

HOLMES COUNTY SCHOOL BOARD
PAYROLL PERIODS
FOR THE YEAR ENDED JUNE 30, 2016

ALL PERSONNEL RECEIVE SEMI-MONTHLY CHECKS
EQUAL TO THE ANNUAL SALARY DIVIDED BY 24

Position	Duty Days	Hrs. Per Day	Position	Duty Days	Hrs. Per Day
District Administrative	239	7	Non-Instructional - District	239	7
Director, Technology Assistant	239	7	Principals	239	7.5
Assistant Principal - HCHS	239	7.5	Assistant Principals	196	7.5
Instructional - 12 Month	239	7.5	Staffing/Lab Assistant	190	7.5
Instructional	196	7.5	Instructional - 11 Month	216	7.5
Speech Pathology, Occupational Therapist	190	7.5	School Receptionist	180	7.5
Secretary	190	7.5	Data I (Duty Days + 15)	180	7.5
Bookkeeper (Duty Days + 10)	190	7.5	Bus Drivers	180	3.5
Student Records Data Entry (Duty Days + 15)	190	7.5	ROTC 1	239	7.5
Custodian - 10 Month	190	7.5	Aide I & Aide II	190	7.5
ROTC 2	195	7.5	Custodian - 12 Month	239	7.5
Lunchroom	182	7.5	Aide III & Cashier	180	7.5

Payment is not permitted for services rendered in excess of the listed hours per day for any regular, part-time or substitute position and not to exceed 8.0 hours per day for combined positions.

All personnel reemployed after retirement from any employer will be allowed qualified experience on the salary schedule not to exceed 7 years.

HOLMES COUNTY SCHOOL BOARD
SALARY SCHEDULE
BASE PAY AND YEARS EXPERIENCE

POSITION	Base/0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	25
District Administrator	69,643	69,878	70,117	70,354	70,587	70,823	71,058	71,288	71,524	71,762	71,995	72,233	72,465	72,700	72,938	73,174	74,054	74,328
School Administrator	69,643																	
Finance Officer	69,643	69,878	70,117	70,354	70,587	70,823	71,058	71,288	71,524	71,762	71,995	72,233	72,465	72,700	72,938	73,174	74,054	74,328
Director	39,991	41,230	42,479	43,718	44,961	46,201	47,447	48,686	49,931	51,173	52,418	53,658	54,903	56,144	57,389	58,629	61,855	63,305

Administrators shall be granted other professional and/or instructional experience.

Directors and Assistant Principals shall retain instructional years' experience.

HOLMES COUNTY SCHOOL BOARD
SALARY SCHEDULE
BASE PAY AND YEARS EXPERIENCE

POSITION	Base/0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	25
Head Mech. I	35,381	35,741	36,103	36,464	36,826	37,186	37,550	37,910	38,272	38,633	38,995	39,356	39,716	40,080	40,439	40,802	41,531	44,871
Head Mech. II	29,732	30,088	30,454	30,815	31,181	31,546	31,904	32,263	32,629	32,991	33,352	33,714	34,080	34,442	34,806	35,166	35,850	36,263
Bus Mechanic	26,281	26,622	26,963	27,305	27,647	27,985	28,326	28,668	29,009	29,350	29,689	30,030	30,374	30,718	31,057	31,399	32,366	32,766
Bus Drivers	11,196	11,416	11,640	11,856	12,078	12,292	12,514	12,726	12,948	13,169	13,391	13,611	13,870	14,048	14,269	14,483	14,839	15,093
Maintenance I	31,962	32,353	32,740	33,135	33,526	33,918	34,308	34,698	35,089	35,483	35,871	36,264	36,656	37,049	37,440	37,826	38,558	39,011
Maintenance II	28,670	29,051	29,435	29,817	30,196	30,578	30,963	31,343	31,724	32,110	32,492	32,871	33,252	33,629	34,018	34,397	35,475	35,915
Maintenance III	19,905	20,132	20,355	20,580	20,806	21,031	21,257	21,481	21,710	21,933	22,160	22,384	22,611	22,835	23,060	23,284	23,719	23,982
Custod 12 Month	20,716	20,923	21,135	21,343	21,550	21,760	21,972	22,176	22,384	22,595	22,802	23,013	23,514	24,023	24,527	25,036	26,063	26,306
Custod 10 Month	16,469	16,632	16,801	16,967	17,132	17,299	17,466	17,630	17,795	17,962	18,128	18,295	18,694	19,099	19,498	19,902	20,719	20,913
Deliv. Clerk I	34,557	34,701	34,850	34,994	35,141	35,285	35,433	35,579	36,056	36,536	37,015	37,495	37,972	38,452	38,930	39,409	40,243	40,728
Deliv. Clerk II	22,168	22,391	22,609	22,834	23,055	23,279	23,500	23,721	23,946	24,169	24,393	24,613	24,835	25,058	25,280	25,506	25,956	26,213
Position 24 ^{below}	28,173	28,623	29,073	29,523	29,973	30,423	30,873	31,323	31,773	32,223	32,673	33,123	33,573	34,023	34,473	34,923	35,373	37,743
Position 25 ^{below}	20,319	20,657	20,998	21,341	21,677	22,015	22,355	22,693	23,032	23,374	23,709	24,048	24,381	24,725	25,062	25,400	25,969	26,364
Student Data/Admin Sec - 12 Mth	20,821	21,323	21,817	22,322	22,826	23,321	23,827	24,318	24,821	25,323	25,820	26,331	26,825	27,321	27,819	28,205	29,078	29,663
Data I- 180 Days	18,152	18,518	18,871	19,236	19,598	19,959	20,321	20,678	21,039	21,405	21,757	22,130	22,486	22,845	23,206	23,615	24,142	24,564
Data II- 180 Days	17,352	17,735	18,108	18,491	18,872	19,249	19,632	20,005	20,386	20,768	21,142	21,531	21,906	22,282	22,661	23,019	23,629	24,073
Secretary-School	15,810	16,161	16,508	16,855	17,207	17,553	17,898	18,250	18,596	18,944	19,293	19,641	19,986	20,338	20,682	21,037	21,569	21,974
Bookkeeper/Data Records	16,553	16,952	17,345	17,746	18,147	18,540	18,943	19,333	19,733	20,132	20,527	20,933	21,326	21,720	22,116	22,423	23,117	23,582
Technology Assistant	33,059	33,488	33,917	34,347	34,777	35,202	35,631	36,062	36,490	36,919	37,346	37,775	38,207	38,640	39,067	39,497	40,713	41,216
Staffing/Lab Assistant	17,328	17,771	18,200	18,633	19,070	19,505	19,934	20,369	20,805	21,240	21,677	22,109	22,546	22,978	23,410	23,817	24,504	25,013
Reception. 180 days	13,371	13,721	14,066	14,415	14,764	15,109	15,460	15,807	16,155	16,503	16,852	17,199	17,549	17,895	18,244	18,593	19,111	19,512
Aide I	17,592	17,814	18,036	18,259	18,481	18,705	18,926	19,147	19,368	19,594	19,808	20,330	20,846	21,366	21,887	22,401	23,418	23,680
Aide II	16,469	16,632	16,801	16,967	17,132	17,317	17,574	17,832	18,092	18,350	18,609	19,164	19,719	20,269	20,826	21,241	22,429	22,729
Aide III	12,808	13,021	13,356	13,687	14,016	14,348	14,683	15,008	15,342	15,667	16,003	16,332	16,665	16,996	17,330	17,661	18,483	18,868
Lunchroom - 7 Hours	12,687	13,013	13,348	13,679	14,008	14,340	14,675	15,000	15,334	15,659	15,995	16,324	16,657	16,988	17,322	17,653	18,475	18,860
Lunchroom - 7.5 Hours	13,593	13,942	14,301	14,656	15,008	15,364	15,723	16,071	16,429	16,777	17,137	17,490	17,847	18,201	18,559	18,914	19,794	20,207

HOLMES COUNTY SCHOOL BOARD
SALARY SCHEDULE
BASE PAY AND YEARS EXPERIENCE

POSITION	Base/0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	25
Position 31 ^{below}	33,737																	
Position 32 ^{below}	35,777	35,777	35,777	36,777	37,577	38,377	39,177	40,132	41,092	42,047	43,002	43,962	44,922	45,902	46,832	47,792	50,297	53,177
Occupational Therapist	46,387	46,387	46,387	46,789	47,158	47,527	47,896	48,265	48,634	49,003	49,372	49,741	50,110	50,479	50,848	51,219	52,227	53,385

Position 24:
Accountant
Superintendent Secretary

Position 25:
District Secretary
Accounting Clerk

Position 31:
Assistant Principals (add 20% for HCHS 12 month positon)
Instructional and Certified
(Add 20% for 12 month position and 10% for 11 month position)
All instructional personnel hired on or after 07/01/2011
Speech Pathologist - Bachelors Degree
Occupational and Physical Therapist - Bachelors Degree

Position 32
Speech Pathologist - Licensed and Masters Degree

ROTC - Per Contract With Department Of The Army
(To equal active duty pay)

HOLMES COUNTY SCHOOL BOARD

GRANDFATHERED INSTRUCTIONAL SALARY SCHEDULE

Instructional Base Salary: \$33,737

Salary Supplements

Years Completed	Instructional				Principal
	BA	MA	ES	PD	
0	0	2,000	3,145	4,303	0
1	0	2,000	3,145	4,303	235
2	0	2,000	3,145	4,303	474
3	1,000	3,000	4,148	5,307	711
4	1,650	3,800	4,946	6,104	944
5	2,300	4,600	5,747	6,904	1,180
6	3,100	5,400	6,548	7,704	1,415
7	4,000	6,355	7,503	8,663	1,645
8	5,000	7,315	8,463	9,622	1,881
9	6,000	8,270	9,415	10,574	2,119
10	7,000	9,225	10,374	11,532	2,352
11	7,800	10,185	11,333	12,490	2,590
12	8,760	11,145	12,290	13,450	2,822
13	9,715	12,125	13,274	14,431	3,057
14	10,675	13,055	14,201	15,358	3,295
15	11,630	14,015	15,161	16,320	3,531
16	14,110	16,520	17,678	18,846	4,411
17	14,110	16,520	17,678	18,846	4,411
18	14,110	16,520	17,678	18,846	4,411
19	14,110	16,520	17,678	18,846	4,411
20	15,000	17,000	18,158	19,326	4,411
21	15,000	17,000	18,158	19,326	4,411
22	15,000	17,000	18,158	19,326	4,411
23	15,000	17,000	18,158	19,326	4,411
24	15,000	17,000	18,158	19,326	4,411
25	17,000	19,400	20,554	21,724	4,685

*Instructional personnel must be certified (Add 20% for 12 month position and 10% for 11 month position)

*Assistant principals receive the equivalent instructional supplement (Add 20% for HCHS 12 month position)

*Years completed (service) is determined by policy

HOLMES COUNTY SCHOOL BOARD

INSTRUCTIONAL PERFORMANCE PAY SALARY SCHEDULE

Instructional Base Salary: \$33,737

Salary Adjustments

Years Completed	Instructional				Principal
	BA	MA	ES	PD	
0	0	2,000	3,145	4,303	0
1	0	2,000	3,145	4,303	235
2	0	2,000	3,145	4,303	474
3	1,000	3,000	4,148	5,307	711
4	1,650	3,800	4,946	6,104	944
5	2,300	4,600	5,747	6,904	1,180
6	3,100	5,400	6,548	7,704	1,415
7	4,000	6,355	7,503	8,663	1,645
8	5,000	7,315	8,463	9,622	1,881
9	6,000	8,270	9,415	10,574	2,119
10	7,000	9,225	10,374	11,532	2,352
11	7,800	10,185	11,333	12,490	2,590
12	8,760	11,145	12,290	13,450	2,822
13	9,715	12,125	13,274	14,431	3,057
14	10,675	13,055	14,201	15,358	3,295
15	11,630	14,015	15,161	16,320	3,531
16	14,110	16,520	17,678	18,846	4,411
17	14,110	16,520	17,678	18,846	4,411
18	14,110	16,520	17,678	18,846	4,411
19	14,110	16,520	17,678	18,846	4,411
20	15,000	17,000	18,158	19,326	4,411
21	15,000	17,000	18,158	19,326	4,411
22	15,000	17,000	18,158	19,326	4,411
23	15,000	17,000	18,158	19,326	4,411
24	15,000	17,000	18,158	19,326	4,411
25	17,000	19,400	20,554	21,724	4,685

*Instructional personnel must be certified (Add 20% for 12 month position and 10% for 11 month position)

*Assistant principals receive the equivalent instructional supplement (Add 20% for HCHS 12 month position)

* The base salary shall be the salary paid in the most recent year employed including adjustments. Years completed (service) is determined by policy.

*The annual salary adjustment for an employee rated as highly effective shall be \$1.00 greater than the highest approved annual salary adjustment available to an employee of the same classification.

*The annual salary adjustment for an employee rated as effective shall be equal to 60% of the annual adjustment rounded to the nearest dollar provided for a highly effective employee of the same

HOLMES COUNTY SCHOOL BOARD

THERAPY RELATED FIELDS

SLP, OT, PT who are hired only as instructional personnel supplements of \$5000.00 and their assistants (who hold a BA and are hired as instructional personnel) a supplement of \$1000.

SUPPLEMENT SCHEDULE D(S)

	BACHELOR supplement	MASTERS supplement	ED SPEC supplement	PHD supplement
0	\$0	\$2,000	\$3,145	\$4,303
1	\$0	\$2,000	\$3,145	\$4,303
2	\$0	\$2,000	\$3,145	\$4,303
3	\$1,000	\$3,000	\$4,148	\$5,307
4	\$1,650	\$3,800	\$4,946	\$6,104
5	\$2,300	\$4,600	\$5,747	\$6,904
6	\$3,100	\$5,400	\$6,548	\$7,704
7	\$4,000	\$6,355	\$7,503	\$8,663
8	\$5,000	\$7,315	\$8,463	\$9,622
9	\$6,000	\$8,270	\$9,415	\$10,574
10	\$7,000	\$9,225	\$10,374	\$11,532
11	\$7,800	\$10,185	\$11,333	\$12,490
12	\$8,760	\$11,145	\$12,290	\$13,450
13	\$9,715	\$12,125	\$13,274	\$14,431
14	\$10,675	\$13,055	\$14,201	\$15,358
15	\$11,630	\$14,015	\$15,161	\$16,320
16	\$14,110	\$16,520	\$17,678	\$18,846
17	\$14,110	\$16,520	\$17,678	\$18,846
18	\$14,110	\$16,520	\$17,678	\$18,846
19	\$14,110	\$16,520	\$17,678	\$18,846
20	\$15,000	\$17,000	\$18,158	\$19,326
21	\$15,000	\$17,000	\$18,158	\$19,326
22	\$15,000	\$17,000	\$18,158	\$19,326
23	\$15,000	\$17,000	\$18,158	\$19,326
24	\$15,000	\$17,000	\$18,158	\$19,326
25	\$17,000	\$19,400	\$20,554	\$21,724
26 +	\$17,000	\$19,400	\$20,554	\$21,724

HOLMES COUNTY SCHOOL BOARD

OTHER PROVISIONS

1. 196 contract days with 6 paid holidays.
2. Hourly rate be paid in accordance with the salary schedule.
3. BA/BS is equivalent to a Bachelor's degree earned at a standard institution of higher learning.
4. MA/MS is equivalent to a Master's Degree earned at a standard institution of higher learning.
5. 6 Year equivalent to an Educational Specialist Degree earned at a standard institution of higher learning.
6. Doctorate is equivalent to a Doctor's Degree earned at a standard institution of higher learning.
7. Retired teachers start and stay at step 7 on supplement schedule D(S). The ones hired during the 2008-09 school year and rehired for 2009-10 school year will continue to be paid for their years of experience until there is a break in employment with HDSB.

HOLMES COUNTY SCHOOL BOARD

DIFFERENTIATED PAY

1. Differentiated Pay for Critical Shortage Areas:

Differentiated Pay in the amount of \$500 shall be paid on a one-time basis to each instructional employee and administrator working in a critical shortage area designated by the Holmes District School Board upon recommendation of the Superintendent. Critical shortage areas will be deemed after (3) advertisements with no applicants or a limited number of applicants (less than 3) meeting the minimum qualifications (Temporary or Professional FL teaching certificate in the subject area).

2. Differentiated Pay for Level of Job Performance Difficulties:

Differentiated pay in the amount of \$500 shall be paid on a one-time basis to each instructional employee and administrator working at the alternative school that is required to meet certification requirements in more than one subject area.

3. Differentiated Pay for School Demographics:

Differentiated pay will be at the rate of \$500 for each instructional employee and administrator who is employed at a Title I school where at least 90% of the students qualify for free or reduced lunches.

4. Differentiated Pay for Additional Job Responsibilities:

See Schedule E.

5. Assignment of Differentiated Pay:

- A. The site administrator shall provide a list/posting of all differentiated pay positions for employees as vacancies or new differentiated pay positions occur. These vacancies or new differentiated pay positions shall be posted for 6 working days prior to being filled.
- B. All qualified applicants will be interviewed.
- C. If the position remains vacant after such action, the site administrator may assign one differentiated pay coaching position activity each year to a P.E. teacher from within the school where the vacancy exists.

6. In order to receive Differentiated Pay:

- A. Completed minimum number of scheduled activities listed on Schedule E.
- B. Each teacher must have on file in the principal's office verification of completed minimum number of scheduled activities.
- C. Pro-ration will occur if the required number of activities is not met.
- D. No teacher may receive differentiated pay for more than two positions unless no other qualified person is available to perform the differentiated pay activity as determined by the principal.
- E. The employee may have an option when receiving differentiated pay. They may choose to receive the differentiated pay by the following payment methods: (a) equally divided into pay periods or (b) receive the differentiated pay in final paycheck of the school year.

HOLMES COUNTY SCHOOL BOARD

SCHEDULE E

DIFFERENTIATED PAY SCHEDULE FOR ADDITIONAL DUTIES			
	Additional Responsibilities # of Game/Activities/Events	% of Base	Supplement Amount
Band Dir.	10	13%	4,385.81
Baseball Head Coach	14	10%	3,373.70
Baseball JV Coach	10	7%	2,361.59
Baseball Middle School	8	3%	1,012.11
Basketball Head Boys	18	13%	4,385.81
Basketball Head Girls	18	13%	4,385.81
Basketball JV Boys	14	7%	2,361.59
Basketball JV Girls	14	7%	2,361.59
Basketball 7/8 Boys	10	4%	1,349.48
Basketball 7/8 Girls	10	4%	1,349.48
BETA	3	2%	674.74
Cheerleader HCHS	18	7%	2,361.59
Cheerleader Sr.	13	5%	1,686.85
Cheerleader Jr. or 7th/8th	8	3%	1,012.11
Choral	3	4%	1,349.48
Class Sponsor Sr.	2	4%	1,349.48
Class Sponsor Jr.	2	4%	1,349.48
Drama	3	4%	1,349.48
Football Head Coach	9	17%	5,735.29
Football Varsity Asst.	9	9%	3,036.33
Football 7/8	4	4%	1,349.48
Golf	10	2%	674.74
Science Research	3	4%	1,349.48
Softball Head Coach	14	10%	3,373.70
Softball JV Coach	10	7%	2,361.59
Softball Middle School	8	3%	1,012.11
Student Council	3	4%	1,349.48
Track (1 per high school)	4	2%	674.74
Voc. Ag Farm	Ag farm	6%	2,024.22
Voc. FBLA	10	7%	2,361.59
Voc. FFA	10	7%	2,361.59
Voc. Jr. FFA	4	3%	1,012.11
Voc. FCCLA	10	7%	2,361.59
Voc. Jr. FCCLA	4	3%	1,012.11
Volleyball	12	8%	2,698.96
Yearbook	publish yearbook	4%	1,349.48
Schedule E based on Instructional Base Salary Schedule.			

HOLMES COUNTY SCHOOL BOARD

SUPPLEMENT POSITIONS

Description	# of Positions				
	HCHS	BMS	PSHS	BHS	PDLH
Annual/Yearbook (After School Responsibility)	1		1	1	1
Assistant Principal	1	1	1	1	1
Band Director	1				
Baseball Head Coach	1		1	1	1
Baseball Junior Varsity Coach	1		1	1	1
Baseball Middle School		1		1	1
Basketball Head Coach (Boys)	1		1	1	1
Basketball Head Coach (Girls)	1		1	1	1
Basketball Junior Varsity Coach (Boys)	1		1	1	1
Basketball Junior Varsity Coach (Girls)	1		1	1	1
Basketball 7th & 8th Grade Coach (Boys)		1	1	1	1
Basketball 7th & 8th Grade Coach (Girls)		1	1	1	1
Beta Club (Senior)	1		1	1	1
Beta Club (Junior)		1	1	1	
Cheerleader Sponsor (HCHS)	1				
Cheerleader Sponsor Senior			1	1	1
Cheerleader Sponsor Junior	1	1	1	1	1
Choral Director	1	1	1	1	1
Class Sponsor Junior	5		1	2	2
Class Sponsor Senior	5		1	2	2
Drama	1			1	1
Football Head Coach	1				
Football Varsity Assist/"B" Coach	5				
Football Junior Coach		2			
Golf	1			1	1
Lunchroom Manager	1	1	1	1	1
Science Research	1	1			
Softball Coach	1		1	1	1
Softball Junior Varsity Coach	1		1	1	1
Softball Middle School		1	1	1	1
Student Council	1		1	1	1
Track	1		1	1	1
Vocational (Farm)	1		1	1	1
Vocational (FBLA)	1		1	1	1
Vocational (FFA)	1		1	1	1
Vocational (FCCLA)	1		1	1	1
Vocational FCCLA – Junior Chapter		1		1	
Vocational FFA - Junior Chapter			1		1
Volleyball	1			1	

HOLMES COUNTY SCHOOL BOARD

Non-Instructional

Differentiated Pay / Supplements

Description	# of Positions	Amount
Lunchroom Manager: Ponce de Leon Elem & Bonifay Elem	1.0	
Supplement Based On Meals Served		
0 - 199		1,273
200 - 399		1,487
400 - 599		1,701
600 - 799		1,915
800 - 999		2,129
1000 - Up		2,343
Lunchroom Certification (Managers)		300
Lunchroom Certification (Others)		200
Transportation:		
Choice Transportation -- Per Day		10
Mechanic II State Inspector		2,400
Transportation Bus Inspection & Physical Exam (per trip)		10
Transportation of Choice Students (per day)		10
Transporting Handicapped and Attendent (automobile) -- Per Day		30
Current employee driving a school bus -- Per Day		60.98
Custodian -- Per Day		30
Other Per Day		20
Mandatory Workshops		
Instructional, 17.50 per hour limit of \$100 per day.		
Non-instructional, \$8.34 per hour limit of \$50 per day.		
Per amount of reimbursement		
Technology Coordinator		6,000
Assistant Principal, MA Degree: Ponce de Leon Elementary		
Bonifay Middle, Bonifay Elementary (2 positions)	1.0	1,500
Assistant Principal, BA Degree: Ponce de Leon Elementary		
Bonifay Middle School, Bonifay Elementary	1.0	1,176
Assistant Principal, MA Degree: Holmes County High	1.0	2,000
Assistant Principal, MA Degree: Bethlehem, Poplar Springs,		
Ponce de Leon High	1.0	4,000
Director with Master's Degree		2,945
Director with Ed Specialist's Degree		4,404

HOLMES COUNTY SCHOOL BOARD
Differentiated Pay / Supplements

Description	Period	Amount
Beginning Teacher Program (Peer)	Annual	662
Bonuses per Florida Statute 1012.22(1)		
Speech and Language Pathologists (Licensed & either DOE certified or non-certified)	Annual	5,000
Occupational & Physical Therapist (Licensed & either DOE certified or non-certified)	Annual	5,000
[Speech and Language Pathologists or Occupational & Physical Therapist] (unlicensed)	Annual	1,000
Substitute Teachers:		
Doctorate	Hourly	14.50
Educational Specialist	Hourly	14.20
Masters	Hourly	14.00
Bachelors	Hourly	13.70
90 Semester Hours	Hourly	9.00
60 Semester Hours	Hourly	8.75
No Rank	Hourly	8.50
FCAT Proctor	Hourly	10.00
Substitute Bus Drivers - effective 10-21-13	Daily	50.00
WINGS & Other - Field Trips - Bus Drivers		35.00 - 85.00
WINGS Bus Drivers, Aides	Hourly	12.00
WINGS Other - Minimum wage		
Industry Certification per Florida Statute 1011.62(1)(o)(3)	Per student	25.00/50.00
Bus Drivers - Workshops, etc (10 per hour)	Daily	35.00 - 80.00
General	Hourly	7.25 - 15.00

Aide I & Data I -- 90 semester hours from an Accredited Institution

Aide II & Data II -- 60 semester hours from an Accredited Institution

Health Care Insurance Supplement – a supplement will be provided to Employees falling below 9.5% threshold for affordable insurance according to the Affordable Care Act. The supplement will be calculated by determining the difference between 9.5% of our current rate and 9.5% of the Federal Poverty Level. This amount may vary based on changes in the Federal Poverty Level and changes in District Insurance Premiums.

HOLMES COUNTY SCHOOL BOARD
PAYROLL PERIODS

I. Twelve Month Employees

- A. Timesheets are due in the Finance Department by 10:00 A.M. the 1st and 16th of each month for the preceding payroll period.
- B. Direct deposits shall be made on the 1st and 16th of each month with the following exception, June 30th rather than July 1st.
- C. Any date for which direct deposit is scheduled to be made that falls on a weekend or holiday, the deposit shall be made on the day preceding the weekend or holiday.

II. Ten Month Employees

- A. Timesheets are due in the Finance Department by 10:00 A.M. the 1st and 16th of each month for the preceding payroll period.
- B. Direct deposits shall be made on the 1st and 16th of each month with the following exceptions:
 - 1. First direct deposit will be made on the eighth (8th) work day for employees who work 190 or 196 days.
 - 2. The balance due for fiscal year earnings is to be made on June 30th.
- C. Any date for which direct deposit is scheduled to be made that falls on a weekend or holiday, the deposit shall be made on the day preceding the weekend or holiday.

III. Summer School Employees

- A. The payroll periods and all requirements relative to the twelve month employees shall apply to the summer school employees.

IV. Workshop Employees

Amounts earned for workshops attended shall be reported to the Finance Department on the last day of the workshop and the direct deposits shall be made on the next regular payroll date provided the workshop shall conclude no less than 5 working days prior to the scheduled direct deposit.

V. Substitutes

Substitutes are to be reported with the timesheets submitted to the Finance Department and direct deposits are to be made on the 1st and 16th of each month.