

2017-18 OSEA Chapter 79 Salary Schedule

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 17	Year 22	Year 27
Laundry	\$10.40	\$10.61	\$10.82	\$11.04	\$11.26	\$11.49	\$11.72	\$11.95	\$12.19	\$12.43	\$12.68	\$12.93	\$13.58	\$14.26	\$14.97
Food Service 2	\$10.40	\$10.61	\$10.82	\$11.04	\$11.26	\$11.49	\$11.72	\$11.95	\$12.19	\$12.43	\$12.68	\$12.93	\$13.58	\$14.26	\$14.97
Library Tech	\$10.63	\$10.83	\$11.02	\$11.25	\$11.45	\$11.67	\$11.88	\$12.11	\$12.34	\$12.58	\$12.82	\$13.07	\$13.73	\$14.41	\$15.13
Food Service 1	\$10.67	\$10.88	\$11.10	\$11.32	\$11.54	\$11.78	\$12.01	\$12.25	\$12.50	\$12.75	\$13.00	\$13.26	\$13.92	\$14.62	\$15.35
Inst Assist 2	\$10.93	\$11.15	\$11.37	\$11.60	\$11.83	\$12.07	\$12.31	\$12.55	\$12.80	\$13.06	\$13.52	\$13.59	\$14.27	\$14.98	\$15.73
Groundskeeper	\$10.94	\$11.18	\$11.39	\$11.64	\$11.87	\$12.11	\$12.36	\$12.59	\$12.83	\$13.09	\$13.37	\$13.63	\$14.31	\$15.03	\$15.78
Food Transport	\$11.16	\$11.39	\$11.62	\$11.85	\$12.07	\$12.35	\$12.59	\$12.85	\$13.09	\$13.38	\$13.63	\$13.90	\$14.60	\$15.33	\$16.09
Custodian 2	\$11.23	\$11.45	\$11.68	\$11.93	\$12.18	\$12.43	\$12.67	\$12.94	\$13.18	\$13.45	\$13.70	\$13.98	\$14.67	\$15.41	\$16.18
Secretary 3	\$11.59	\$11.82	\$12.04	\$12.29	\$12.53	\$12.83	\$13.01	\$13.33	\$13.52	\$13.78	\$14.04	\$14.32	\$15.04	\$15.79	\$16.58
Inst Assist 1	\$11.71	\$11.94	\$12.18	\$12.42	\$12.67	\$12.92	\$13.18	\$13.45	\$13.72	\$13.99	\$14.27	\$15.44	\$15.28	\$16.05	\$16.85
Maint Tech/Cust 1	\$11.91	\$12.14	\$12.39	\$12.62	\$12.86	\$13.12	\$13.40	\$13.67	\$13.95	\$14.23	\$14.52	\$14.81	\$15.55	\$16.32	\$17.14
Manager/Cook 1	\$12.41	\$12.64	\$12.88	\$13.14	\$13.40	\$13.65	\$13.91	\$14.18	\$14.46	\$14.73	\$15.02	\$15.32	\$16.09	\$16.89	\$17.74
Secretary 2	\$12.41	\$12.64	\$12.88	\$13.12	\$13.40	\$13.65	\$13.91	\$14.18	\$14.46	\$14.73	\$15.02	\$15.32	\$16.09	\$16.89	\$17.74
Scholarship Coord.	\$13.03	\$13.29	\$13.53	\$13.79	\$14.05	\$14.31	\$14.59	\$14.86	\$15.13	\$15.44	\$15.71	\$16.02	\$16.83	\$17.67	\$18.55
Secretary 1	\$13.03	\$13.29	\$13.53	\$13.79	\$14.05	\$14.31	\$14.59	\$14.86	\$15.13	\$15.44	\$15.71	\$16.02	\$16.83	\$17.67	\$18.55
Behavior Attendance Monitor	\$14.05	\$14.33	\$14.61	\$14.91	\$15.20	\$15.51	\$15.82	\$16.13	\$16.46	\$16.79	\$17.12	\$17.46	\$18.34	\$19.25	\$20.22
Office Manager	\$14.27	\$14.56	\$14.83	\$15.12	\$15.42	\$15.72	\$16.01	\$16.32	\$16.64	\$16.98	\$17.29	\$17.63	\$18.51	\$19.44	\$20.41
Head Grounds	\$14.59	\$14.92	\$15.26	\$15.55	\$15.83	\$16.15	\$16.48	\$16.82	\$17.16	\$17.52	\$17.87	\$18.23	\$19.14	\$20.10	\$21.11
Maint Specialist	\$14.59	\$14.92	\$15.25	\$15.55	\$15.83	\$16.15	\$16.48	\$16.82	\$17.16	\$17.52	\$17.87	\$18.23	\$19.14	\$20.10	\$21.11
Maint Jrnyman	\$18.55	\$18.92	\$19.30	\$19.68	\$20.07	\$20.46	\$20.88	\$21.28	\$21.70	\$22.14	\$22.57	\$23.02	\$24.17	\$25.38	\$26.65
Activities Coordinator	\$33,288.00	\$33,938.00	\$34,586.00	\$35,260.00	\$35,935.00	\$36,636.00	\$37,337.00	\$38,075.00	\$38,794.00	\$39,550.00	\$40,307.00	\$41,113.00	\$43,168.00	\$45,327.00	\$47,593.00

2018-19 OSEA Chapter 79 Proposal

Increase	<u>6%</u>	<u>\$</u>	<u>0.60</u>												
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 17	Year 22	Year 27
Laundry	<u>\$11.62</u>	<u>\$11.85</u>	<u>\$12.07</u>	<u>\$12.30</u>	<u>\$12.54</u>	<u>\$12.78</u>	<u>\$13.02</u>	<u>\$13.27</u>	<u>\$13.52</u>	<u>\$13.78</u>	<u>\$14.04</u>	<u>\$14.31</u>	<u>\$14.99</u>	<u>\$15.72</u>	<u>\$16.47</u>
Food Service 2	<u>\$11.62</u>	<u>\$11.85</u>	<u>\$12.07</u>	<u>\$12.30</u>	<u>\$12.54</u>	<u>\$12.78</u>	<u>\$13.02</u>	<u>\$13.27</u>	<u>\$13.52</u>	<u>\$13.78</u>	<u>\$14.04</u>	<u>\$14.31</u>	<u>\$14.99</u>	<u>\$15.72</u>	<u>\$16.47</u>
Library Tech	<u>\$11.87</u>	<u>\$12.08</u>	<u>\$12.28</u>	<u>\$12.53</u>	<u>\$12.74</u>	<u>\$12.97</u>	<u>\$13.19</u>	<u>\$13.44</u>	<u>\$13.68</u>	<u>\$13.93</u>	<u>\$14.19</u>	<u>\$14.45</u>	<u>\$15.15</u>	<u>\$15.87</u>	<u>\$16.64</u>
Food Service 1	<u>\$11.91</u>	<u>\$12.13</u>	<u>\$12.37</u>	<u>\$12.60</u>	<u>\$12.83</u>	<u>\$13.09</u>	<u>\$13.33</u>	<u>\$13.59</u>	<u>\$13.85</u>	<u>\$14.12</u>	<u>\$14.38</u>	<u>\$14.66</u>	<u>\$15.36</u>	<u>\$16.10</u>	<u>\$16.87</u>
Inst Assist 2	<u>\$12.19</u>	<u>\$12.42</u>	<u>\$12.65</u>	<u>\$12.90</u>	<u>\$13.14</u>	<u>\$13.39</u>	<u>\$13.65</u>	<u>\$13.90</u>	<u>\$14.17</u>	<u>\$14.44</u>	<u>\$14.93</u>	<u>\$15.01</u>	<u>\$15.73</u>	<u>\$16.48</u>	<u>\$17.27</u>
Groundskeeper	<u>\$12.20</u>	<u>\$12.45</u>	<u>\$12.67</u>	<u>\$12.94</u>	<u>\$13.18</u>	<u>\$13.44</u>	<u>\$13.70</u>	<u>\$13.95</u>	<u>\$14.20</u>	<u>\$14.48</u>	<u>\$14.77</u>	<u>\$15.05</u>	<u>\$15.77</u>	<u>\$16.53</u>	<u>\$17.33</u>
Food Transport	<u>\$12.43</u>	<u>\$12.67</u>	<u>\$12.92</u>	<u>\$13.16</u>	<u>\$13.39</u>	<u>\$13.69</u>	<u>\$13.95</u>	<u>\$14.22</u>	<u>\$14.48</u>	<u>\$14.78</u>	<u>\$15.05</u>	<u>\$15.33</u>	<u>\$16.08</u>	<u>\$16.85</u>	<u>\$17.66</u>
Custodian 2	<u>\$12.50</u>	<u>\$12.74</u>	<u>\$12.98</u>	<u>\$13.25</u>	<u>\$13.51</u>	<u>\$13.78</u>	<u>\$14.03</u>	<u>\$14.32</u>	<u>\$14.57</u>	<u>\$14.86</u>	<u>\$15.12</u>	<u>\$15.42</u>	<u>\$16.15</u>	<u>\$16.93</u>	<u>\$17.75</u>
Secretary 3	<u>\$12.89</u>	<u>\$13.13</u>	<u>\$13.36</u>	<u>\$13.63</u>	<u>\$13.88</u>	<u>\$14.20</u>	<u>\$14.39</u>	<u>\$14.73</u>	<u>\$14.93</u>	<u>\$15.21</u>	<u>\$15.48</u>	<u>\$15.78</u>	<u>\$16.54</u>	<u>\$17.34</u>	<u>\$18.17</u>
Inst Assist 1	<u>\$13.01</u>	<u>\$13.26</u>	<u>\$13.51</u>	<u>\$13.77</u>	<u>\$14.03</u>	<u>\$14.30</u>	<u>\$14.57</u>	<u>\$14.86</u>	<u>\$15.14</u>	<u>\$15.43</u>	<u>\$15.73</u>	<u>\$16.97</u>	<u>\$16.80</u>	<u>\$17.61</u>	<u>\$18.46</u>
Maint Tech/Cust 1	<u>\$13.22</u>	<u>\$13.47</u>	<u>\$13.73</u>	<u>\$13.98</u>	<u>\$14.23</u>	<u>\$14.51</u>	<u>\$14.80</u>	<u>\$15.09</u>	<u>\$15.39</u>	<u>\$15.68</u>	<u>\$15.99</u>	<u>\$16.30</u>	<u>\$17.08</u>	<u>\$17.90</u>	<u>\$18.77</u>
Inst Assist 2	<u>\$13.75</u>	<u>\$14.00</u>	<u>\$14.25</u>	<u>\$14.53</u>	<u>\$14.80</u>	<u>\$15.07</u>	<u>\$15.34</u>	<u>\$15.63</u>	<u>\$15.93</u>	<u>\$16.21</u>	<u>\$16.52</u>	<u>\$16.84</u>	<u>\$17.66</u>	<u>\$18.50</u>	<u>\$19.40</u>
Manager/Cook 1	<u>\$13.75</u>	<u>\$14.00</u>	<u>\$14.25</u>	<u>\$14.53</u>	<u>\$14.80</u>	<u>\$15.07</u>	<u>\$15.34</u>	<u>\$15.63</u>	<u>\$15.93</u>	<u>\$16.21</u>	<u>\$16.52</u>	<u>\$16.84</u>	<u>\$17.66</u>	<u>\$18.50</u>	<u>\$19.40</u>
Secretary 2	<u>\$13.75</u>	<u>\$14.00</u>	<u>\$14.25</u>	<u>\$14.51</u>	<u>\$14.80</u>	<u>\$15.07</u>	<u>\$15.34</u>	<u>\$15.63</u>	<u>\$15.93</u>	<u>\$16.21</u>	<u>\$16.52</u>	<u>\$16.84</u>	<u>\$17.66</u>	<u>\$18.50</u>	<u>\$19.40</u>
Inst Assist 1	<u>\$14.41</u>	<u>\$14.69</u>	<u>\$14.94</u>	<u>\$15.22</u>	<u>\$15.49</u>	<u>\$15.77</u>	<u>\$16.07</u>	<u>\$16.35</u>	<u>\$16.64</u>	<u>\$16.97</u>	<u>\$17.25</u>	<u>\$17.58</u>	<u>\$18.44</u>	<u>\$19.33</u>	<u>\$20.26</u>
Scholarship Coord.	<u>\$14.41</u>	<u>\$14.69</u>	<u>\$14.94</u>	<u>\$15.22</u>	<u>\$15.49</u>	<u>\$15.77</u>	<u>\$16.07</u>	<u>\$16.35</u>	<u>\$16.64</u>	<u>\$16.97</u>	<u>\$17.25</u>	<u>\$17.58</u>	<u>\$18.44</u>	<u>\$19.33</u>	<u>\$20.26</u>
Secretary 1	<u>\$14.41</u>	<u>\$14.69</u>	<u>\$14.94</u>	<u>\$15.22</u>	<u>\$15.49</u>	<u>\$15.77</u>	<u>\$16.07</u>	<u>\$16.35</u>	<u>\$16.64</u>	<u>\$16.97</u>	<u>\$17.25</u>	<u>\$17.58</u>	<u>\$18.44</u>	<u>\$19.33</u>	<u>\$20.26</u>
Behavior Attendance Monitor	<u>\$15.49</u>	<u>\$15.79</u>	<u>\$16.09</u>	<u>\$16.40</u>	<u>\$16.71</u>	<u>\$17.04</u>	<u>\$17.37</u>	<u>\$17.70</u>	<u>\$18.05</u>	<u>\$18.40</u>	<u>\$18.75</u>	<u>\$19.11</u>	<u>\$20.04</u>	<u>\$21.01</u>	<u>\$22.03</u>
Office Manager - Elementary	<u>\$15.73</u>	<u>\$16.03</u>	<u>\$16.32</u>	<u>\$16.63</u>	<u>\$16.95</u>	<u>\$17.26</u>	<u>\$17.57</u>	<u>\$17.90</u>	<u>\$18.24</u>	<u>\$18.60</u>	<u>\$18.93</u>	<u>\$19.29</u>	<u>\$20.22</u>	<u>\$21.21</u>	<u>\$22.23</u>
Office Manager- Secondary	<u>\$16.07</u>	<u>\$16.42</u>	<u>\$16.78</u>	<u>\$17.08</u>	<u>\$17.38</u>	<u>\$17.72</u>	<u>\$18.07</u>	<u>\$18.43</u>	<u>\$18.79</u>	<u>\$19.17</u>	<u>\$19.54</u>	<u>\$19.92</u>	<u>\$20.89</u>	<u>\$21.91</u>	<u>\$22.98</u>
Head Grounds	<u>\$16.07</u>	<u>\$16.42</u>	<u>\$16.78</u>	<u>\$17.08</u>	<u>\$17.38</u>	<u>\$17.72</u>	<u>\$18.07</u>	<u>\$18.43</u>	<u>\$18.79</u>	<u>\$19.17</u>	<u>\$19.54</u>	<u>\$19.92</u>	<u>\$20.89</u>	<u>\$21.91</u>	<u>\$22.98</u>
Maint Specialist	<u>\$16.07</u>	<u>\$16.42</u>	<u>\$16.77</u>	<u>\$17.08</u>	<u>\$17.38</u>	<u>\$17.72</u>	<u>\$18.07</u>	<u>\$18.43</u>	<u>\$18.79</u>	<u>\$19.17</u>	<u>\$19.54</u>	<u>\$19.92</u>	<u>\$20.89</u>	<u>\$21.91</u>	<u>\$22.98</u>
Maint Jrnyman	<u>\$20.26</u>	<u>\$20.66</u>	<u>\$21.06</u>	<u>\$21.46</u>	<u>\$21.87</u>	<u>\$22.29</u>	<u>\$22.73</u>	<u>\$23.16</u>	<u>\$23.60</u>	<u>\$24.07</u>	<u>\$24.52</u>	<u>\$25.00</u>	<u>\$26.22</u>	<u>\$27.50</u>	<u>\$28.85</u>
Activities Coordinator	<u>\$36,533.28</u>	<u>\$37,222.28</u>	<u>\$37,909.16</u>	<u>\$38,623.60</u>	<u>\$39,339.10</u>	<u>\$40,082.16</u>	<u>\$40,825.22</u>	<u>\$41,607.50</u>	<u>\$42,369.64</u>	<u>\$43,171.00</u>	<u>\$43,973.42</u>	<u>\$44,827.78</u>	<u>\$47,006.08</u>	<u>\$49,294.62</u>	<u>\$51,696.58</u>

2019-20 OSEA Chapter 79 Proposal

Increase	<u>6%</u>	<u>\$</u>	<u>0.60</u>												
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 17	Year 22	Year 27
Laundry	<u>\$12.92</u>	<u>\$13.16</u>	<u>\$13.39</u>	<u>\$13.64</u>	<u>\$13.89</u>	<u>\$14.15</u>	<u>\$14.40</u>	<u>\$14.66</u>	<u>\$14.93</u>	<u>\$15.20</u>	<u>\$15.48</u>	<u>\$15.76</u>	<u>\$16.49</u>	<u>\$17.26</u>	<u>\$18.06</u>
Food Service 2	<u>\$12.92</u>	<u>\$13.16</u>	<u>\$13.39</u>	<u>\$13.64</u>	<u>\$13.89</u>	<u>\$14.15</u>	<u>\$14.40</u>	<u>\$14.66</u>	<u>\$14.93</u>	<u>\$15.20</u>	<u>\$15.48</u>	<u>\$15.76</u>	<u>\$16.49</u>	<u>\$17.26</u>	<u>\$18.06</u>
Library Tech	<u>\$13.18</u>	<u>\$13.40</u>	<u>\$13.62</u>	<u>\$13.88</u>	<u>\$14.10</u>	<u>\$14.35</u>	<u>\$14.58</u>	<u>\$14.84</u>	<u>\$15.10</u>	<u>\$15.37</u>	<u>\$15.64</u>	<u>\$15.92</u>	<u>\$16.66</u>	<u>\$17.43</u>	<u>\$18.24</u>
Food Service 1	<u>\$13.22</u>	<u>\$13.46</u>	<u>\$13.71</u>	<u>\$13.96</u>	<u>\$14.20</u>	<u>\$14.47</u>	<u>\$14.73</u>	<u>\$15.00</u>	<u>\$15.28</u>	<u>\$15.56</u>	<u>\$15.84</u>	<u>\$16.13</u>	<u>\$16.88</u>	<u>\$17.66</u>	<u>\$18.48</u>
Inst Assist 2	<u>\$13.52</u>	<u>\$13.76</u>	<u>\$14.01</u>	<u>\$14.27</u>	<u>\$14.53</u>	<u>\$14.80</u>	<u>\$15.07</u>	<u>\$15.34</u>	<u>\$15.62</u>	<u>\$15.91</u>	<u>\$16.43</u>	<u>\$16.51</u>	<u>\$17.27</u>	<u>\$18.07</u>	<u>\$18.91</u>
Groundskeeper	<u>\$13.53</u>	<u>\$13.80</u>	<u>\$14.03</u>	<u>\$14.31</u>	<u>\$14.57</u>	<u>\$14.84</u>	<u>\$15.12</u>	<u>\$15.38</u>	<u>\$15.65</u>	<u>\$15.94</u>	<u>\$16.26</u>	<u>\$16.55</u>	<u>\$17.31</u>	<u>\$18.12</u>	<u>\$18.97</u>
Food Transport	<u>\$13.78</u>	<u>\$14.03</u>	<u>\$14.29</u>	<u>\$14.55</u>	<u>\$14.80</u>	<u>\$15.11</u>	<u>\$15.38</u>	<u>\$15.67</u>	<u>\$15.94</u>	<u>\$16.27</u>	<u>\$16.55</u>	<u>\$16.85</u>	<u>\$17.64</u>	<u>\$18.46</u>	<u>\$19.31</u>
Custodian 2	<u>\$13.85</u>	<u>\$14.10</u>	<u>\$14.36</u>	<u>\$14.64</u>	<u>\$14.92</u>	<u>\$15.20</u>	<u>\$15.47</u>	<u>\$15.78</u>	<u>\$16.05</u>	<u>\$16.35</u>	<u>\$16.63</u>	<u>\$16.94</u>	<u>\$17.72</u>	<u>\$18.55</u>	<u>\$19.42</u>
Secretary 3	<u>\$14.26</u>	<u>\$14.52</u>	<u>\$14.76</u>	<u>\$15.05</u>	<u>\$15.31</u>	<u>\$15.65</u>	<u>\$15.85</u>	<u>\$16.21</u>	<u>\$16.43</u>	<u>\$16.72</u>	<u>\$17.01</u>	<u>\$17.33</u>	<u>\$18.13</u>	<u>\$18.98</u>	<u>\$19.87</u>
Inst Assist 1	<u>\$14.39</u>	<u>\$14.65</u>	<u>\$14.92</u>	<u>\$15.19</u>	<u>\$15.47</u>	<u>\$15.75</u>	<u>\$16.05</u>	<u>\$16.35</u>	<u>\$16.65</u>	<u>\$16.96</u>	<u>\$17.27</u>	<u>\$18.58</u>	<u>\$18.40</u>	<u>\$19.27</u>	<u>\$20.17</u>
Maint Tech/Cust 1	<u>\$14.62</u>	<u>\$14.88</u>	<u>\$15.16</u>	<u>\$15.42</u>	<u>\$15.69</u>	<u>\$15.98</u>	<u>\$16.29</u>	<u>\$16.60</u>	<u>\$16.91</u>	<u>\$17.22</u>	<u>\$17.55</u>	<u>\$17.88</u>	<u>\$18.71</u>	<u>\$19.57</u>	<u>\$20.49</u>
Inst Assist 2	<u>\$15.18</u>	<u>\$15.44</u>	<u>\$15.71</u>	<u>\$16.00</u>	<u>\$16.29</u>	<u>\$16.57</u>	<u>\$16.87</u>	<u>\$17.17</u>	<u>\$17.48</u>	<u>\$17.79</u>	<u>\$18.11</u>	<u>\$18.45</u>	<u>\$19.31</u>	<u>\$20.21</u>	<u>\$21.17</u>
Manager/Cook 1	<u>\$15.18</u>	<u>\$15.44</u>	<u>\$15.71</u>	<u>\$16.00</u>	<u>\$16.29</u>	<u>\$16.57</u>	<u>\$16.87</u>	<u>\$17.17</u>	<u>\$17.48</u>	<u>\$17.79</u>	<u>\$18.11</u>	<u>\$18.45</u>	<u>\$19.31</u>	<u>\$20.21</u>	<u>\$21.17</u>
Secretary 2	<u>\$15.18</u>	<u>\$15.44</u>	<u>\$15.71</u>	<u>\$15.98</u>	<u>\$16.29</u>	<u>\$16.57</u>	<u>\$16.87</u>	<u>\$17.17</u>	<u>\$17.48</u>	<u>\$17.79</u>	<u>\$18.11</u>	<u>\$18.45</u>	<u>\$19.31</u>	<u>\$20.21</u>	<u>\$21.17</u>
Inst Assist 1	<u>\$15.88</u>	<u>\$16.17</u>	<u>\$16.44</u>	<u>\$16.73</u>	<u>\$17.02</u>	<u>\$17.31</u>	<u>\$17.63</u>	<u>\$17.93</u>	<u>\$18.24</u>	<u>\$18.58</u>	<u>\$18.89</u>	<u>\$19.24</u>	<u>\$20.15</u>	<u>\$21.09</u>	<u>\$22.08</u>
Scholarship Coord.	<u>\$15.88</u>	<u>\$16.17</u>	<u>\$16.44</u>	<u>\$16.73</u>	<u>\$17.02</u>	<u>\$17.31</u>	<u>\$17.63</u>	<u>\$17.93</u>	<u>\$18.24</u>	<u>\$18.58</u>	<u>\$18.89</u>	<u>\$19.24</u>	<u>\$20.15</u>	<u>\$21.09</u>	<u>\$22.08</u>
Secretary 1	<u>\$15.88</u>	<u>\$16.17</u>	<u>\$16.44</u>	<u>\$16.73</u>	<u>\$17.02</u>	<u>\$17.31</u>	<u>\$17.63</u>	<u>\$17.93</u>	<u>\$18.24</u>	<u>\$18.58</u>	<u>\$18.89</u>	<u>\$19.24</u>	<u>\$20.15</u>	<u>\$21.09</u>	<u>\$22.08</u>
Behavior Attendance Monitor	<u>\$17.02</u>	<u>\$17.34</u>	<u>\$17.65</u>	<u>\$17.99</u>	<u>\$18.31</u>	<u>\$18.66</u>	<u>\$19.01</u>	<u>\$19.36</u>	<u>\$19.73</u>	<u>\$20.10</u>	<u>\$20.47</u>	<u>\$20.85</u>	<u>\$21.84</u>	<u>\$22.87</u>	<u>\$23.96</u>
Office Manager - Elementary	<u>\$17.27</u>	<u>\$17.60</u>	<u>\$17.90</u>	<u>\$18.22</u>	<u>\$18.56</u>	<u>\$18.90</u>	<u>\$19.22</u>	<u>\$19.57</u>	<u>\$19.93</u>	<u>\$20.31</u>	<u>\$20.66</u>	<u>\$21.05</u>	<u>\$22.03</u>	<u>\$23.08</u>	<u>\$24.17</u>
Office Manager- Secondary	<u>\$17.63</u>	<u>\$18.00</u>	<u>\$18.38</u>	<u>\$18.71</u>	<u>\$19.02</u>	<u>\$19.38</u>	<u>\$19.75</u>	<u>\$20.13</u>	<u>\$20.52</u>	<u>\$20.92</u>	<u>\$21.31</u>	<u>\$21.72</u>	<u>\$22.74</u>	<u>\$23.82</u>	<u>\$24.96</u>
Head Grounds	<u>\$17.63</u>	<u>\$18.00</u>	<u>\$18.38</u>	<u>\$18.71</u>	<u>\$19.02</u>	<u>\$19.38</u>	<u>\$19.75</u>	<u>\$20.13</u>	<u>\$20.52</u>	<u>\$20.92</u>	<u>\$21.31</u>	<u>\$21.72</u>	<u>\$22.74</u>	<u>\$23.82</u>	<u>\$24.96</u>
Maint Specialist	<u>\$17.63</u>	<u>\$18.00</u>	<u>\$18.37</u>	<u>\$18.71</u>	<u>\$19.02</u>	<u>\$19.38</u>	<u>\$19.75</u>	<u>\$20.13</u>	<u>\$20.52</u>	<u>\$20.92</u>	<u>\$21.31</u>	<u>\$21.72</u>	<u>\$22.74</u>	<u>\$23.82</u>	<u>\$24.96</u>
Maint Jrnyman	<u>\$22.08</u>	<u>\$22.49</u>	<u>\$22.92</u>	<u>\$23.35</u>	<u>\$23.79</u>	<u>\$24.22</u>	<u>\$24.70</u>	<u>\$25.15</u>	<u>\$25.62</u>	<u>\$26.11</u>	<u>\$26.00</u>	<u>\$27.10</u>	<u>\$28.39</u>	<u>\$29.75</u>	<u>\$31.18</u>
Activities Coordinator	<u>\$39,973.28</u>	<u>\$40,703.62</u>	<u>\$41,431.71</u>	<u>\$42,189.02</u>	<u>\$42,947.45</u>	<u>\$43,735.09</u>	<u>\$44,522.73</u>	<u>\$45,351.95</u>	<u>\$46,159.82</u>	<u>\$47,009.26</u>	<u>\$47,859.83</u>	<u>\$48,765.45</u>	<u>\$51,074.44</u>	<u>\$53,500.30</u>	<u>\$56,046.37</u>

2020-21 OSEA Chapter 79 Proposal

Increase	6%	\$	0.60												
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 17	Year 22	Year 27
Laundry	<u>\$14.30</u>	<u>\$14.55</u>	<u>\$14.80</u>	<u>\$15.06</u>	<u>\$15.32</u>	<u>\$15.59</u>	<u>\$15.87</u>	<u>\$16.14</u>	<u>\$16.43</u>	<u>\$16.71</u>	<u>\$17.01</u>	<u>\$17.31</u>	<u>\$18.08</u>	<u>\$18.89</u>	<u>\$19.74</u>
Food Service 2	<u>\$14.30</u>	<u>\$14.55</u>	<u>\$14.80</u>	<u>\$15.06</u>	<u>\$15.32</u>	<u>\$15.59</u>	<u>\$15.87</u>	<u>\$16.14</u>	<u>\$16.43</u>	<u>\$16.71</u>	<u>\$17.01</u>	<u>\$17.31</u>	<u>\$18.08</u>	<u>\$18.89</u>	<u>\$19.74</u>
Library Tech	<u>\$14.57</u>	<u>\$14.81</u>	<u>\$15.04</u>	<u>\$15.31</u>	<u>\$15.55</u>	<u>\$15.81</u>	<u>\$16.06</u>	<u>\$16.33</u>	<u>\$16.61</u>	<u>\$16.89</u>	<u>\$17.18</u>	<u>\$17.48</u>	<u>\$18.26</u>	<u>\$19.07</u>	<u>\$19.93</u>
Food Service 1	<u>\$14.62</u>	<u>\$14.87</u>	<u>\$15.13</u>	<u>\$15.39</u>	<u>\$15.65</u>	<u>\$15.94</u>	<u>\$16.21</u>	<u>\$16.50</u>	<u>\$16.80</u>	<u>\$17.10</u>	<u>\$17.39</u>	<u>\$17.70</u>	<u>\$18.49</u>	<u>\$19.32</u>	<u>\$20.19</u>
Inst Assist 2	<u>\$14.93</u>	<u>\$15.19</u>	<u>\$15.45</u>	<u>\$15.73</u>	<u>\$16.00</u>	<u>\$16.29</u>	<u>\$16.57</u>	<u>\$16.86</u>	<u>\$17.16</u>	<u>\$17.46</u>	<u>\$18.01</u>	<u>\$18.10</u>	<u>\$18.91</u>	<u>\$19.75</u>	<u>\$20.64</u>
Groundskeeper	<u>\$14.94</u>	<u>\$15.23</u>	<u>\$15.48</u>	<u>\$15.77</u>	<u>\$16.05</u>	<u>\$16.33</u>	<u>\$16.63</u>	<u>\$16.91</u>	<u>\$17.19</u>	<u>\$17.50</u>	<u>\$17.83</u>	<u>\$18.14</u>	<u>\$18.95</u>	<u>\$19.81</u>	<u>\$20.70</u>
Food Transport	<u>\$15.20</u>	<u>\$15.48</u>	<u>\$15.75</u>	<u>\$16.02</u>	<u>\$16.29</u>	<u>\$16.62</u>	<u>\$16.91</u>	<u>\$17.21</u>	<u>\$17.50</u>	<u>\$17.85</u>	<u>\$18.14</u>	<u>\$18.47</u>	<u>\$19.30</u>	<u>\$20.17</u>	<u>\$21.07</u>
Custodian 2	<u>\$15.29</u>	<u>\$15.55</u>	<u>\$15.82</u>	<u>\$16.12</u>	<u>\$16.42</u>	<u>\$16.71</u>	<u>\$17.00</u>	<u>\$17.32</u>	<u>\$17.61</u>	<u>\$17.93</u>	<u>\$18.23</u>	<u>\$18.56</u>	<u>\$19.38</u>	<u>\$20.26</u>	<u>\$21.18</u>
Secretary 3	<u>\$15.71</u>	<u>\$15.99</u>	<u>\$16.25</u>	<u>\$16.55</u>	<u>\$16.83</u>	<u>\$17.19</u>	<u>\$17.41</u>	<u>\$17.79</u>	<u>\$18.01</u>	<u>\$18.32</u>	<u>\$18.63</u>	<u>\$18.97</u>	<u>\$19.82</u>	<u>\$20.72</u>	<u>\$21.66</u>
Inst Assist 1	<u>\$15.86</u>	<u>\$16.13</u>	<u>\$16.42</u>	<u>\$16.70</u>	<u>\$17.00</u>	<u>\$17.30</u>	<u>\$17.61</u>	<u>\$17.93</u>	<u>\$18.25</u>	<u>\$18.57</u>	<u>\$18.91</u>	<u>\$20.30</u>	<u>\$20.11</u>	<u>\$21.03</u>	<u>\$21.98</u>
Inst Assist 2	<u>\$16.69</u>	<u>\$16.96</u>	<u>\$17.25</u>	<u>\$17.56</u>	<u>\$17.87</u>	<u>\$18.17</u>	<u>\$18.48</u>	<u>\$18.80</u>	<u>\$19.13</u>	<u>\$19.45</u>	<u>\$19.80</u>	<u>\$20.16</u>	<u>\$21.07</u>	<u>\$22.03</u>	<u>\$23.04</u>
Maint Tech/Cust 1	<u>\$16.10</u>	<u>\$16.37</u>	<u>\$16.67</u>	<u>\$16.94</u>	<u>\$17.23</u>	<u>\$17.54</u>	<u>\$17.87</u>	<u>\$18.19</u>	<u>\$18.52</u>	<u>\$18.86</u>	<u>\$19.20</u>	<u>\$19.55</u>	<u>\$20.43</u>	<u>\$21.35</u>	<u>\$22.32</u>
Manager/Cook 1	<u>\$16.69</u>	<u>\$16.96</u>	<u>\$17.25</u>	<u>\$17.56</u>	<u>\$17.87</u>	<u>\$18.17</u>	<u>\$18.48</u>	<u>\$18.80</u>	<u>\$19.13</u>	<u>\$19.45</u>	<u>\$19.80</u>	<u>\$20.16</u>	<u>\$21.07</u>	<u>\$22.03</u>	<u>\$23.04</u>
Secretary 2	<u>\$16.69</u>	<u>\$16.96</u>	<u>\$17.25</u>	<u>\$17.54</u>	<u>\$17.87</u>	<u>\$18.17</u>	<u>\$18.48</u>	<u>\$18.80</u>	<u>\$19.13</u>	<u>\$19.45</u>	<u>\$19.80</u>	<u>\$20.16</u>	<u>\$21.07</u>	<u>\$22.03</u>	<u>\$23.04</u>
Inst Assist 1	<u>\$17.43</u>	<u>\$17.74</u>	<u>\$18.02</u>	<u>\$18.33</u>	<u>\$18.64</u>	<u>\$18.95</u>	<u>\$19.29</u>	<u>\$19.61</u>	<u>\$19.93</u>	<u>\$20.30</u>	<u>\$20.62</u>	<u>\$20.99</u>	<u>\$21.95</u>	<u>\$22.96</u>	<u>\$24.00</u>
Scholarship Coord.	<u>\$17.43</u>	<u>\$17.74</u>	<u>\$18.02</u>	<u>\$18.33</u>	<u>\$18.64</u>	<u>\$18.95</u>	<u>\$19.29</u>	<u>\$19.61</u>	<u>\$19.93</u>	<u>\$20.30</u>	<u>\$20.62</u>	<u>\$20.99</u>	<u>\$21.95</u>	<u>\$22.96</u>	<u>\$24.00</u>
Secretary 1	<u>\$17.43</u>	<u>\$17.74</u>	<u>\$18.02</u>	<u>\$18.33</u>	<u>\$18.64</u>	<u>\$18.95</u>	<u>\$19.29</u>	<u>\$19.61</u>	<u>\$19.93</u>	<u>\$20.30</u>	<u>\$20.62</u>	<u>\$20.99</u>	<u>\$21.95</u>	<u>\$22.96</u>	<u>\$24.00</u>
Behavior Attendance Monitor	<u>\$18.64</u>	<u>\$18.98</u>	<u>\$19.31</u>	<u>\$19.67</u>	<u>\$20.01</u>	<u>\$20.38</u>	<u>\$20.75</u>	<u>\$21.12</u>	<u>\$21.51</u>	<u>\$21.91</u>	<u>\$22.30</u>	<u>\$22.71</u>	<u>\$23.75</u>	<u>\$24.84</u>	<u>\$25.99</u>
Office Manager - Elementary	<u>\$18.91</u>	<u>\$19.25</u>	<u>\$19.57</u>	<u>\$19.92</u>	<u>\$20.28</u>	<u>\$20.63</u>	<u>\$20.98</u>	<u>\$21.35</u>	<u>\$21.73</u>	<u>\$22.13</u>	<u>\$22.50</u>	<u>\$22.91</u>	<u>\$23.96</u>	<u>\$25.06</u>	<u>\$26.22</u>
Office Manager- Secondary	<u>\$19.29</u>	<u>\$19.68</u>	<u>\$20.09</u>	<u>\$20.43</u>	<u>\$20.76</u>	<u>\$21.15</u>	<u>\$21.54</u>	<u>\$21.94</u>	<u>\$22.35</u>	<u>\$22.78</u>	<u>\$23.19</u>	<u>\$23.62</u>	<u>\$24.71</u>	<u>\$25.85</u>	<u>\$27.05</u>
Head Grounds	<u>\$19.29</u>	<u>\$19.68</u>	<u>\$20.09</u>	<u>\$20.43</u>	<u>\$20.76</u>	<u>\$21.15</u>	<u>\$21.54</u>	<u>\$21.94</u>	<u>\$22.35</u>	<u>\$22.78</u>	<u>\$23.19</u>	<u>\$23.62</u>	<u>\$24.71</u>	<u>\$25.85</u>	<u>\$27.05</u>
Maint Specialist	<u>\$19.29</u>	<u>\$19.68</u>	<u>\$20.07</u>	<u>\$20.43</u>	<u>\$20.76</u>	<u>\$21.15</u>	<u>\$21.54</u>	<u>\$21.94</u>	<u>\$22.35</u>	<u>\$22.78</u>	<u>\$23.19</u>	<u>\$23.62</u>	<u>\$24.71</u>	<u>\$25.85</u>	<u>\$27.05</u>
Maint Jrnyman	<u>\$24.00</u>	<u>\$24.44</u>	<u>\$24.90</u>	<u>\$25.35</u>	<u>\$25.81</u>	<u>\$26.28</u>	<u>\$26.78</u>	<u>\$27.25</u>	<u>\$27.76</u>	<u>\$28.28</u>	<u>\$28.16</u>	<u>\$29.33</u>	<u>\$30.70</u>	<u>\$32.14</u>	<u>\$33.65</u>
Activities Coordinator	<u>\$43,619.67</u>	<u>\$44,393.83</u>	<u>\$45,165.61</u>	<u>\$45,968.36</u>	<u>\$46,772.29</u>	<u>\$47,607.19</u>	<u>\$48,442.10</u>	<u>\$49,321.07</u>	<u>\$50,177.41</u>	<u>\$51,077.82</u>	<u>\$51,979.41</u>	<u>\$52,939.37</u>	<u>\$55,386.91</u>	<u>\$57,958.32</u>	<u>\$60,657.16</u>

B. Extra duty employees will receive their full step for the 2017-2018, 2018-2019 and 2019-2020 school years. The Extra Duty Salary Schedule for 2017-2018 is as follows and represents a 1.5% increase.

Extra Duty Salary Schedule 2017-2018					
	Step 1	Step 2	Step 3	Step 4	Step 5
A	3,534	3,672	3,822	3,974	4,137
B	3,237	3,367	3,505	3,647	3,788
C	2,942	3,063	3,184	3,313	3,447
D	2,594	2,760	2,866	2,981	3,096
E	2,207	2,297	2,387	2,481	2,579
F	1,915	1,990	2,070	2,152	2,240
G	1,767	1,838	1,912	1,986	2,068

C. The Extra Duty Salary Schedule for 2018-2019 school year is as follows and represents a 1.5% increase.

Extra Duty Salary Schedule 2018-2019					
	Step 1	Step 2	Step 3	Step 4	Step 5
A	3,587	3,727	3,879	4,034	4,199
B	3,286	3,417	3,557	3,702	3,845
C	2,987	3,109	3,232	3,363	3,499
D	2,633	2,801	2,909	3,025	3,142
E	2,240	2,332	2,422	2,518	2,618
F	1,943	2,019	2,101	2,184	2,273
G	1,793	1,866	1,941	2,016	2,099

D. The Extra Duty Salary Schedule for 2019-2020 school year is as follows and represents a 1% increase.

Extra Duty Salary Schedule					
2019-2020					
	Step 1	Step 2	Step 3	Step 4	Step 5
A	3,623	3,764	3,918	4,074	4,241
B	3,319	3,451	3,593	3,739	3,883
C	3,016	3,140	3,264	3,397	3,534
D	2,660	2,829	2,938	3,056	3,174
E	2,263	2,355	2,447	2,544	2,644
F	1,963	2,040	2,122	2,206	2,296
G	1,811	1,885	1,960	2,036	2,120

E. For each head and assistant coach of a team sport involved in state playoff competition beyond league playoffs will receive ten percent (10%) of his/her coaching salary for each additional full week of coaching necessary for state playoff competition. Compensation resulting from this provision will apply to coaches for the following sports:

1. Football
2. Volleyball
3. Soccer
4. Basketball
5. Baseball
6. Softball
7. Cross Country
8. Track and Field
9. Wrestling

Appendix C

Extra Duty Schedule

- A. Extra Duty positions are as follows *(let it be noted that an extra preparation period may be given in lieu of a stipend for these extra duty positions, but not both)*:

	High School	Middle School
A	Head Football Coach Head Basketball Coach Head Volleyball Coach Head Baseball Coach Head Softball Coach Head Track Coach	
B	Head Soccer Coach Head Cross Country Coach Head Wrestling Coach	
C	All Assistant Coaches	
D	Pep Band/Instrumental Music FBLA Advisor Leadership Drama- Full Length Productions FFA- Advisor Early College Advisor	Head Football Coach Head Volleyball Coach Head Wrestling Coach Head Basketball Coach Head Track Coach
E		All Assistant Coaches
F	Cheerleading – Per Season	
G	Annual Advisor ASB Advisor Honor Society Advisor	

Classified Employee Performance Evaluation

Employee Performance Evaluation Input

Employee Name: Click or tap here to enter text. _____

Job Title: Click or tap here to enter text. _____ Site: Click or tap here to enter text. _____

Reviewer: Click or tap here to enter text. _____ Review Date: Click or tap to enter a date. _____

Employee Input
What are your most important accomplishments over the past year? Click here to enter text.
What areas are you working on to improve? Click here to enter text.
What trainings or professional development have you completed? Click here to enter text.
Additional topics you would like to discuss: Click here to enter text.

Employee Signature

Date

Classified Employee Performance Evaluation

Employee Name: Click here to enter employee name. _____

Job Title: Click to enter employee Job Title. _____ Site: Click here to enter employee site or department. _____

Reviewer: Click here to enter Reviewer name. _____ Review Date: Click here to enter a date. _____

Evaluation Type:

☐ 3-Month Probationary

☐ 6-Month Probationary

☐ Annual

Other:

Click here to enter other Evaluation Type.

Satisfactory work performance supports and enhances the **South Umpqua School District** Mission Statement:

Unlocking the Potential in Every Student

Service Rating	Definition
4	Above Expectations: Has a thorough understanding of the policies and/or procedures and consistently completes all related tasks accordingly in a manner which exceeds expectations for work performance in this area; demonstrates high level of proficiency in all of the competencies required for the task; demonstrates willingness to assume additional responsibilities for this and related tasks.
3	Meets Expectations: Understands the policies and/or procedures and maintains a competent and dependable level of performance on a consistent basis; overall work performance in this area is completely satisfactory; work performance demonstrates acceptable proficiency and competency in the skills and knowledge required for this task for the time in this position.
2	Area for Growth: May or may not fully understand the policies and/or procedures and expectations, but attempts to complete related tasks as expected; is meeting minimal requirements; demonstrates a moderate/limited level of proficiency in the skills and knowledge required for this task for the time in this position; improvement and/or additional training (if necessary) in this area is expected with immediate and noticeable growth in level of proficiency in fully meeting expectations.
1	Does Not Meet Expectations: May or may not understand the policy and/or procedure but regularly fails to complete or attempt to complete related tasks accordingly; has not kept pace with expectations for time in this position; successes are inconsistent and/or performance appears to be deteriorating or lacking in noticeable growth; demonstrates a minimal level of proficiency in the skills and knowledge required for this task; immediate improvement and or corrective action is expected and requires; in this area overall work performance is unsatisfactory.
N/A	Not Applicable

Job Performance

Copy Distribution: Human Resources – Original
Evaluator
Employee

mjs

Classified Employee Performance Evaluation

Evaluation Item	Service Rating				
Category 1: Work Habits	4	3	2	1	N/A
1a: Organizes and uses resources to maximize productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b: Demonstrates reliability and dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c: Observes rules and practices to protect the safety of self and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1d: Establishes an orderly work environment that enhances job effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e: Adapts to new challenges and changes in the work situation and environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments :Enter examples to support employee performance ratings in each area and/or provide specific examples where the employee may need improvement. This section is fillable and will insert lines as needed.					
Category 2: Quality of work	4	3	2	1	N/A
2a: Demonstrates knowledge and skill to perform job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b: Demonstrates initiative in completing job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c: Demonstrates efficiency and productivity in completing job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2d: Demonstrates problem-solving and decision-making skills in completing job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click or tap here to enter text.					
Category 3: Quality of Work Relationships	4	3	2	1	N/A
3a: Fosters communication for purposes of collaboration on work assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b: Participates as a cooperative and productive team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c: Shows courtesy and respect in interactions with people to establish harmonious work relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.					
Category 4: Professionalism	4	3	2	1	N/A
4a: Knows and adheres to federal and state laws and regulations pertaining to employment and education, Board of Education policies, Collective Bargaining Agreements, and school rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b: Exhibits behaviors that indicate commitment to the students, co-workers, parents, District and community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4c: Pursues professional growth and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.					
Category 5: Leadership Skills (Classified employees in leadership positions only)	4	3	2	1	N/A
5a: Exhibits ability to plan, allocate, and direct, lead and/or coordinate personnel and resources effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5b: Assists in facilitating the development or growth of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5c: Promotes an environment that fosters positive employee morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5d: Encourages the development of employees through appropriate training opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Classified Employee Performance Evaluation

Comments: Click here to enter text.

Performance Summary

Growth has been shown in the following areas: Click here to enter text.

Recommended areas for growth: Click here to enter text.

What additional training would benefit the employee: Click here to enter text.

Additional comments: Click here to enter text.

Supervisor Recommendation for Probationary Employees:

- ☐ Employee has successfully met the 6-month probationary period
- ☐ Employee has not successfully met the 6-month probationary period
- ☐ Employee will continue probationary period for up to an additional six months

The signature below is only to certify we have read and discussed this evaluation and copies have been provided.

Employee Signature

Date

Supervisor Signature

Date

*Signing above does not indicate agreement with the content of the evaluation. You have the right to respond to this evaluation within ten (10) working days to present information or arguments rebutting this evaluation. If you do so, your response will be attached to this notice.

Category 1: Work Habits

STANDARD: The employee demonstrates work habits that directly and/or indirectly support the instructional program and enhance student learning.

Element	Criteria for: ABOVE EXPECTATIONS	Criteria for: MEETS EXPECTATIONS	Criteria for: AREA FOR GROWTH	Criteria for: DOES NOT MEET EXPECTATIONS
	The Employee:	The Employee:	The Employee:	The Employee:
A. Organizes and uses resources to maximize productivity.	Consistently and effectively organizes and uses available resources to demonstrate productivity	Organizes and uses available resources to demonstrate productivity	Usually organizes and uses available resources to demonstrate productivity.	Rarely organizes and uses available resources resulting in loss of productivity.
B. Demonstrates reliability and dependability.	Consistently begins work at scheduled starting time and is consistently flexible with schedule or assignment changes. Under unique and special circumstances employee willingly accepts additional duties as assigned.	Begins work at scheduled starting time, and is consistently flexible with schedule or assignment changes. Use of time off is appropriate and gives as much notice as possible.	Usually begins work at the scheduled starting time and displays willingness to remain flexible with schedule or assignment changes	Does not begin work at scheduled starting times, and/or is not flexible when schedules or assignments change.
C. Observes rules and practices to protect the safety of self and others	Consistently carries out duties in a safe and effective manner. Consistently and effectively shows concern for safety of self and others. Consistently anticipates hazards and takes effective action to prevent accidents. Consistently and effectively adjusts behavior to the situation to maintain safety. Actively pursues opportunities, training and education above and beyond what is required to ensure safety of staff and students.	Carries out duties in a safe manner, shows concern for safety of self and others, anticipates hazards and takes action to prevent accidents and adjusts behavior to the situation to maintain safety.	Usually carries out duties in a safe manner. Usually shows concern for safety of self and others. Usually anticipates hazards and takes action. Usually adjusts behavior to the situation to maintain safety.	Rarely carries out duties in a safe manner. Rarely shows concern for safety of self and others. Rarely anticipates hazards and/or fails to prevent to take action to prevent accidents. Rarely adjusts behavior to the situation to maintain safety.
D. Establishes an orderly work environment that enhances job effectiveness.	Consistently maintains a work area that is highly organized and functional. Develops organizational tools and procedures/systems to enhance department operations.	Maintains a work area that is organized and safe.	Maintains a work area that is somewhat disorganized but appears to be functional.	Does not maintain an organized work area, and work area does not promote job effectiveness.
E. Adapts to new challenges and changes in the work situation and environment.	Proactively and consistently anticipates and deals effectively interruptions or changes in the work routine. Consistently adjusts quickly and effectively to unanticipated demands and work requirements. Actions demonstrate consistent, effective and timely implementation of change.	Anticipates and deals effectively with interruptions or changes in the work routine. Consistently adjusts quickly and effectively to unanticipated demands and work requirements. Actions demonstrate timely implementation of change.	Usually addresses interruptions or temporary changes in the work routine. Adjusts to unanticipated demands and work requirements. Actions demonstrate limited implementation of change	Frequently responds to minor interruptions or temporary changes in the work routine with difficulty that results in reduced productivity. Adjusts to unanticipated work demands and/or work requirements with difficulty. Actions demonstrate resistance to implementing change.
F. Maintains regular attendance at work. (Do not include vacation, Workers' Compensation Time Loss or FMLA/OFLA time in calculation of days).	Consistently follows District absence procedures if an absence from work is necessary. Misses less than 5 days a year; regardless of reason. If an absence is required, consistently gives more than adequate notice and works to ensure all responsibilities are met prior to being absent.	Usually follows District absence process if an absence from work is necessary. Misses 5-10 days; regardless of reason. If an absence is required; usually gives adequate notice and works to ensure responsibilities are met prior to being absent.	Occasionally relies on others to follow District absence process if an absence from work is necessary. Misses more than 10 days; regardless of reason. Notice is occasionally given late and does not always ensure that areas of responsibility are met prior to being absent.	Frequently fails to follow District absence process when an absence from work is necessary. Misses more than 10 days or has an established pattern of absences (i.e. Mondays/Fridays, training days, etc.) May misuse leave; i.e. Calls in sick, but is not ill.

Category 2: Quality of Work

Element	Criteria for: ABOVE EXPECTATIONS	Criteria for: MEETS EXPECTATIONS	Criteria for: AREA FOR GROWTH	Criteria for: DOES NOT MEET EXPECTATIONS
	The Employee:	The Employee:	The Employee:	The Employee:
A. Demonstrates knowledge and skill to perform job responsibilities	Consistently and with high proficiency demonstrates skills needed to perform job responsibilities as outlined in the job description. Consistently demonstrates proper use of job related tools, equipment and materials. Demonstrates a comprehensive and thorough understanding of job related procedures.	Demonstrates skills needed to perform job responsibilities as outlined in the job description. Consistently demonstrates proper use of job related tools, equipment and materials. Demonstrates a comprehensive understanding of job-related procedures.	Usually demonstrates the skills needed to perform job responsibilities as outlined in the job description. Usually demonstrates proper use of job related tools, equipment and materials. Demonstrates a limited understanding of job-related procedures.	Does not demonstrate the skills needed to perform job responsibilities as outlined in the job description. Does not use job related tools, equipment and materials properly. Lacks understanding of or disregards job-related procedures.
B. Demonstrates initiative in completing job responsibilities.	Consistently and effectively completes assigned responsibilities with minimal supervision. Is self-directed, resourceful, skillful and/or creative.	Completes assigned responsibilities with minimal supervision. Is self-directed, resourceful and/or creative.	Usually completes assigned responsibilities with some supervision. Is sometimes self-directed, resourceful, and/or creative.	Requires on-going supervision to initiate and/or complete responsibilities. Lacks self-direction, resourcefulness, and/or creativity.
C. Demonstrates efficiency and productivity in completing job responsibilities.	Consistently and proficiently completes tasks with minimal error in a timely manner.	Completes tasks with minimal error in a timely manner.	Usually completes tasks with minimal error in a timely manner.	Uses time inefficiently, frequently exceeds deadlines for completing work, and/or work produced is incomplete or contains many errors.
D. Demonstrates problem-solving and decision-making skills in completing job responsibilities	Consistently and efficiently establishes task priorities and meets pre-established schedules. Consistently and effectively adjusts to changes in workloads or schedules. Consistently identifies or adapts procedures for completing a challenging task. Consistently and effectively identifies solutions to unanticipated problems in performing job responsibilities.	Establishes task priorities and meets pre-established schedules. Consistently adjusts to changes in workloads or schedules. Consistently identifies for adapts procedures for completing a novel task. Consistently identifies solutions to unanticipated problems in performing job responsibilities	Usually establishes task priorities and meets deadlines. Usually adjusts to changes in workloads or schedules. Sometimes identifies or adapts procedures to complete a task. Occasionally requires help in finding workable alternative solutions to unanticipated problems in performing job responsibilities.	Does not establish priorities appropriately and/or frequently misses deadlines. Has difficulty in adjusting to changes in workloads or schedules. Demonstrates minimal effort toward identifying a solution to an unanticipated problem in completing job responsibilities. Does not identify or adapt procedures for completing a novel task.

Category 3: Quality of Work Relationships and Communication

Element	Criteria for: ABOVE EXPECTATIONS	Criteria for: MEETS EXPECTATIONS	Criteria for: AREA FOR GROWTH	Criteria for: DOES NOT MEET EXPECTATIONS
	The Employee:	The Employee:	The Employee:	The Employee:
A. Fosters communication for purposes of collaboration on work assignments	Effectively conveys and receives information. Provides clear, pertinent, and timely information to all students, staff members, parents, and community members that are part of a collaborative effort. Complies with directives and suggestions of supervisor as an active participant. Supports collaboration and consistently cooperates with others.	Conveys and receives information. Provides clear, pertinent, and timely information to all students, staff members, parents, and community members that are part of a collaborative effort. Complies with directives and suggestions of supervisor as an active participant. Supports collaboration and cooperates with others.	Usually conveys and receives information effectively. Usually provides clear, pertinent, and timely information to all students, staff members, parents and community members that are part of a collaborative effort. Complies with directives and sometimes follows suggestions of supervisor. Usually cooperates with others.	Fails to convey and/or receive information effectively. Sometimes provides unclear, inaccurate, irrelevant, and/or inappropriately timed information to students, staff members, parents, and/or community members when working with others. Does not comply with a directive delivered by a supervisor or frequently fails to apply the suggestions of the supervisor to the work effort. Fails to cooperate with others.
B. Participates as a cooperative and productive team member.	Consistently and effectively utilizes active listening skills with others. Frequently contributes to ideas and efforts in seeking resolution of issues and/or solutions to problems in work assignment.	Demonstrates active listening skills with others. Contributes to ideas and efforts in seeking resolution of issues and/or solutions to problems in work assignment.	Sometimes demonstrates active listening skills with others. Sometimes contributes to ideas and efforts in seeking resolution of issues and/or solutions to problems in work assignment.	Frequently fails to actively listen to other team members. Makes infrequent contributions to ideas and/or efforts seeking resolution of issues and/or solutions to problems in work assignment.
C. Shows courtesy and respect in interactions with people such as coworkers, students, parents and community members to establish harmonious work relationships.	Is consistently and effectively open, non-judgmental, and responsive to the ideas expressed by others. Consistently shows sensitivity toward and respect for a range of opinions on issues. Consistently recognizes and values diversity among others. Encourages and supports others at work.	Is effectively open, non-judgmental, and responsive to the ideas expressed by others. Shows sensitivity toward and respect for a range of opinions on issues. Recognizes and values diversity among others. Encourages and supports others at work.	Is usually open, non-judgmental, and responsive to the ideas expressed by others. Usually shows sensitivity toward and respect for a range of opinions on issues. Usually recognizes and values diversity among others. Usually encourages and supports others at work.	Is frequently closed, judgmental, and/or unresponsive to the ideas expressed by others. Shows insensitivity or lack of respect for a range of opinions on issues. Either does not recognize or does not value diversity among others. Offers infrequent encouragement and/or support of others at work.

Category 4: Professionalism

Element	Criteria for: ABOVE EXPECTATIONS	Criteria for: MEETS EXPECTATIONS	Criteria for: AREA FOR GROWTH	Criteria for: DOES NOT MEET EXPECTATIONS
	The Employee:	The Employee:	The Employee:	The Employee:
A. Knows and adheres to federal and state laws and regulations pertaining to employment and education, Board of Education Policies, Collective Bargaining Agreements, and school rules.	Thoroughly understands and consistently adheres to applicable statutes and local policies and procedures. Consistently completes professional responsibilities in accordance with regulations and rules related to site operation and assignment.	Understands and consistently adheres to applicable statutes and local policies and procedures. Consistently completes professional responsibilities in accordance with regulations and rules related to site operation and assignment.	Shows limited understanding of applicable statutes and local policies, and procedures, and usually adheres to all applicable statutes and local policies and procedures. Demonstrates an effort to gain understanding of professional responsibilities in accordance with regulations and rules related to site operation and assignment.	Lacks awareness of, or disregards applicable statutes and/or local policies and procedures. Does not complete professional responsibilities in accordance with regulations and rules related to site operation and assignment.
B. Exhibits behaviors that indicate commitment and support to the students, , co-workers, parents, District workers, community, and/or site programs and practices.	Consistently supports the well-being and success of students, parents, co-workers, community, and/or site programs and practices. Consistently treats people with dignity, respect, and an acknowledgement of human diversity. Consistently follows behavioral expectations and guidelines aligned with the District mission and governing values.	Supports the well-being and success of students, parents, co-workers, community, and/or site programs and practices. Regularly treats people with dignity, respect, and an acknowledgement of human diversity. Consistently follows behavioral expectations and guidelines aligned with the District mission and governing values.	Usually supports the well-being and success of students, parents, co-workers, community and/or site programs and practices. Usually treats people with dignity, respect, and an acknowledgement of human diversity. Usually follows behavioral expectations and guidelines aligned with the District mission and governing values.	Actions indicate a lack of concern for the well being and success of students, parents, coworkers, community, and/or site programs and practices. Does not treat all people with dignity and respect nor acknowledge human diversity. Does not follow behavioral expectations and guidelines aligned with the District mission and
C. Pursues professional growth and development.	Continuously seeks and pursues life long learning opportunities.	Seeks and pursues lifelong learning opportunities.	Infrequently seeks and pursues lifelong learning opportunities.	Rarely seeks and pursues lifelong learning opportunities.

Category 5: Leadership Skills (Classified employees in leadership positions only)

Element	Criteria for: ABOVE EXPECTATIONS	Criteria for: MEETS EXPECTATIONS	Criteria for: AREA FOR GROWTH	Criteria for: DOES NOT MEET EXPECTATIONS
	The Employee:	The Employee:	The Employee:	The Employee:
A. Exhibits ability to plan, allocate, and direct, lead and/or coordinate personnel and resources effectively.	Consistently manages personnel and resources effectively. Consistently provides feedback and assistance to staff members.	Manages personnel and resources effectively. Consistently provides feedback and assistance to staff members.	Usually manages personnel and resources effectively. Usually provides feedback and assistance to staff members.	Does not manage personnel or use resources effectively. Seldom provides feedback and to staff members.
B. Assists in facilitating the development or growth of employees.	Consistently assists in supporting the professional development of employees. Make suggestions to supervisor regarding professional	Assists in supporting the professional development of employees.	Usually assists in supporting the professional development of employees.	Does not work toward the development of appropriate growth of the employee.
C. Promotes an environment that fosters positive employee morale.	Consistently provides an environment in which employees feel welcome to communicate and express concerns. Consistently redirects employees in a positive, effective, clearly fair, and equitable manner.	Provides an environment in which employees feel welcome to communicate and express concerns. Consistently redirects employees in a positive, effective, clearly fair, and equitable manner.	Usually provides an effective working environment. Usually redirects employees in a positive, effective, clearly fair, and equitable manner.	Provides a working environment that discourages communication and expression of concerns. Redirects employees inconsistently and in a disorganized and/or disrespectful manner.
D. Encourages the development of employees through appropriate training opportunities.	Consistently facilitates effective staff development opportunities and resources to encourage and promote the professional growth of employees. Consistently orients and updates employees on applicable laws and local policies and procedures.	Facilitates effective staff development opportunities and resources to encourage and promote the professional growth of employees. Consistently orients and updates employees on applicable laws and local policies and procedures.	Usually facilitates appropriate staff development opportunities and resources to encourage and promote the professional growth of employees. Usually orients and updates employees on applicable laws and local policies and procedures.	Facilitates minimal staff development opportunities for employees. Fails to orient or update employees on applicable laws and local policies and procedures.