



# COMPENSATION PACKET

2018-2019

**Approved by the Yuma Union High School Governing Board  
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# YUMA UNION HIGH SCHOOL DISTRICT #70

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# 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 who were employed and started with the District prior to April 1, 2018:

- Current benefited employees will receive the following wage increases; Certified Staff 10%, Classified Term 3%, Classified Staff making above minimum wage 4%, and Administrators 3%. All benefited employees will receive \$500.00 added to their base salary. This amount will serve as the basis for determining contract or work agreement base salary for 2018-2019.

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.

# 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
\$35,133	\$37,134	\$39,914	\$42,693

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)

# YUMA UNION HIGH SCHOOL DISTRICT #70

## Classified Support Staff Placement Salary

*21 Salary ranges*

Proposed Schedule: Hourly Wage	
Grade	Wage
V	\$11.00
VI	\$11.00
VII	\$11.00
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
	<b>Administrative Support</b>		
	Receptionist	V	\$11.00
	Office Assistant	V	\$11.00
	Office Specialist	VI	\$11.00
	Substitute Coordinator	IX	\$11.98
	Registrar	IX	\$11.98
	Testing Coordinator	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
	<b>Financial Support</b>		
	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
	<b>Technology Support</b>		
	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

## YUMA UNION HIGH SCHOOL DISTRICT #70

### Classified Support Staff Placement Salary Schedule

Instructional Services	Job Title	Grade	Salary
	<b>Instructional Support</b>		
	Migrant School Community Liaison	V	\$11.00
	Media Specialist	V	\$11.00
	Paraprofessional – EL	V	\$11.00
	Personal Care Assistant – Special Services	V	\$11.00
	Athletic Equipment Manager	VI	\$11.00
	Migrant Advisor	VI	\$11.00
	Paraprofessional – Special Ed	VI	\$11.00
	Licensed Practical Nurse	X	\$12.58
	CNA Clinical On-Site Supervisor	XXV	\$26.17
	<b>Maintenance &amp; Operations</b>		
	<b>Custodial Services</b>		
	Campus Custodian	V	\$11.00
	Campus Custodian – Lead	VI	\$11.00
	Facilities Night Supervisor	IX	\$11.98
	<b>Grounds Maintenance</b>		
	Campus Groundskeeper	V	\$11.00
	Campus Groundskeeper - Lead	VI	\$11.00
	<b>Maintenance</b>		
	Facilities Maintenance Technician	X	\$12.58
	Facilities Maintenance Technician – Lead	XI	\$13.22
	HVACR Technician	XV	\$16.06
	<b>Warehouse</b>		
	Warehouse Assistant	V	\$11.00
	Warehouse – Lead	VI	\$11.00
	<b>Student Nutrition Services</b>		
	Student Nutrition Utility / Courier	V	\$11.00
	Student Nutrition Worker	V	\$11.00
	Student Nutrition Worker III	VI	\$11.00
	Student Nutrition Associate	VII	\$11.00
	Student Nutrition Chef	VIII	\$11.42
	Student Nutrition Manager	VIII	\$11.42
	<b>Security Services</b>		
	Attendance Officer	VI	\$11.00
	Security Officer	VI	\$11.00
	Security Officer – Lead	VIII	\$11.42
	<b>Part Time Services</b>		
	AVID Tutors		Per Agreement
	Student Workers	V	\$11.00

# 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**

- Librarian – 194 day contract
- School Nurse – 194 day contract

**Grade II**

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

**Grade III**

- Construction Manager
- Financial Services Facilitator
- HVACR 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 - District Data
- Coordinator - Federal Programs
- Coordinator - Migrant
- Coordinator - Special Education Compliance
- Coordinator - Teaching and Learning
- Programmer
- Speech and Language Pathologist – 194 day contract
- Systems and Network Engineer

**Grade VI**

- Director – Communication
- Director – Facilities Management
- Director – Ready Now Yuma
- 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 – Career and Technical Education
- Executive Director – Human Resources
- Executive Director – Student Services
- 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
Assistant Band Director	\$2,790
Auditorium Manager	\$2,340
AVID Site Coordinator	\$1,860
Band Director	\$3,720
Chess Director	\$1,860
Choral Director	\$3,270
Communications Liaison	\$1,860
Selected Class and Club Sponsors	\$550
Dance Director	\$1,860
Drama Director	\$2,340
FIRST Robotics	\$1,860
Guidance Director	\$3,480
Instructional Leader (Up to 8 Teachers)	\$3,030
Instructional Leader (9 – 14 Teachers)	\$3,450
Instructional Leader (15+ Teachers)	\$3,810
MCJROTC Instructor – Drill Team/Color Guard	\$3,360
MCJROTC SMI – Physical Training/Air Rifle	\$3,360
School Newspaper	\$1,860
Speech Director	\$1,860
Student Council Advisor	\$2,700
Unified Sports Liaison	\$1,860
Yearbook	\$1,860

## YUMA UNION HIGH SCHOOL DISTRICT #70

### Athletic Trainers - Stipends - Extended Days - Certified Hourly

Annual (201 work days)	Stipend
Athletic Trainers	\$15,471

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
CTE Ambassador/Leaders Advisor	\$500/year
CNA Coordinator	\$1,000/semester
CTE Counselor	\$2,000
CTE Instructional Leader	\$3,000
COOP/Ag Work Experience	\$2,000 (1-12 Students \$1000, 13 or more \$2000)

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 Coach	9 Days
Dropout Prevention Specialist	10 Days
Guidance Director	30 Days
Instructional Coach	9 Days
MCJROTC	Up To 46 Days

Hourly	Hourly Amount
Certified Hourly Assignments	\$25
CNA On-Site Supervisor	\$33

# 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 that 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 \$7,000.00 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.

### **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 System:** 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](http://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**

### **1. Certificated Supplemental Benefits:**

1. 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.
2. 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 2018-2019.

## **YUMA UNION HIGH SCHOOL DISTRICT #70**

### **2. Loyalty Benefit**

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, 2018:

- 10-14 years = \$500 payment \*
- 15-19 years = \$750 payment \*
- 20-24 years = \$1,000 payment \*
- 25 and up = \$1,250 payment \*

\*To be determined based upon the availability of funds

# YUMA UNION HIGH SCHOOL DISTRICT #70

## 3. Professional Advancement Benefit

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, 2018 through June 30, 2019:**
  - 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 15<sup>th</sup> 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

## 4. 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.

The referral amount awarded to the employee who presents the referred teacher candidate can be up to \$1,000.00, 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](mailto: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 \$500.00 for the first two consecutive semesters completed by the referred teacher.\*
- 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.

\*Contingent upon receipt of funds, benefits are funded through federal grants, approved for 2018-2019.

# YUMA UNION HIGH SCHOOL DISTRICT #70

## Addendum

### Placement Experience

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 2018-2019 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 2018-2019 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.