



COMPENSATION PACKET

2017-2018

**Approved by the Yuma Union High School Governing Board
April 24, 2017**

**Last Revised
December 6, 2017**

YUMA UNION HIGH SCHOOL DISTRICT #70

TABLE OF CONTENTS

Page 2	Employee Compensation
Page 3	Certificated & CTE Teacher Placement Salary Schedule
Page 4-6	Classified Support Staff Placement Salary Schedule
Page 7	Administration Support Placement Salary Schedule
Page 8	Supplemental Salary Schedule
Page 9	Stipends – Extended Days – Certified Hourly
Page 10	Employee Benefits
Pages 11–15	Employee Fringe Benefits
	<ul style="list-style-type: none">● Certificated Supplemental Benefit● Placement Experience Benefit● Loyalty Benefit● Professional Advancement Benefit● Referral Benefit

YUMA UNION HIGH SCHOOL DISTRICT #70

Employee Compensation

Goals:

- *Maximize our investment in our staff within the parameters of the district budget*
- *Attract and retain high quality employees in all positions*
- *Collaborate with employee groups to constantly improve our workplace culture*
- *Increase predictability of budgets*
- *Increase equity and fairness of compensation systems*

1. All current benefited YUHSD Employees employed by the District prior to April 1, 2017:

- All current benefited employees receive a wage increase of 3%. This amount will serve as the basis for determining contract or work agreement base salary for 2017-2018.

2. In addition, a one-time payment of \$500 will be paid to each active benefited employee working for the district on the payday before Christmas Break.

3. In accordance with Arizona Legislation 2017, the 1.06% teacher salary increase will be paid to all eligible teachers in April as a one-time payment. In order to be considered eligible for this payment you must meet all of the following criteria:

- a. Classroom teacher in an Arizona school district or charter school in the 2016-2017 school year.
- b. Teaching in YUHSD #70 at the time of payment in April;
- c. Hired as a classroom teacher prior to November 1, 2017 by Yuma Union High School District.

The 1.06% payment increase is specific to classroom instruction time with students. Payment is prorated for the instructional periods of the day that the teacher is assigned a class for instructional purposes.

The payment is based on classroom time worked in the 2015-2016 school year and ACTUAL dollars earned for classroom activities during the fiscal year. Classroom Site Fund, Instructional Improvement and other classroom pay completed in 2015-2016 will be included to calculate the payment amount that will be disbursed in April 2018.

In accordance with Arizona Legislation 2017, Ch. 305, §33 specifies substitute teachers and teachers paid through an outside contract, such as ESI, **do not qualify** for this payment.

If an employee changes positions between a Classroom teacher to an Administrator or from an Administrator to a Classroom teacher, they would not be eligible for the payment.

YUMA UNION HIGH SCHOOL DISTRICT #70

Certificated & CTE Teacher Placement Salary Schedule

BA or Voc. Cert	BA+40/MA or Voc. Cert. +40	MA +30 or Voc. MA Equiv.+30	MA+60/PhD/Ed or Voc. MA Equiv.+60
\$32,232	\$34,068	\$36,618	\$39,168

Additional compensations for eligible employees:

Experience Compensation:

- \$50 per year for up to 5 years of relevant experience.
- \$200 per year for years 6 – 12 of relevant experience.

Indian Gaming: To Be Determined - based upon the availability of funds

Classroom Site Fund (Prop 301):

- Teacher Compensation Base Salary:
 - To be determined - based on upon the availability of funds
- Teacher Performance Pay:
 - To be determined – based upon the availability of funds
- Teacher Menu Money:
 - To be determined based upon the availability of funds

Length of Contract:

New Teachers: 187 days (180 student days – 7 in service days)

Continuing Teachers: 184 days (180 student days – 4 in service days)

*Teachers in Year 2 and 3 of employment see page 11

YUMA UNION HIGH SCHOOL DISTRICT #70

Classified Support Staff Placement Salary

21 Salary ranges

Proposed Schedule: Hourly Wage	
Grade	Wage
V	\$10.50
VI	\$10.50
VII	\$10.87
VIII	\$11.42
IX	\$11.98
X	\$12.58
XI	\$13.22
XII	\$13.87
XIII	\$14.57
XIV	\$15.30
XV	\$16.06
XVI	\$16.87
XVII	\$17.71
XVIII	\$18.60
XIX	\$19.52
XX	\$20.50
XXI	\$21.53
XXII	\$22.60
XXIII	\$23.73
XXIV	\$24.92
XXV	\$26.17

- ✓ Work schedules will be determined by the various work areas.
- ✓ Movement within placement schedule from one grade to another will constitute an amendment to the current hourly rate equivalent to the difference between the placement amounts for each position, per Board Policy GDP.
- ✓ New Non-Exempt Support Staff will receive the following experience benefit: \$.01 per hour for up to 5 years of relevant experience; \$.02 per hour for years 6 through 12 of like experience.

Holidays shall be granted to regular employees in accord with the school calendar, for the holidays that occur during the normal work year.		
9-Month Employees	10-Month Employees	12-Months Employees
Labor Day	Labor Day	Independence Day
Veteran's Day	Veteran's Day	Labor Day
Thanksgiving Break	Thanksgiving Break	Veteran's Day
Christmas Eve & Day	Christmas Break	Thanksgiving Break
New Year's Eve & Day	New Year's Eve & Day	Christmas Eve & Day
Martin Luther King Day	Martin Luther King Day	½ of Christmas Break
President's Day	President's Day	New Year's Eve & Day
Good Friday	Good Friday	Martin Luther King Day
	Spring Break	President's Day
	Memorial Day	Good Friday
		½ of Spring Break
		Memorial Day

YUMA UNION HIGH SCHOOL DISTRICT #70

Classified Support Staff Placement Salary Schedule

Administrative Services	Job Title	Grade	Salary
	Administrative Support		
	Receptionist	V	\$10.50
	Office Assistant	V	\$10.50
	Office Specialist	VI	\$10.50
	Substitute Coordinator	IX	\$11.98
	Registrar	IX	\$11.98
	Administrative Secretary – District	XI	\$13.22
	Administrative Secretary - School	XI	\$13.22
	Data Specialist	XI	\$13.22
	Human Resources Specialist	XI	\$13.22
	Administrative Assistant - School	XIII	\$14.57
	Administrative Assistant –District	XV	\$16.06
	Executive Assistant	XVI	\$16.87
	Financial Support		
	Accounting Technician	IX	\$11.98
	Business Office – Campus Facilitator	X	\$12.58
	Payroll Specialist	X	\$12.58
	Associated Student Body (ASB) Book Keeper	X	\$12.58
	Campus Digital Resource Manager	X	\$12.58
	Procurement Specialist	XI	\$13.22
	Payroll Specialist – Lead	XIII	\$14.57
	Technology Support		
	Help Desk I	XI	\$13.22
	Field Technician I	XI	\$13.22
	Help Desk II	XIII	\$14.57
	Telecommunication Technician I	XIII	\$14.57
	Field Technician II	XV	\$16.06
	Student Information System Specialist	XV	\$16.06
	State Reporting Specialist	XV	\$16.06
	Telecommunication Technician II	XVI	\$16.87
	Systems Analyst I	XVI	\$16.87
	YETC Instructor	XVIII	\$18.60
	Field Technician – Lead	XXI	\$21.53
	State Reporting / SIS – Lead	XXI	\$21.53
	Systems Analyst II	XXI	\$21.53
Instructional Services			
	Instructional Support		
	Migrant School Community Liaison	V	\$10.50

YUMA UNION HIGH SCHOOL DISTRICT #70
Classified Support Staff Placement Salary Schedule

	Job Title	Grade	Salary
	Media Specialist	V	\$10.50
	Paraprofessional – EL	V	\$10.50
	Personal Care Assistant – Special Services	V	\$10.50
	Athletic Equipment Manager	VI	\$10.50
	Migrant Advisor	VI	\$10.50
	Paraprofessional – Special Ed	VI	\$10.50
	Licensed Practical Nurse	X	\$12.58
	CNA Clinical On-Site Supervisor	XXV	\$26.17
Maintenance & Operations			
	Custodial Services		
	Campus Custodian	V	\$10.50
	Campus Custodian – Lead	VI	\$10.50
	Facilities Night Supervisor	IX	\$11.98
	Grounds Maintenance		
	Campus Groundskeeper	V	\$10.50
	Campus Groundskeeper - Lead	VI	\$10.50
	Maintenance		
	Facilities Maintenance Technician	X	\$12.58
	Facilities Maintenance Technician – Lead	XI	\$13.22
	HVACR Technician	XV	\$16.06
	Warehouse		
	Warehouse Assistant	V	\$10.50
	Warehouse – Lead	VI	\$10.50
Student Nutrition Services			
	Student Nutrition Utility / Courier	V	\$10.50
	Student Nutrition Worker	V	\$10.50
	Student Nutrition Worker III	VI	\$10.50
	Student Nutrition Associate	VII	\$10.87
	Student Nutrition Chef	VIII	\$11.42
	Student Nutrition Manager	VIII	\$11.42
Security Services			
	Security Officer	VI	\$10.50
	Security Officer – Lead	VIII	\$11.42
Part Time Services			
	AVID Tutors		Per Agreement
	Student Workers	V	\$10.50

YUMA UNION HIGH SCHOOL DISTRICT #70
Administration Support Placement Salary Schedule

Grade	Minimum	Midpoint	Maximum
I	\$36,400	\$40,040	\$43,680
II	\$41,600	\$45,760	\$49,920
III	\$46,800	\$51,480	\$56,160
IV	\$52,000	\$57,200	\$62,400
V	\$57,200	\$62,920	\$68,640
VI	\$62,400	\$68,640	\$74,880
VII	\$67,600	\$73,840	\$81,120
VIII	\$72,800	\$80,080	\$87,360
IX	\$78,000	\$85,280	\$93,600
X	\$83,200	\$91,520	\$99,840
XI	\$88,400	\$97,240	\$106,080
XII	\$93,600	\$102,960	\$112,320
XIII	\$98,800	\$108,680	\$118,560
XIV	\$104,000	\$114,400	\$124,800

Grade I

- Behavior Analyst – 194 day contract
- Librarian – 194 day contract
- School Nurse – 194 day contract
- Student Support Specialist

Grade II

- Assistant Director – Student Nutrition Services
- Campus Facilities Supervisor
- GEAR UP Coordinator
- Technology Coordinator

Grade III

- Construction Manager
- Financial Services Facilitator
- HVAC Manager
- Network & Infrastructure Specialist
- Occupational/Physical Therapist – 194 day contract
- Procurement Manager
- Project Manager
- School to Work Transition Specialist
- Student Information Manager
- Technical Services Manager

Grade IV

- Database Analyst
- Psychologist – 194 day contract

Grade V

- Coordinator – Career & Technical Education
- Coordinator – District Data
- Federal Programs Coordinator
- Programmer
- Speech and Language Pathologist – 194 day contract
- Systems and Network Engineer

Grade VI

- Director – Communication
- Director – Facilities Management
- Director – Ready Now Yuma
- Director – Special Education
- Director – Student Nutrition Services
- Director - Technology

Grade VIII

- Assistant Principal – High School
- Principal – Alternative High School

Grade X

- Chief Financial Officer
- Chief Information Officer
- Executive Director – Human Resources
- Principal

Grade XIV

- Associate Superintendent

Education Factor: An additional \$1,250 will be granted above placement experience for a recognized Bachelor's, Master's, or equivalent specialized degree, above the job requirement.

YUMA UNION HIGH SCHOOL DISTRICT #70

Supplemental Salary Schedules

The following Supplemental Pay Schedule is established to compensate personnel for extra service performed for the District. The stipend for teaching an additional class is \$7,590.00.

Assignments – Seasonal or Semester	Stipend
Assistant Coaches	\$2,790
Head Cheerleading (per semester)	\$1,860
Assistant Cheerleading (per semester)	\$1,395
Head – All Sports Requiring Assistants	\$3,720
Head – Sports Requiring No Assistants	\$3,360
Head Football	\$4,200
Intramural Director (Asst. Athletic Director) (per season)	\$1,860
Assignments – Annual	Stipend
Academic Decathlon	\$4,200
Auditorium Manager	\$2,340
AVID Site Coordinator	\$1,860
Band Director	\$3,720
Assistant Band Director	\$2,790
Chess Director	\$1,860
Choral Director	\$3,270
Communications Liaison	\$1,860
Selected Class and Club Sponsors	\$550
Dance Director	\$1,860
Instructional Leader (8 Teachers)	\$3,030
Instructional Leader (9 – 14 Teachers)	\$3,450
Instructional Leader (15+ Teachers)	\$3,810
Drama Director	\$2,340
FIRST Robotics	\$1,860
Guidance Director	\$3,480
School Newspaper	\$1,860
Speech Director	\$1,860
Student Council Advisor	\$2,700
Unified Sports Liaison	\$1,860
Volunteer Coordinator	\$1,860
Yearbook	\$1,860
Annual (201 work days)	Stipend
Athletic Trainers	\$15,471

YUMA UNION HIGH SCHOOL DISTRICT #70

Stipends - Extended Days - Certified Hourly

Stipends	Stipend
Returning Teacher PD Leaders	\$100/training (up to 6 Trainings)
STEM Support Lead	\$3,720/year
STEM Support	\$1,860/year

CTE Stipends	Stipend
CTE Certified Teacher Supplemental Stipend (CTE Supplemental Rubric)	Up to \$6200/year
CNA Ambassador Advisor	\$500/year
CNA Coordinator	\$1000/semester
CTE Counselor	\$2000
CTE Instructional Leader	\$3000
COOP/Ag Work Experience	\$2000 (for full class of 25-30 students)

The following Extended Day Schedule is established to compensate personnel for extra service performed for the District.

Extended Days	# of Days at Daily Rate
Certificated Librarian	20 Days
Certificated Nurses/RN	10 Days
Counselor	10 Days
Data/Technology Coach	9 Days
Dropout Prevention Specialist	10 Days
Guidance Director	30 Days
Instructional Coach	9 Days
RNY Coach	9 Days
Student Support Specialist	10 Days

Hourly	Hourly Amount
Certified Hourly Assignments	\$25

YUMA UNION HIGH SCHOOL DISTRICT #70

Employee Benefits

Today, more than ever, employee benefits represent an integral part of your total compensation. The Yuma Union High School District, offers an excellent benefit plan which provides our employees the following benefits:

- Health, Dental and Life Insurance
- Leave and Vacation
- ASRS Retirement Benefits / Long Term Disability
- Worker's Compensation
- Payroll Deduction Available for Optional Deductions

Health/Dental/Life Insurance: The District provides \$6,000.00 per year towards the payment of health, dental, and life insurance for the individual. Part-time, temporary, and substitute employees may not be eligible for benefits. Employees may elect to purchase Buy Up Plans and/or Dependent coverage. Life Insurance is \$50,000.

General Leave: Leave days will accrue at the rate of approximately one day per month at the start of employment. Possible days credited in one year are as follows: nine-month employees: eleven days. Nine-month certificated & ten-month employees: twelve days. Twelve-month employees: fourteen days. Leave days accumulative to 180 days per YUHSD Policy GCCA. A Leave Bank is available to eligible employees. Open enrollment for the Leave Bank takes place in August and in January.

Vacation:

- Twelve-month Exempt Employees may accrue up to twenty days per year.
- Twelve-month Non-Exempt Support Staff earn vacation on a fiscal year basis. After one year, twelve-month employees are entitled to twelve workdays of vacation. After six years, vacation shall be seventeen workdays per year; after twelve years, twenty workdays per year. Employees in this group with less than one year of employment shall be entitled to one vacation day for each month worked.
- Per YUHSD policies GCA and GDD, twelve-month employees may automatically carry vacation from the previous fiscal year not to exceed a forty-five day carryover.

Arizona State Retirement: Regular employees working 20 hours or more per week must participate in the Arizona State Retirement System (ASRS). The retirement benefit an employee receives depends on the number of years and months for which the employee receives retirement credit. Employees receive credit as a result of the following three factors: mandatory contributions to the plan, years of service, and age. Long-term disability is provided through an employee's participation in the ASRS. For additional information regarding benefits with the ASRS, log on to their website at www.azasrs.gov. New employees are obligated to electronically enroll in ASRS within one week of employment. (Retirees must specify participation).

Social Security/Medicare: The District contributes 6.2% of Salary

Worker's Compensation: Employees are automatically covered by Worker's Compensation insurance through the district's current worker's compensation carrier. If an employee is injured in an accident arising out of and in the course of his/her employment, he/she is eligible to apply for compensation.

Payroll Deduction is available for the following options:

Extra-curricular tax credit	Buy Up Plans and/or Dependent Coverage
403 B Investments	Flexible Benefits Program
Car/House Insurance	AFLAC
Legal Shield	Additional Life Insurance

Additional Benefits for those eligible on the Administrative Support Salary Schedule:

\$200,000 Life Insurance (cost of which is a taxable fringe benefit)
Cell Phone stipend for designated administrators
Technology stipend for designated personnel

YUMA UNION HIGH SCHOOL DISTRICT #70

Fringe Benefits

(pg. 1 of 5)

1. **Certificated Supplemental Benefit:**

Goals:

- *Maximize our investment in our staff within the parameters of the district budget*
- *Attract and retain high quality employees in all positions*
- *Collaborate with employee groups to constantly improve our workplace culture*
- *Increase predictability of budgets*
- *Increase equity and fairness of compensation systems*

1. Second and Third year Teachers: Optional Supplemental Contract. *
 - Additional 3 days paid professional development prior to contracted start date.

2. Relocation payment one-time payment of \$1,000 for newly hired appropriately certified Yuma Union High School District teachers who relocate from at least 50 miles away from Yuma.* If the teacher fails to complete the contract year, the district may require the teacher to repay all or a portion of the funds paid for relocation.

3. Teachers who substitute during their planning periods will be compensated at the rate of \$25.00 per period.

*Contingent upon receipt of funds, benefits are funded through federal grants, approved for 2017-2018.

YUMA UNION HIGH SCHOOL DISTRICT #70

2. **Placement Experience Benefit:**

Goals:

- *Maximize our investment in our staff within the parameters of the district budget*
- *Attract and retain high quality employees in all positions*
- *Collaborate with employee groups to constantly improve our workplace culture*
- *Increase predictability of budgets*
- *Increase equity and fairness of compensation systems*

An amount for experience ensures that anyone eligible is compensated for relevant experience.

New employees shall not exceed the salary or hourly rate of a current employee with the same experience.

- New Certified/CTE staff in 2017-2018 receive the following experience benefit:
 - \$50 per year for up to 5 years of relevant experience.
 - \$200 per year for years 6 through 12 of relevant experience.
- New Non-Exempt Support Staff will receive the following experience benefit:
 - \$.01 per hour for up to 5 years of relevant experience
 - \$.02 per hour for years 6 through 12 of relevant experience
- New Administration Support Hires in 2017-2018 will be based on years of relevant experience.
 - Years 1 through 9 of relevant experience may be placed between minimum range and midpoint range.
 - 10 or more years of relevant experience may be placed between midpoint range and maximum range.
- Current Classified Employees, who move from one grade to another within the Classified Salary Schedule, will constitute an amendment to the current hourly rate equivalent to the difference between the placement amounts for each position, per Board Policy GDP.
- Current staff who move to a different salary schedule may be given credit for relevant experience as set by the Superintendent or designee, and consistent with the District's practice of hiring new employees. In calculating the new salary, education will be applied first and experience will be applied second.
- Current staff who move between grades on the Administration Support Salary Schedule will be awarded the greater of the following:
 - The difference between the previous minimum grade and the new minimum grade, divided by two plus employee's current salary.
 - Minimum salary at the new grade.

YUMA UNION HIGH SCHOOL DISTRICT #70

3. Loyalty Benefit

Goals:

- *Maximize our investment in our staff within the parameters of the district budget*
- *Attract and retain high quality employees in all positions*
- *Collaborate with employee groups to constantly improve our workplace culture*
- *Increase predictability of budgets*
- *Increase equity and fairness of compensation systems*

Employees who receive the benefit will receive it in a single one-time check following the completion of the school year of anniversary.

Maximum payment is set at the following levels and will be paid to current eligible employees in October, 2017:

- 10-14 years = \$500 payment *
- 15-19 years = \$750 payment *
- 20-24 years = \$1000 payment *
- 25 and up = \$1250 payment *

*To be determined based upon the availability of funds

Reimbursement for the following items:

- a. Tuition for the successful completion of required SEI coursework. \$5,250.00 limit per calendar year IRS Publication 15-B - Main Content
- b. Exam fees for subject matter and/or professional knowledge through Arizona Education Professional Assessment (AEPA) or National Evaluation Series (NES), upon successful completion of the exam(s).

YUMA UNION HIGH SCHOOL DISTRICT #70

4. Professional Advancement Benefit

Goals:

- *Maximize our investment in our staff within the parameters of the district budget*
- *Attract and retain high quality employees in all positions*
- *Collaborate with employee groups to constantly improve our workplace culture*
- *Increase predictability of budgets*
- *Increase equity and fairness of compensation systems*

Professional Advancement will be compensated as a benefit by the credit hour for all employee groups as per Table below. A credit approval committee has been convened to address professional advancement requests. The committee has developed approval guidelines based on the district's values and budget parameters.

- **Coursework taken July 1, 2017 through June 30, 2018:**
 - All coursework would need to be taken from an accredited college or university.
 - All coursework would require prior approval in order for the credit to be eligible for the benefit.
 - Newly hired employees, who took coursework prior to being hired, may apply for consideration by the Professional Advancement Committee.
 - Credit for professional advancement would be limited to transcripts from the year before the advancement is paid and will be paid only to current employees in a one-time check in September. That amount will be added to the employee's salary for subsequent years.
 - Deadlines for application for approval of credits and for submission of transcripts would be established by the committee. All special requests for credit approval must be reviewed by the committee. All transcripts are due to Human Resources by August 1st of each fiscal year. No credit will be given for coursework or in-service activities paid for by the District or earned while on District time.
 - There is a maximum of three units/credits per year for academic professional development credits or credit related to renewal of certification. The credit must be approved before enrollment to be eligible for compensation. Non-academic credits unrelated to certification are not eligible for professional development compensation.

Coursework Level	Compensation per Credit
Undergraduate	\$40 per credit hour
Graduate	\$80 per credit hour

YUMA UNION HIGH SCHOOL DISTRICT #70

5. Referral Benefit

Guidelines for Referral Payment

Purpose: The purpose of the referral payment is to use our existing staff to recruit teachers to our district. Best practices for recruitment show that businesses that involve employees in the hiring process, are able to hire and retain highly motivated individuals for open positions.

Goals:

- Maximize our investment in our staff within the parameters of the district budget
- Attract and retain high quality employees in all positions
- Collaborate with employee groups to constantly improve our workplace culture
- Increase predictability of budgets
- Increase equity and fairness of compensation systems

The referral amount awarded to the employee who presents the referred teacher candidate can be up to \$1000.00, split into \$500.00 increments, when a referred teacher candidate, who has met the qualifications below, completes their first and second semester. The referral payment will be funded through Federal Title II-A grant funds, and will continue as long as funding remains available.

Eligible Employees:

- Certificated Staff
- Classified Support Staff – Grades I-XXV
- Administration Support – Grades I-V only

Qualifications:

- Current employee would need to submit an email to referral@yumaunion.org that includes their teacher candidate's name, phone number, and email address.
- Referrals of teacher candidates cannot be made from connections obtained during district funded business. (Example: job fairs or training trips)
- The referred teacher candidate cannot have already applied for a position with the district or be an active employee of the district.
- The referred teacher candidate must be hired and remain in an appropriately certified teacher position, per Arizona Department of Education, in a hard to staff area, (as determined annually by the YUHSD Governing Board) for the year.
- If the referred teacher candidate is hired, the employee making the referral would receive a \$500.00 referral payment at the end of the new hires' first and second completed semester for a total not to exceed \$1000.00.
- The employee making the referral must be an active employee in the district to receive the referral payment.
- If a referred teacher candidate is hired and fails to complete a full semester, the employee who made the referral would not be compensated for that semester.
- Should two employees make the same referral, the one emailed first to HR (as evidenced by the date of the email) would receive the credit for the referral payment.