Technicians I, II and III (9 month-180 days) |
| 12 | | Other Compensation (Substitute) |
| 13 | | Other Compensation (Stipends) |
| Appendix | | Governing Rules |

Zachary Community School Board
Teacher and Other Certificated Staff Salary Schedule
Page 1

| | BA | MA | EdS | Doctorate |
|-------------|--|--|--|--|
| Step | 182 days 9 month Salary | 182 days 9 month Salary | 182 days 9 month Salary | 182 days 9 month Salary |
| 0 | \$52,022 | \$53,022 | \$53,522 | \$54,022 |
| 1 | \$52,522 | \$53,522 | \$54,022 | \$54,522 |
| 2 | \$53,022 | \$54,022 | \$54,522 | \$55,022 |
| 3 | \$53,522 | \$54,522 | \$55,022 | \$55,522 |
| 4 | \$54,022 | \$55,022 | \$55,522 | \$56,022 |
| 5 | \$54,522 | \$55,522 | \$56,022 | \$56,522 |
| 6 | \$55,022 | \$56,022 | \$56,522 | \$57,022 |
| 7 | \$55,522 | \$56,522 | \$57,022 | \$57,522 |
| 8 | \$56,022 | \$57,022 | \$57,522 | \$58,022 |
| 9 | \$56,522 | \$57,522 | \$58,022 | \$58,522 |
| 10 | \$57,022 | \$58,022 | \$58,522 | \$59,022 |
| 11 | \$57,522 | \$58,522 | \$59,022 | \$59,522 |
| 12 | \$58,022 | \$59,022 | \$59,522 | \$60,022 |
| 13 | \$58,522 | \$59,522 | \$60,022 | \$60,522 |
| 14 | \$59,022 | \$60,022 | \$60,522 | \$61,022 |
| 15 | \$59,522 | \$60,522 | \$61,022 | \$61,522 |
| 16 | \$60,022 | \$61,022 | \$61,522 | \$62,022 |
| 17 | \$60,522 | \$61,522 | \$62,022 | \$62,522 |
| 18 | \$61,022 | \$62,022 | \$62,522 | \$63,022 |
| 19 | \$61,522 | \$62,522 | \$63,022 | \$63,522 |
| 20 | \$62,022 | \$63,022 | \$63,522 | \$64,022 |
| 21 | \$62,522 | \$63,522 | \$64,022 | \$64,522 |
| 22 | \$63,022 | \$64,022 | \$64,522 | \$65,022 |
| 23 | \$63,522 | \$64,522 | \$65,022 | \$65,522 |
| 24 | \$64,022 | \$65,022 | \$65,522 | \$66,022 |
| 25 | \$64,522 | \$65,522 | \$66,022 | \$66,522 |
| 26 | \$65,022 | \$66,022 | \$66,522 | \$67,022 |
| 27 | \$65,522 | \$66,522 | \$67,022 | \$67,522 |
| 28 | \$66,022 | \$67,022 | \$67,522 | \$68,022 |
| 29 | \$66,522 | \$67,522 | \$68,022 | \$68,522 |
| 30 | \$67,022 | \$68,022 | \$68,522 | \$69,022 |

Zachary Community School Board
Teacher and Other Certificated Staff Salary Schedule
Page 1a

| Step | BA | MA | EdS | Doctorate |
|-------------|--|--|--|--|
| | 192 days 9.5 month Salary | 192 days 9.5 month Salary | 192 days 9.5 month Salary | 192 days 9.5 month Salary |
| 0 | \$54,580 | \$55,580 | \$56,080 | \$56,580 |
| 1 | \$55,080 | \$56,080 | \$56,580 | \$57,080 |
| 2 | \$55,580 | \$56,580 | \$57,080 | \$57,580 |
| 3 | \$56,080 | \$57,080 | \$57,580 | \$58,080 |
| 4 | \$56,580 | \$57,580 | \$58,080 | \$58,580 |
| 5 | \$57,080 | \$58,080 | \$58,580 | \$59,080 |
| 6 | \$57,580 | \$58,580 | \$59,080 | \$59,580 |
| 7 | \$58,080 | \$59,080 | \$59,580 | \$60,080 |
| 8 | \$58,580 | \$59,580 | \$60,080 | \$60,580 |
| 9 | \$59,080 | \$60,080 | \$60,580 | \$61,080 |
| 10 | \$59,580 | \$60,580 | \$61,080 | \$61,580 |
| 11 | \$60,080 | \$61,080 | \$61,580 | \$62,080 |
| 12 | \$60,580 | \$61,580 | \$62,080 | \$62,580 |
| 13 | \$61,080 | \$62,080 | \$62,580 | \$63,080 |
| 14 | \$61,580 | \$62,580 | \$63,080 | \$63,580 |
| 15 | \$62,080 | \$63,080 | \$63,580 | \$64,080 |
| 16 | \$62,580 | \$63,580 | \$64,080 | \$64,580 |
| 17 | \$63,080 | \$64,080 | \$64,580 | \$65,080 |
| 18 | \$63,580 | \$64,580 | \$65,080 | \$65,580 |
| 19 | \$64,080 | \$65,080 | \$65,580 | \$66,080 |
| 20 | \$64,580 | \$65,580 | \$66,080 | \$66,580 |
| 21 | \$65,080 | \$66,080 | \$66,580 | \$67,080 |
| 22 | \$65,580 | \$66,580 | \$67,080 | \$67,580 |
| 23 | \$66,080 | \$67,080 | \$67,580 | \$68,080 |
| 24 | \$66,580 | \$67,580 | \$68,080 | \$68,580 |
| 25 | \$67,080 | \$68,080 | \$68,580 | \$69,080 |
| 26 | \$67,580 | \$68,580 | \$69,080 | \$69,580 |
| 27 | \$68,080 | \$69,080 | \$69,580 | \$70,080 |
| 28 | \$68,580 | \$69,580 | \$70,080 | \$70,580 |
| 29 | \$69,080 | \$70,080 | \$70,580 | \$71,080 |
| 30 | \$69,580 | \$70,580 | \$71,080 | \$71,580 |

Zachary Community School Board
Teacher and Other Certificated Staff Salary Schedule
Page 1b

| | BA | MA | EdS | Doctorate |
|-------------|---|---|---|---|
| Step | 202 days 10 month Salary | 202 days 10 month Salary | 202 days 10 month Salary | 202 days 10 month Salary |
| 0 | \$57,139 | \$58,139 | \$58,639 | \$59,139 |
| 1 | \$57,639 | \$58,639 | \$59,139 | \$59,639 |
| 2 | \$58,139 | \$59,139 | \$59,639 | \$60,139 |
| 3 | \$58,639 | \$59,639 | \$60,139 | \$60,639 |
| 4 | \$59,139 | \$60,139 | \$60,639 | \$61,139 |
| 5 | \$59,639 | \$60,639 | \$61,139 | \$61,639 |
| 6 | \$60,139 | \$61,139 | \$61,639 | \$62,139 |
| 7 | \$60,639 | \$61,639 | \$62,139 | \$62,639 |
| 8 | \$61,139 | \$62,139 | \$62,639 | \$63,139 |
| 9 | \$61,639 | \$62,639 | \$63,139 | \$63,639 |
| 10 | \$62,139 | \$63,139 | \$63,639 | \$64,139 |
| 11 | \$62,639 | \$63,639 | \$64,139 | \$64,639 |
| 12 | \$63,139 | \$64,139 | \$64,639 | \$65,139 |
| 13 | \$63,639 | \$64,639 | \$65,139 | \$65,639 |
| 14 | \$64,139 | \$65,139 | \$65,639 | \$66,139 |
| 15 | \$64,639 | \$65,639 | \$66,139 | \$66,639 |
| 16 | \$65,139 | \$66,139 | \$66,639 | \$67,139 |
| 17 | \$65,639 | \$66,639 | \$67,139 | \$67,639 |
| 18 | \$66,139 | \$67,139 | \$67,639 | \$68,139 |
| 19 | \$66,639 | \$67,639 | \$68,139 | \$68,639 |
| 20 | \$67,139 | \$68,139 | \$68,639 | \$69,139 |
| 21 | \$67,639 | \$68,639 | \$69,139 | \$69,639 |
| 22 | \$68,139 | \$69,139 | \$69,639 | \$70,139 |
| 23 | \$68,639 | \$69,639 | \$70,139 | \$70,639 |
| 24 | \$69,139 | \$70,139 | \$70,639 | \$71,139 |
| 25 | \$69,639 | \$70,639 | \$71,139 | \$71,639 |
| 26 | \$70,139 | \$71,139 | \$71,639 | \$72,139 |
| 27 | \$70,639 | \$71,639 | \$72,139 | \$72,639 |
| 28 | \$71,139 | \$72,139 | \$72,639 | \$73,139 |
| 29 | \$71,639 | \$72,639 | \$73,139 | \$73,639 |
| 30 | \$72,139 | \$73,139 | \$73,639 | \$74,139 |

Zachary Community School Board
Teacher and Other Certificated Staff Salary Schedule
Page 1c

| | BA | MA | EdS | Doctorate |
|-------------|---|---|---|---|
| Step | 222 days 11 month Salary | 222 days 11 month Salary | 222 days 11 month Salary | 222 days 11 month Salary |
| 0 | \$62,256 | \$63,256 | \$63,756 | \$64,256 |
| 1 | \$62,756 | \$63,756 | \$64,256 | \$64,756 |
| 2 | \$63,256 | \$64,256 | \$64,756 | \$65,256 |
| 3 | \$63,756 | \$64,756 | \$65,256 | \$65,756 |
| 4 | \$64,256 | \$65,256 | \$65,756 | \$66,256 |
| 5 | \$64,756 | \$65,756 | \$66,256 | \$66,756 |
| 6 | \$65,256 | \$66,256 | \$66,756 | \$67,256 |
| 7 | \$65,756 | \$66,756 | \$67,256 | \$67,756 |
| 8 | \$66,256 | \$67,256 | \$67,756 | \$68,256 |
| 9 | \$66,756 | \$67,756 | \$68,256 | \$68,756 |
| 10 | \$67,256 | \$68,256 | \$68,756 | \$69,256 |
| 11 | \$67,756 | \$68,756 | \$69,256 | \$69,756 |
| 12 | \$68,256 | \$69,256 | \$69,756 | \$70,256 |
| 13 | \$68,756 | \$69,756 | \$70,256 | \$70,756 |
| 14 | \$69,256 | \$70,256 | \$70,756 | \$71,256 |
| 15 | \$69,756 | \$70,756 | \$71,256 | \$71,756 |
| 16 | \$70,256 | \$71,256 | \$71,756 | \$72,256 |
| 17 | \$70,756 | \$71,756 | \$72,256 | \$72,756 |
| 18 | \$71,256 | \$72,256 | \$72,756 | \$73,256 |
| 19 | \$71,756 | \$72,756 | \$73,256 | \$73,756 |
| 20 | \$72,256 | \$73,256 | \$73,756 | \$74,256 |
| 21 | \$72,756 | \$73,756 | \$74,256 | \$74,756 |
| 22 | \$73,256 | \$74,256 | \$74,756 | \$75,256 |
| 23 | \$73,756 | \$74,756 | \$75,256 | \$75,756 |
| 24 | \$74,256 | \$75,256 | \$75,756 | \$76,256 |
| 25 | \$74,756 | \$75,756 | \$76,256 | \$76,756 |
| 26 | \$75,256 | \$76,256 | \$76,756 | \$77,256 |
| 27 | \$75,756 | \$76,756 | \$77,256 | \$77,756 |
| 28 | \$76,256 | \$77,256 | \$77,756 | \$78,256 |
| 29 | \$76,756 | \$77,756 | \$78,256 | \$78,756 |
| 30 | \$77,256 | \$78,256 | \$78,756 | \$79,256 |

Zachary Community School Board
Teacher and Other Certificated Staff Salary Schedule
Page 1d

| | BA | MA | EdS | Doctorate |
|-------------|---|---|---|---|
| Step | 260 days 12 month Salary | 260 days 12 month Salary | 260 days 12 month Salary | 260 days 12 month Salary |
| 0 | \$67,373 | \$68,373 | \$68,873 | \$69,373 |
| 1 | \$67,873 | \$68,873 | \$69,373 | \$69,873 |
| 2 | \$68,373 | \$69,373 | \$69,873 | \$70,373 |
| 3 | \$68,873 | \$69,873 | \$70,373 | \$70,873 |
| 4 | \$69,373 | \$70,373 | \$70,873 | \$71,373 |
| 5 | \$69,873 | \$70,873 | \$71,373 | \$71,873 |
| 6 | \$70,373 | \$71,373 | \$71,873 | \$72,373 |
| 7 | \$70,873 | \$71,873 | \$72,373 | \$72,873 |
| 8 | \$71,373 | \$72,373 | \$72,873 | \$73,373 |
| 9 | \$71,873 | \$72,873 | \$73,373 | \$73,873 |
| 10 | \$72,373 | \$73,373 | \$73,873 | \$74,373 |
| 11 | \$72,873 | \$73,873 | \$74,373 | \$74,873 |
| 12 | \$73,373 | \$74,373 | \$74,873 | \$75,373 |
| 13 | \$73,873 | \$74,873 | \$75,373 | \$75,873 |
| 14 | \$74,373 | \$75,373 | \$75,873 | \$76,373 |
| 15 | \$74,873 | \$75,873 | \$76,373 | \$76,873 |
| 16 | \$75,373 | \$76,373 | \$76,873 | \$77,373 |
| 17 | \$75,873 | \$76,873 | \$77,373 | \$77,873 |
| 18 | \$76,373 | \$77,373 | \$77,873 | \$78,373 |
| 19 | \$76,873 | \$77,873 | \$78,373 | \$78,873 |
| 20 | \$77,373 | \$78,373 | \$78,873 | \$79,373 |
| 21 | \$77,873 | \$78,873 | \$79,373 | \$79,873 |
| 22 | \$78,373 | \$79,373 | \$79,873 | \$80,373 |
| 23 | \$78,873 | \$79,873 | \$80,373 | \$80,873 |
| 24 | \$79,373 | \$80,373 | \$80,873 | \$81,373 |
| 25 | \$79,873 | \$80,873 | \$81,373 | \$81,873 |
| 26 | \$80,373 | \$81,373 | \$81,873 | \$82,373 |
| 27 | \$80,873 | \$81,873 | \$82,373 | \$82,873 |
| 28 | \$81,373 | \$82,373 | \$82,873 | \$83,373 |
| 29 | \$81,873 | \$82,873 | \$83,373 | \$83,873 |
| 30 | \$82,373 | \$83,373 | \$83,873 | \$84,373 |

Zachary Community School Board
Teacher and Other Certificated Staff Salary Schedule
Page 1e

*The following positions are covered by Teacher
Salary Schedules depending on length of employment:*

Teacher
Counselor
Librarian
Specialist
Therapist
Social Worker
Educational Diagnostician
Facilitator
School Psychologist
School Social Worker
Dean
Teacher for Instructional Support
Other as approved by Human Resources

Zachary Community School Board
ROTC Salary Schedule
Page 2

| Step | 260 days Senior ROTC (12 mo) | 202 days Junior ROTC (10 mo) |
|-------------|---|---|
| 0 | \$72,533 | \$58,072 |
| 1 | \$73,411 | \$58,768 |
| 2 | \$74,304 | \$59,479 |
| 3 | \$75,213 | \$60,204 |
| 4 | \$76,138 | \$60,943 |
| 5 | \$77,079 | \$61,697 |
| 6 | \$78,038 | \$62,466 |
| 7 | \$79,013 | \$63,251 |
| 8 | \$80,006 | \$64,051 |
| 9 | \$81,016 | \$64,867 |
| 10 | \$82,045 | \$65,700 |
| 11 | \$83,092 | \$66,549 |
| 12 | \$84,157 | \$67,415 |
| 13 | \$85,241 | \$68,299 |
| 14 | \$86,345 | \$69,200 |
| 15 | \$87,468 | \$70,119 |
| 16 | \$88,611 | \$71,057 |
| 17 | \$89,775 | \$72,013 |
| 18 | \$90,959 | \$72,989 |
| 19 | \$92,165 | \$73,984 |
| 20 | \$93,392 | \$74,999 |
| 21 | \$93,597 | \$75,154 |
| 22 | \$93,803 | \$75,311 |
| 23 | \$94,010 | \$75,468 |
| 24 | \$94,217 | \$75,625 |
| 25 | \$94,425 | \$75,782 |
| 26 | \$94,632 | \$75,939 |
| 27 | \$94,840 | \$76,096 |
| 28 | \$95,047 | \$76,253 |
| 29 | \$95,255 | \$76,410 |
| 30 | \$95,462 | \$76,567 |

Minimum Instructor Pay (MIP) will be used to compensate all instructors.
Salary must be greater than or equal to the MIP.

Zachary Community School Board
Other Degreed Staff - Non-Certificated
182 days

| Step | Moderator(182) | Nurse(182) | ESL Interpreter (182) |
|------|----------------|------------|--------------------------|
| | Salary | Salary | Salary |
| 0 | \$42,650 | \$51,352 | \$37,000 |
| 1 | \$43,050 | \$51,852 | \$37,500 |
| 2 | \$43,450 | \$52,352 | \$38,000 |
| 3 | \$43,850 | \$52,852 | \$38,500 |
| 4 | \$44,250 | \$53,352 | \$39,000 |
| 5 | \$44,650 | \$53,852 | \$39,500 |
| 6 | \$45,050 | \$54,352 | \$40,000 |
| 7 | \$45,450 | \$54,852 | \$40,500 |
| 8 | \$45,850 | \$55,352 | \$41,000 |
| 9 | \$46,250 | \$55,852 | \$41,500 |
| 10 | \$46,650 | \$56,352 | \$42,000 |
| 11 | \$47,050 | \$56,852 | \$42,500 |
| 12 | \$47,450 | \$57,352 | \$43,000 |
| 13 | \$47,850 | \$57,852 | \$43,500 |
| 14 | \$48,250 | \$58,352 | \$44,000 |
| 15 | \$48,650 | \$58,852 | \$44,500 |
| 16 | \$49,050 | \$59,352 | \$45,000 |
| 17 | \$49,450 | \$59,852 | \$45,500 |
| 18 | \$49,850 | \$60,352 | \$46,000 |
| 19 | \$50,250 | \$60,852 | \$46,500 |
| 20 | \$50,650 | \$61,352 | \$47,000 |
| 21 | \$51,050 | \$61,852 | \$47,500 |
| 22 | \$51,450 | \$62,352 | \$48,000 |
| 23 | \$51,850 | \$62,852 | \$48,500 |
| 24 | \$52,250 | \$63,352 | \$49,000 |
| 25 | \$52,650 | \$63,852 | \$49,500 |
| 26 | \$53,050 | \$64,352 | \$50,000 |
| 27 | \$53,450 | \$64,852 | \$50,500 |
| 28 | \$53,850 | \$65,352 | \$51,000 |
| 29 | \$54,250 | \$65,852 | \$51,500 |
| 30 | \$54,650 | \$66,352 | \$52,000 |

Zachary Community School Board
Extra Curricular Activities and Coaching Stipends
Page 4

| Activity | Stipend |
|--|----------------|
| Middle School Band | 8% |
| Middle School Cheer/Dance/Drill Team | 6% |
| Middle School Cheer/Dance/Drill Team - Assistant | 3% |

| Middle School Coaches | Stipend |
|-------------------------------------|----------------|
| Head Football | 10% |
| Assistant Football | 6% |
| Head Basketball (1 per Grade)-Boys | 6% |
| Assistant Basketball-Boys | 6% |
| Head Basketball (1 per Grade)-Girls | 6% |
| Assistant Basketball-Girls | 6% |
| Head Track (Boys) | 6% |
| Assistant Track (Boys) | 6% |
| Head Track (Girls) | 6% |
| Assistant Track (Girls) | 6% |
| Head Volleyball (1 per Grade) | 6% |
| Assistant Volleyball | 6% |
| Head Softball (1 per Grade) | 6% |
| Assistant Softball | 6% |
| Head Baseball (1 per Grade) | 6% |
| Assistant Baseball | 6% |
| Head Swimming (Boys) | 4% |
| Assistant Swimming (Boys) | 3% |
| Head Swimming (Girls) | 4% |
| Assistant Swimming (Girls) | 3% |
| Head Cross Country Boys | 3% |
| Head Cross Country Girls | 3% |

Zachary Community School Board
Extra Curricular Activities and Coaching Stipends
Page 4a

| Activity | Stipend |
|--|----------------|
| High School Band | 12% |
| High School Cheer/Dance/Drill Team | 8% |
| High School Cheer/Dance/Drill Team - Assistant | 4% |

| High School Coaches | Stipend |
|----------------------------|----------------|
| Head Football | 16% |
| Assistant Football | 10% |
| Head 9th Grade Football | 10% |
| 9th Assistant Football | 8% |
| Head Basketball- Boys | 12% |
| Assistant Basketball-Boys | 8% |
| Head Basketball-Girls | 12% |
| Assistant Basketball-Girls | 8% |
| Head Baseball | 12% |
| Assistant Baseball | 8% |
| Head Track-Boys | 12% |
| Assistant Track -Boys | 8% |
| Head Track-Girls | 12% |
| Assistant Track -Girls | 8% |
| Head Wrestling | 12% |
| Assistant Wrestling | 8% |
| Head Softball | 12% |
| Assistant Softball | 8% |
| Head Volleyball | 12% |
| Assistant Volleyball | 8% |
| Head Soccer Boys | 12% |
| Assistant Soccer Boys | 2% |
| Head Soccer Girls | 12% |
| Assistant Soccer Girls | 2% |
| Head Swimming -Boys | 4% |
| Assistant Swimming- Boys | 3% |
| Head Swimming- Girls | 4% |
| Assistant Swimming-Girls | 3% |

Zachary Community School Board
Extra Curricular Activities and Coaching Stipends
Page 4b

| Other High School Coaches | Stipend |
|----------------------------------|----------------|
| Head Golf Boys | 4% |
| Head Golf Girls | 4% |
| Head Tennis Boys | 4% |
| Assistant Tennis Boys | 2% |
| Head Tennis Girls | 4% |
| Assistant Tennis Girls | 2% |
| Head Bowling Boys | 4% |
| Head Bowling Girls | 4% |
| Head Cross Country Boys | 4% |
| Head Cross Country Girls | 4% |
| Head Powerlifting Boys | 4% |
| Head Powerlifting Girls | 4% |

| Other High School Coaches | Stipend |
|----------------------------------|----------------|
| Weightlifting | 2% |
| Academic Advisor | 10% |
| Athletic Trainer | 15% |

Guidelines for Extracurricular and Coaching Stipends

1. Stipends will be calculated on the employees Base Salary.
2. Each Principal will designate Coaching Duties to employees.
3. Athletic Director will provide Human Resources Department with a Copy of all coaching duty assignments.
4. Maximum Coaching percentage allowed shall be 27%.
5. Minimum Coaching supplement is his/her defined percent of a first year BA Base Teacher Salary, including Head CECP coaches.
6. All newly hired coaches are required to have a CDL License prior to the beginning of the 2011-2012 school year. Exceptions must be approved by HR Director.
7. Beginning 2010-2011, failure to obtain a CDL License will result in a 2% forfeiture of the coaching stipend.

Zachary Community School Board
Management Index
Page 5

1. All management salary schedules are indexed off the corresponding Masters Level teacher salary schedule 10, 11, or 12 month.
2. Placement is determined by the Superintendent

| Position | Index | Length of Employment |
|---------------------------------------|--------------|-----------------------------|
| Elementary School Principal | 1.21 - 1.24 | 12 month |
| Middle School Principal | 1.26 | 12 month |
| High School Principal | 1.30 | 12 month |
| Elementary School Assistant Principal | 1.18 | 10-11 month |
| Middle School Assistant Principal | 1.20 | 10-11 month |
| High School Assistant Principal | 1.22 | 10-11 month |
| Dean of Students (Master's Level) | 1.10 | 10-11 month |
| District Level | Index | Length of Employment |
| Coordinator | 1.22 | 11-12 month |
| Supervisor | 1.22 | 12 month |
| Supervisor | 1.26 | 12 month |
| Director | 1.33 | 12 month |
| Director | 1.37 | 12 month |
| Director | 1.41 | 12 month |

Zachary Community School Board
Instructional Support
180 days
Page 6

| Step | Paraprofessional No Degree | Paraprofessional Degreed |
|-------------|---------------------------------------|-------------------------------------|
| 0 | \$22,150 | \$23,150 |
| 1 | \$22,450 | \$23,450 |
| 2 | \$22,750 | \$23,750 |
| 3 | \$23,050 | \$24,050 |
| 4 | \$23,350 | \$24,350 |
| 5 | \$23,650 | \$24,650 |
| 6 | \$23,950 | \$24,950 |
| 7 | \$24,250 | \$25,250 |
| 8 | \$24,550 | \$25,550 |
| 9 | \$24,850 | \$25,850 |
| 10 | \$25,150 | \$26,150 |
| 11 | \$25,450 | \$26,450 |
| 12 | \$25,750 | \$26,750 |
| 13 | \$26,050 | \$27,050 |
| 14 | \$26,350 | \$27,350 |
| 15 | \$26,650 | \$27,650 |
| 16 | \$26,950 | \$27,950 |
| 17 | \$27,250 | \$28,250 |
| 18 | \$27,550 | \$28,550 |
| 19 | \$27,850 | \$28,850 |
| 20 | \$28,150 | \$29,150 |
| 21 | \$28,450 | \$29,450 |
| 22 | \$28,750 | \$29,750 |
| 23 | \$29,050 | \$30,050 |
| 24 | \$29,350 | \$30,350 |
| 25 | \$29,650 | \$30,650 |
| 26 | \$29,950 | \$30,950 |
| 27 | \$30,250 | \$31,250 |
| 28 | \$30,550 | \$31,550 |
| 29 | \$30,850 | \$31,850 |
| 30 | \$31,150 | \$32,150 |

Zachary Community School Board
Administrative Support
12 month (260 days)
Page 7

| Step | SER/Data Specialist | Accountant/ Specialist |
|-------------|----------------------------|-------------------------------|
| 0 | \$35,650 | \$49,750 |
| 1 | \$36,150 | \$50,510 |
| 2 | \$36,650 | \$51,270 |
| 3 | \$37,150 | \$52,030 |
| 4 | \$37,650 | \$52,790 |
| 5 | \$38,150 | \$53,550 |
| 6 | \$38,650 | \$54,310 |
| 7 | \$39,150 | \$55,070 |
| 8 | \$39,650 | \$55,830 |
| 9 | \$40,150 | \$56,590 |
| 10 | \$40,650 | \$57,350 |
| 11 | \$41,150 | \$58,110 |
| 12 | \$41,650 | \$58,870 |
| 13 | \$42,150 | \$59,630 |
| 14 | \$42,650 | \$60,390 |
| 15 | \$43,150 | \$61,150 |
| 16 | \$43,650 | \$61,910 |
| 17 | \$44,150 | \$62,670 |
| 18 | \$44,650 | \$63,430 |
| 19 | \$45,150 | \$64,190 |
| 20 | \$45,650 | \$64,950 |
| 21 | \$46,150 | \$65,710 |
| 22 | \$46,650 | \$66,470 |
| 23 | \$47,150 | \$67,230 |
| 24 | \$47,650 | \$67,990 |
| 25 | \$48,150 | \$68,750 |
| 26 | \$48,650 | \$69,510 |
| 27 | \$49,150 | \$70,270 |
| 28 | \$49,650 | \$71,030 |
| 29 | \$50,150 | \$71,790 |
| 30 | \$50,650 | \$72,550 |

Zachary Community School Board

Clerical Support

Page 8

| Step | 202 days 10 month A | 222 days 11 month G | 260 days 12 month B | 260 days 12 month C | 260 days 12 month D | 260 days 12 month E |
|------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 0 | \$22,650 | \$23,700 | \$25,650 | \$27,650 | \$29,650 | \$31,650 |
| 1 | \$23,150 | \$24,250 | \$26,200 | \$28,250 | \$30,325 | \$32,325 |
| 2 | \$23,550 | \$24,800 | \$26,750 | \$28,850 | \$31,000 | \$33,000 |
| 3 | \$23,950 | \$25,350 | \$27,300 | \$29,450 | \$31,675 | \$33,675 |
| 4 | \$24,350 | \$25,900 | \$27,850 | \$30,050 | \$32,350 | \$34,350 |
| 5 | \$24,750 | \$26,450 | \$28,400 | \$30,650 | \$33,025 | \$35,025 |
| 6 | \$25,150 | \$27,000 | \$28,950 | \$31,250 | \$33,700 | \$35,700 |
| 7 | \$25,550 | \$27,550 | \$29,500 | \$31,850 | \$34,375 | \$36,375 |
| 8 | \$25,950 | \$28,100 | \$30,050 | \$32,450 | \$35,050 | \$37,050 |
| 9 | \$26,350 | \$28,650 | \$30,600 | \$33,050 | \$35,725 | \$37,725 |
| 10 | \$26,750 | \$29,200 | \$31,150 | \$33,650 | \$36,400 | \$38,400 |
| 11 | \$27,150 | \$29,750 | \$31,700 | \$34,250 | \$37,075 | \$39,075 |
| 12 | \$27,550 | \$30,300 | \$32,250 | \$34,850 | \$37,750 | \$39,750 |
| 13 | \$27,950 | \$30,850 | \$32,800 | \$35,450 | \$38,425 | \$40,425 |
| 14 | \$28,350 | \$31,400 | \$33,350 | \$36,050 | \$39,100 | \$41,100 |
| 15 | \$28,750 | \$31,950 | \$33,900 | \$36,650 | \$39,775 | \$41,775 |
| 16 | \$29,150 | \$32,500 | \$34,450 | \$37,250 | \$40,450 | \$42,450 |
| 17 | \$29,550 | \$33,050 | \$35,000 | \$37,850 | \$41,125 | \$43,125 |
| 18 | \$29,950 | \$33,600 | \$35,550 | \$38,450 | \$41,800 | \$43,800 |
| 19 | \$30,350 | \$34,150 | \$36,100 | \$39,050 | \$42,475 | \$44,475 |
| 20 | \$30,750 | \$34,700 | \$36,650 | \$39,650 | \$43,150 | \$45,150 |
| 21 | \$31,150 | \$35,250 | \$37,200 | \$40,250 | \$43,825 | \$45,825 |
| 22 | \$31,550 | \$35,800 | \$37,750 | \$40,850 | \$44,500 | \$46,500 |
| 23 | \$31,950 | \$36,350 | \$38,300 | \$41,450 | \$45,175 | \$47,175 |
| 24 | \$32,350 | \$36,900 | \$38,850 | \$42,050 | \$45,850 | \$47,850 |
| 25 | \$32,750 | \$37,450 | \$39,400 | \$42,650 | \$46,525 | \$48,525 |
| 26 | \$33,150 | \$38,000 | \$39,950 | \$43,250 | \$47,200 | \$49,200 |
| 27 | \$33,550 | \$38,550 | \$40,500 | \$43,850 | \$47,875 | \$49,875 |
| 28 | \$33,950 | \$39,100 | \$41,050 | \$44,450 | \$48,550 | \$50,550 |
| 29 | \$34,350 | \$39,650 | \$41,600 | \$45,050 | \$49,225 | \$51,225 |
| 30 | \$34,750 | \$40,200 | \$42,150 | \$45,650 | \$49,900 | \$51,900 |

Positions: 10 month Clerk (A)
11 month Clerk (G)

Main Office Clerk*
School Secretary*
Main Office Secretary*

**Placement determined by Human Resources Director*

Zachary Community School Board
Maintenance
260 days
Page 9

| Step | Janitors | Custodians | Maint. Tech. A | Maint. Tech. B | Maint. Tech C | Maint. Manager |
|-------------|-----------------|-------------------|---------------------------|---------------------------|--------------------------|---------------------------|
| 0 | \$24,750 | \$28,750 | \$31,650 | \$35,650 | \$38,750 | \$43,650 |
| 1 | \$25,150 | \$29,225 | \$32,175 | \$36,175 | \$39,475 | \$44,450 |
| 2 | \$25,550 | \$29,700 | \$32,700 | \$36,700 | \$40,200 | \$45,250 |
| 3 | \$25,950 | \$30,175 | \$33,225 | \$37,225 | \$40,925 | \$46,050 |
| 4 | \$26,350 | \$30,650 | \$33,750 | \$37,750 | \$41,650 | \$46,850 |
| 5 | \$26,750 | \$31,125 | \$34,275 | \$38,275 | \$42,375 | \$47,650 |
| 6 | \$27,150 | \$31,600 | \$34,800 | \$38,800 | \$43,100 | \$48,450 |
| 7 | \$27,550 | \$32,075 | \$35,325 | \$39,325 | \$43,825 | \$49,250 |
| 8 | \$27,950 | \$32,550 | \$35,850 | \$39,850 | \$44,550 | \$50,050 |
| 9 | \$28,350 | \$33,025 | \$36,375 | \$40,375 | \$45,275 | \$50,850 |
| 10 | \$28,750 | \$33,500 | \$36,900 | \$40,900 | \$46,000 | \$51,650 |
| 11 | \$29,150 | \$33,975 | \$37,425 | \$41,425 | \$46,725 | \$52,450 |
| 12 | \$29,550 | \$34,450 | \$37,950 | \$41,950 | \$47,450 | \$53,250 |
| 13 | \$29,950 | \$34,925 | \$38,475 | \$42,475 | \$48,175 | \$54,050 |
| 14 | \$30,350 | \$35,400 | \$39,000 | \$43,000 | \$48,900 | \$54,850 |
| 15 | \$30,750 | \$35,875 | \$39,525 | \$43,525 | \$49,625 | \$55,650 |
| 16 | \$31,150 | \$36,350 | \$40,050 | \$44,050 | \$50,350 | \$56,450 |
| 17 | \$31,550 | \$36,825 | \$40,575 | \$44,575 | \$51,075 | \$57,250 |
| 18 | \$31,950 | \$37,300 | \$41,100 | \$45,100 | \$51,800 | \$58,050 |
| 19 | \$32,350 | \$37,775 | \$41,625 | \$45,625 | \$52,525 | \$58,850 |
| 20 | \$32,750 | \$38,250 | \$42,150 | \$46,150 | \$53,250 | \$59,650 |
| 21 | \$33,150 | \$38,725 | \$42,675 | \$46,675 | \$53,975 | \$60,450 |
| 22 | \$33,550 | \$39,200 | \$43,200 | \$47,200 | \$54,700 | \$61,250 |
| 23 | \$33,950 | \$39,675 | \$43,725 | \$47,725 | \$55,425 | \$62,050 |
| 24 | \$34,350 | \$40,150 | \$44,250 | \$48,250 | \$56,150 | \$62,850 |
| 25 | \$34,750 | \$40,625 | \$44,775 | \$48,775 | \$56,875 | \$63,650 |
| 26 | \$35,150 | \$41,100 | \$45,300 | \$49,300 | \$57,600 | \$64,450 |
| 27 | \$35,550 | \$41,575 | \$45,825 | \$49,825 | \$58,325 | \$65,250 |
| 28 | \$35,950 | \$42,050 | \$46,350 | \$50,350 | \$59,050 | \$66,050 |
| 29 | \$36,350 | \$42,525 | \$46,875 | \$50,875 | \$59,775 | \$66,850 |
| 30 | \$36,750 | \$43,000 | \$47,400 | \$51,400 | \$60,500 | \$67,650 |

Zachary Community School Board
Child Nutrition - Managers
180 days
Page 10

| Step | Assistant Manager | No Degree Manager | Associate Manager | BA/BS Manager | MA/MS Manager |
|-------------|------------------------------|------------------------------|------------------------------|--------------------------|--------------------------|
| 0 | \$23,100 | \$27,400 | \$29,400 | \$32,400 | \$35,100 |
| 1 | \$23,400 | \$27,750 | \$29,775 | \$32,800 | \$35,575 |
| 2 | \$23,700 | \$28,100 | \$30,150 | \$33,200 | \$36,050 |
| 3 | \$24,000 | \$28,450 | \$30,525 | \$33,600 | \$36,525 |
| 4 | \$24,300 | \$28,800 | \$30,900 | \$34,000 | \$37,000 |
| 5 | \$24,600 | \$29,150 | \$31,275 | \$34,400 | \$37,475 |
| 6 | \$24,900 | \$29,500 | \$31,650 | \$34,800 | \$37,950 |
| 7 | \$25,200 | \$29,850 | \$32,025 | \$35,200 | \$38,425 |
| 8 | \$25,500 | \$30,200 | \$32,400 | \$35,600 | \$38,900 |
| 9 | \$25,800 | \$30,550 | \$32,775 | \$36,000 | \$39,375 |
| 10 | \$26,100 | \$30,900 | \$33,150 | \$36,400 | \$39,850 |
| 11 | \$26,400 | \$31,250 | \$33,525 | \$36,800 | \$40,325 |
| 12 | \$26,700 | \$31,600 | \$33,900 | \$37,200 | \$40,800 |
| 13 | \$27,000 | \$31,950 | \$34,275 | \$37,600 | \$41,275 |
| 14 | \$27,300 | \$32,300 | \$34,650 | \$38,000 | \$41,750 |
| 15 | \$27,600 | \$32,650 | \$35,025 | \$38,400 | \$42,225 |
| 16 | \$27,900 | \$33,000 | \$35,400 | \$38,800 | \$42,700 |
| 17 | \$28,200 | \$33,350 | \$35,775 | \$39,200 | \$43,175 |
| 18 | \$28,500 | \$33,700 | \$36,150 | \$39,600 | \$43,650 |
| 19 | \$28,800 | \$34,050 | \$36,525 | \$40,000 | \$44,125 |
| 20 | \$29,100 | \$34,400 | \$36,900 | \$40,400 | \$44,600 |
| 21 | \$29,400 | \$34,750 | \$37,275 | \$40,800 | \$45,075 |
| 22 | \$29,700 | \$35,100 | \$37,650 | \$41,200 | \$45,550 |
| 23 | \$30,000 | \$35,450 | \$38,025 | \$41,600 | \$46,025 |
| 24 | \$30,300 | \$35,800 | \$38,400 | \$42,000 | \$46,500 |
| 25 | \$30,600 | \$36,150 | \$38,775 | \$42,400 | \$46,975 |
| 26 | \$30,900 | \$36,500 | \$39,150 | \$42,800 | \$47,450 |
| 27 | \$31,200 | \$36,850 | \$39,525 | \$43,200 | \$47,925 |
| 28 | \$31,500 | \$37,200 | \$39,900 | \$43,600 | \$48,400 |
| 29 | \$31,800 | \$37,550 | \$40,275 | \$44,000 | \$48,875 |
| 30 | \$32,100 | \$37,900 | \$40,650 | \$44,400 | \$49,350 |

Zachary Community School Board

Child Nutrition - Support

180 days

Page 11

| Step | Porter/Tech Tech I | Head Cook Tech II | Clerk Tech III |
|-------------|-------------------------------|------------------------------|---------------------------|
| 0 | \$20,175 | \$21,175 | \$22,175 |
| 1 | \$20,525 | \$21,525 | \$22,525 |
| 2 | \$20,875 | \$21,875 | \$22,875 |
| 3 | \$21,225 | \$22,225 | \$23,225 |
| 4 | \$21,575 | \$22,575 | \$23,575 |
| 5 | \$21,925 | \$22,925 | \$23,925 |
| 6 | \$22,275 | \$23,275 | \$24,275 |
| 7 | \$22,625 | \$23,625 | \$24,625 |
| 8 | \$22,975 | \$23,975 | \$24,975 |
| 9 | \$23,325 | \$24,325 | \$25,325 |
| 10 | \$23,675 | \$24,675 | \$25,675 |
| 11 | \$24,025 | \$25,025 | \$26,025 |
| 12 | \$24,375 | \$25,375 | \$26,375 |
| 13 | \$24,725 | \$25,725 | \$26,725 |
| 14 | \$25,075 | \$26,075 | \$27,075 |
| 15 | \$25,425 | \$26,425 | \$27,425 |
| 16 | \$25,775 | \$26,775 | \$27,775 |
| 17 | \$26,125 | \$27,125 | \$28,125 |
| 18 | \$26,475 | \$27,475 | \$28,475 |
| 19 | \$26,825 | \$27,825 | \$28,825 |
| 20 | \$27,175 | \$28,175 | \$29,175 |
| 21 | \$27,525 | \$28,525 | \$29,525 |
| 22 | \$27,875 | \$28,875 | \$29,875 |
| 23 | \$28,225 | \$29,225 | \$30,225 |
| 24 | \$28,575 | \$29,575 | \$30,575 |
| 25 | \$28,925 | \$29,925 | \$30,925 |
| 26 | \$29,275 | \$30,275 | \$31,275 |
| 27 | \$29,625 | \$30,625 | \$31,625 |
| 28 | \$29,975 | \$30,975 | \$31,975 |
| 29 | \$30,325 | \$31,325 | \$32,325 |
| 30 | \$30,675 | \$31,675 | \$32,675 |

Zachary Community School Board

Other Compensation: Substitute, Part-time & Stipends

Page 12

*** Daily Substitutes**

| | | |
|-------------------------|----------|------------|
| <i>Paraprofessional</i> | \$85.00 | daily rate |
| Non-Degreed Teacher | \$100.00 | daily rate |
| Degreed Teacher (BA+) | \$110.00 | daily rate |
| Certified Teacher | \$120.00 | daily rate |

*** Long Term Substitute (20 consecutive days, same assignment)**

| | | |
|---------------------|----------|------------|
| Non-Degreed Teacher | \$120.00 | daily rate |
| Degreed Teacher | \$125.00 | daily rate |
| Certified Teacher | \$165.00 | daily rate |

** To be preapproved by HR Director*

Zachary Community School Board

Other Compensation: Substitute, Part-time & Stipends

Page 13

| * All stipends and part-time rates must be pre-approved by the Superintendent or Human Resources Director | | |
|---|----------|-------------|
| Stipends/Part-time/Special Assignments | Amount | |
| SPTSA - A | \$ 10.00 | hourly rate |
| SPTSA - B | \$ 15.00 | hourly rate |
| SPTSA - C | \$ 20.00 | hourly rate |
| SPTSA - D | \$ 25.00 | hourly rate |
| SPTSA - E | \$ 30.00 | hourly rate |
| SPTSA - F | \$ 35.00 | hourly rate |
| SPTSA - G | \$ 40.00 | hourly rate |
| SPTSA - H | \$ 45.00 | hourly rate |

| Other Stipends | Amount |
|----------------|-------------|
| Stipend A | \$ 140.00 |
| Stipend B | \$ 280.00 |
| Stipend C | \$ 420.00 |
| Stipend D | \$ 560.00 |
| Stipend E | \$ 700.00 |
| Stipend F | \$ 1,000.00 |
| Stipend G | \$ 1,500.00 |
| Stipend H | \$ 5,000.00 |

| Part-time Assignments | Amount | |
|---|----------|-------------|
| Test Monitors | \$ 20.00 | hourly rate |
| Test Administrators | \$ 30.00 | hourly rate |
| Part-time Clerical | \$ 20.00 | hourly rate |
| Part-time In School Tutors (Paraprofessional) | \$ 20.00 | hourly rate |
| Part-time In School Tutors (BA Degreed) | \$ 25.00 | hourly rate |
| Part-time In School Tutors (Certified) | \$ 40.00 | hourly rate |

| Stipends | | |
|---|----------|-------------|
| Friday/Saturday School Detention Moderators | \$ 30.00 | hourly rate |
| Extended Day Program Moderators | \$ 35.00 | hourly rate |
| After-School Tutoring (In-Person) | \$ 40.00 | hourly rate |
| Summer School Teacher (In-Person) | \$ 40.00 | hourly rate |

| Professional Development Stipends | | |
|-----------------------------------|----------|-------------|
| Presenter | \$ 40.00 | hourly rate |
| Teachers Attending Workshops | \$ 35.00 | hourly rate |

| Support Staff | | |
|-------------------------------|----------|-------------|
| Paraprofessionals | \$ 20.00 | hourly rate |
| Other Non-Certified Employees | \$ 15.00 | hourly rate |

| Other | | |
|---|----------------------------|--------|
| National Board Stipend A | \$ 5,000.00 | Annual |
| National Board Stipend B (Grandfathered Only) | \$ 1,500.00 | Annual |
| School Social Workers - MA State Licensed | Placed on Specialist Scale | |
| School Psychologists | Placed on Specialist Scale | |

Rules Governing the Salary Schedule

| | | | | |
|--|--|------------------------------|----------------------------------|-----------------------|
| 1. Placement | The salary of all new employees and changes to an employee's salary are to be approved by the Superintendent and submitted to the Human Resources Director. | | | |
| 2. Retention/ Effectiveness | Teachers and other certified school personnel may be eligible to receive supplemental compensation in addition to their base salary, as outlined in the schedule below. These supplements are awarded based on employee <u>current year</u> retention and evaluation data from the prior year, as determined by ZCSD. | | | |
| | Important Notes: -These supplements are not considered part of the employee's base salary. -The amount awarded will be determined by the individual's overall evaluation score, which includes SLT (Student Learning Targets) and VAM (Value-Added Model) components. | | | |
| | Rating | Effectiveness Stipend | Value Added Model Stipend | Admin. Stipend |
| | Proficient | \$150 | \$150 | Per Index |
| | Highly Effective | \$300 | \$350 | Per Index |
| | Exemplary | \$400 | \$500 | Per Index |
| 3. New Hires | The Superintendent is authorized to negotiate all salaries with employees upon entering the district for the first time. Consideration shall be given to experience, demand, and performance evaluations. All employees with no prior experience will begin at the district's beginning salary. (Steps may not equal years of experience.) | | | |

| RULES GOVERNING THE SALARY SCHEDULE (ACT 311) | |
|--|--|
| The salaries provided in the salary schedules shall be considered compensation for work performed by each employee that relates to his/her prescribed duties and responsibilities, as identified and described in the employee's job description(s). | |
| Effective 2025-2026 | In addition to all other compensation to which a teacher is entitled, any teacher who is not provided the minimum uninterrupted planning time required by R.S. 17:434(A) shall receive compensation at their effective hourly rate for each hour of planning time missed. The minimum uninterrupted planning time shall be forty-five minutes daily or its weekly equivalent. |
| BEYOND THE SCOPE OF PRESCRIBED DUTIES AND RESPONSIBILITIES | |
| Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities as defined in their job description, and for which prior approval has been obtained from their direct supervisor and district administration, shall receive compensation at the rate mandated by La. R.S. 17:418. | |
| Required Pre-Approval Process | <i>Any work to be performed outside of an employee's job duties and responsibilities shall require the employee/immediate supervisor to:</i> |
| | o Submit a written description of the services to be performed and the estimated time required to complete the task to the employee's immediate supervisor before commencing such services. (ZCSD Extra Duty Pre-Approval Form) |
| | o Obtain prior written approval from the employee's immediate supervisor and the Superintendent or Human Resources Director. |
| | o Obtain supplemental written approval from the employee's immediate supervisor and the Superintendent or Human Resources Director before exceeding the initially estimated time for performing such services. |
| | o Employees shall submit a completed time card reflecting the services provided and the time spent during the next payroll cycle to their immediate supervisor, along with the approved extra duty pre-approval form. |
| OVERTIME COMPENSATION (FAIR LABOR STANDARDS ACT) | |
| Non-Exempt Employees | All nonexempt employees shall receive compensation for overtime work in compliance with the Fair Labor Standards Act, 29 U.S.C. 201. Should individuals be employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes. |
| | o Submit a written description of the services to be performed and the estimated time to complete the task, using the district's overtime approval form, which shall be submitted to the employee's immediate supervisor prior to commencing such services; |
| | o Obtain the prior written approval of the employee's immediate supervisor and Superintendent or Human Resources Director; AND |
| | o Obtain supplemental, written authority from the employee's immediate supervisor and Superintendent or Human Resources Director before exceeding the initial estimated time for performing such services. |
| | o Employees shall submit a completed overtime card reflecting the services provided and the time spent during the next payroll cycle to their immediate supervisor with the approved attached overtime pre- approval form. |