

HOLMES COUNTY SCHOOL BOARD

PAYROLL PERIODS

FOR THE YEAR ENDED JUNE 30, 2018

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

Payment is not permitted for services rendered in excess of the listed hours per day for any regular, parttime or substitute position unless approved by the Superintendent. Hours not to exceed 40 hours per week 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

239 Day Employees

Step	Mechanic I	Mechanic II	Bus Mechanic	Maintenance	Maintenance	Maintenance	Deliv.	Deliv.	Technology	Accountant	Superintendent	District	Custodian
				I	II	III	Clerk I	Clerk II	Assistant		Secretary	Data/Admin Secretary	
0	35,381	29,732	26,281	31,962	28,670	19,905	34,557	22,168	33,059	28,173	28,173	20,821	20,716
1	35,741	30,088	26,622	32,353	29,051	20,132	34,701	22,391	33,488	28,623	28,623	21,323	20,923
2	36,103	30,454	26,963	32,740	29,435	20,355	34,850	22,609	33,917	29,073	29,073	21,817	21,135
3	36,464	30,815	27,305	33,135	29,817	20,580	34,994	22,834	34,347	29,523	29,523	22,322	21,343
4	36,826	31,181	27,647	33,526	30,196	20,806	35,141	23,055	34,777	29,973	29,973	22,826	21,550
5	37,186	31,546	27,985	33,918	30,578	21,031	35,285	23,279	35,202	30,423	30,423	23,321	21,760
6	37,550	31,904	28,326	34,308	30,963	21,257	35,433	23,500	35,631	30,873	30,873	23,827	21,972
7	37,910	32,263	28,668	34,698	31,343	21,481	35,579	23,721	36,062	31,323	31,323	24,318	22,176
8	38,272	32,629	29,009	35,089	31,724	21,710	36,056	23,946	36,490	31,773	31,773	24,821	22,384
9	38,633	32,991	29,350	35,483	32,110	21,933	36,536	24,169	36,919	32,223	32,223	25,323	22,595
10	38,995	33,352	29,689	35,871	32,492	22,160	37,015	24,393	37,346	32,673	32,673	25,820	22,802
11	39,356	33,714	30,030	36,264	32,871	22,384	37,495	24,613	37,775	33,123	33,123	26,331	23,013
12	39,716	34,080	30,374	36,656	33,252	22,611	37,972	24,835	38,207	33,573	33,573	26,825	23,514
13	40,080	34,442	30,718	37,049	33,629	22,835	38,452	25,058	38,640	34,023	34,023	27,321	24,023
14	40,439	34,806	31,057	37,440	34,018	23,060	38,930	25,280	39,067	34,473	34,473	27,819	24,527
15	40,802	35,166	31,399	37,826	34,397	23,284	39,409	25,506	39,497	34,923	34,923	28,205	25,036
16	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
17	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
18	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
19	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
20	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
21	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
22	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
23	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
24	41,531	35,850	32,366	38,558	35,475	23,719	40,243	25,956	40,713	35,373	35,373	29,078	26,063
25	44,871	36,263	32,766	39,011	35,915	23,982	40,728	26,213	41,216	37,743	37,743	29,663	26,306

HOLMES COUNTY SCHOOL BOARD

190, 182, and 180 Day Employees

Step	Staffing/Lab				Bookkeeper/ Data			Custod 10		Receptionist - Bus Drivers Lunchroom		
	Assistant - 190 Days	Aide I - 190 Days (1)	Aide II - 190 Days (2)	Aide III - 180 Days	School Secretary - 190 Days	Records - 190 Days	Month - 190 Days	Data I- 180 Days (1)	Data II- 180 Days (2)	180 Days	- 180 Days	- 182 Days
0	17,328	17,592	16,469	12,808	15,810	16,553	16,469	18,152	17,352	13,371	11,196	13,593
1	17,771	17,814	16,632	13,021	16,161	16,952	16,632	18,518	17,735	13,721	11,416	13,942
2	18,200	18,036	16,801	13,356	16,508	17,345	16,801	18,871	18,108	14,066	11,640	14,301
3	18,633	18,259	16,967	13,687	16,855	17,746	16,967	19,236	18,491	14,415	11,856	14,656
4	19,070	18,481	17,132	14,016	17,207	18,147	17,132	19,598	18,872	14,764	12,078	15,008
5	19,505	18,705	17,317	14,348	17,553	18,540	17,299	19,959	19,249	15,109	12,292	15,364
6	19,934	18,926	17,574	14,683	17,898	18,943	17,466	20,321	19,632	15,460	12,514	15,723
7	20,369	19,147	17,832	15,008	18,250	19,333	17,630	20,678	20,005	15,807	12,726	16,071
8	20,805	19,368	18,092	15,342	18,596	19,733	17,795	21,039	20,386	16,155	12,948	16,429
9	21,240	19,594	18,350	15,667	18,944	20,132	17,962	21,405	20,768	16,503	13,169	16,777
10	21,677	19,808	18,609	16,003	19,293	20,527	18,128	21,757	21,142	16,852	13,391	17,137
11	22,109	20,330	19,164	16,332	19,641	20,933	18,295	22,130	21,531	17,199	13,611	17,490
12	22,546	20,846	19,719	16,665	19,986	21,326	18,694	22,486	21,906	17,549	13,870	17,847
13	22,978	21,366	20,269	16,996	20,338	21,720	19,099	22,845	22,282	17,895	14,048	18,201
14	23,410	21,887	20,826	17,330	20,682	22,116	19,498	23,206	22,661	18,244	14,269	18,559
15	23,817	22,401	21,241	17,661	21,037	22,423	19,902	23,615	23,019	18,593	14,483	18,914
16	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
17	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
18	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
19	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
20	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
21	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
22	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
23	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
24	24,504	23,418	22,429	18,483	21,569	23,117	20,719	24,142	23,629	19,111	14,839	19,794
25	25,013	23,680	22,729	18,868	21,974	23,582	20,913	24,564	24,073	19,512	15,093	20,207

- (1) Aide I and Data I designation dependent on the completion of 90 semester hours from an Accredited Institution.
- (2) Aide II and Data II designation dependent on the completion of 60 semester hours from an Accredited Institution.

HOLMES COUNTY SCHOOL BOARD

Administrative Salary Schedule

Step	District Administrator	Finance Officer	School Principal (1)	Director	School Assistant Principal - Grandfathered (6)
0	69,643	69,643	69,643	40,616	33,847
1	69,919	69,919	69,643	41,230	34,247
2	70,195	70,195	69,643	42,479	34,647
3	70,471	70,471	69,643	43,718	35,047
4	70,747	70,747	69,643	44,961	35,447
5	71,023	71,023	69,643	46,201	35,847
6	71,299	71,299	69,643	47,447	36,847
7	71,575	71,575	69,643	48,686	37,847
8	71,851	71,851	69,643	49,931	38,847
9	72,127	72,127	69,643	51,173	39,847
10	72,403	72,403	69,643	52,418	40,847
11	72,679	72,679	69,643	53,658	41,847
12	72,955	72,955	69,643	54,903	42,847
13	73,231	73,231	69,643	56,144	43,847
14	73,507	73,507	69,643	57,389	44,847
15	73,783	73,783	69,643	58,629	45,847
16	74,059	74,059	69,643	61,855	46,847
17	74,335	74,335	69,643	61,855	47,847
18	74,611	74,611	69,643	61,855	48,267
19	74,887	74,887	69,643	61,855	48,687
20	75,163	75,163	69,643	61,855	49,107
21	75,439	75,439	69,643	61,855	49,527
22	75,715	75,715	69,643	61,855	49,947
23	75,991	75,991	69,643	61,855	50,367
24	76,267	76,267	69,643	61,855	50,787
25	76,543	76,543	69,643	63,305	51,207

Annual Administrative Supplements:	12 Mth Employee	10 Mth Employee
Masters Degree (2)	\$2,945.00	\$2,410.00
Ed Specialist Degree (2)	\$4,404.00	\$3,568.00
Assistant Principal - Elementary and Middle Schools	\$2,000.00	\$2,000.00
Assistant Principal - High Schools	\$2,500.00	\$2,500.00
Assistant Principal - Combination Schools	\$4,000.00	\$4,000.00

- (1) School Principals will receive performance pay based on their annual evaluation. They will receive 60% of the largest District Administrator step for effective and \$1 more than the largest step for highly effective.
- (2) School Principal must have Educational Leadership or School Principal Certification
- (3) Superintendent & School Board Members: Set Annually by the Legislature
- (4) Administrators shall be granted other professional and/or instructional experience.
- (5) Directors and Assistant Principals retain instructional years experience.
- (6) Assitant Principals on annual contract will be paid according to the performance pay instructional salary schedule.
- (7) Add 20% for 12 month position and 10% for 11 month position when original position is 10 months.

HOLMES COUNTY SCHOOL BOARD

Grandfathered Instructional Personnel and Therapy Related Fields

Step	Grandfathered Instructional Personnel**	Speech Language Pathologist - Grandfathered**	Occupational & Physical Therapist
0	33,847	33,847	46,387
1	34,247	34,247	46,387
2	34,647	34,647	46,387
3	35,047	35,047	46,789
4	35,447	35,447	47,158
5	35,847	35,847	47,527
6	36,847	36,847	47,896
7	37,847	37,847	48,265
8	38,847	38,847	48,634
9	39,847	39,847	49,003
10	40,847	40,847	49,372
11	41,847	41,847	49,741
12	42,847	42,847	50,110
13	43,847	43,847	50,479
14	44,847	44,847	50,848
15	45,847	45,847	51,219
16	46,847	46,847	52,227
17	47,847	47,847	52,227
18	48,267	48,267	52,227
19	48,687	48,687	52,227
20	49,107	49,107	52,420
21	49,527	49,527	52,420
22	49,947	49,947	52,420
23	50,367	50,367	52,420
24	50,787	50,787	52,420
25	51,207	51,207	53,385

Annual Instructional Supplements:

Beginning Teacher Program (Peer)	662.00
SLP, OT, and PT With State License	5,000.00
SLP, OT, and PT Assistant - Unlicensed*	1,000.00

Advanced Degree Supplements (paid according to 1012.22 F.S.)*

Masters Degree Supplement*	2,410.00
Ed Specialist Degree Supplement*	3,568.00
Doctorate Degree Supplement*	4,736.00

Industry Certification per Florida Statute 1011.62(1)(o)(3) \$25-\$100 per student

* See 1012.22 Florida Statutes

** Instructional Personnel and Instructional Therapists on annual contract as of 7/1/2014, or hired after that date, will be paid according to the performance pay instructional salary schedule.

HOLMES COUNTY SCHOOL BOARD

Instructional Performance Pay Salary Schedule

Instructional Salary: \$33,847

The base salary shall be the salary paid in the most recent year employed including adjustments.

Years completed (service) is determined by policy.

Salary Adjustments:

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 on the grandfathered salary schedule.

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 classification on the grandfathered salary schedule.

Instructional Supplements:

Beginning Teacher Program (Peer)	Annual	662.00
Speech and Language Pathologists (Licer	Annual	5,000.00
Occupational & Physical Therapist (Licer	Annual	5,000.00
[Speech and Language Pathologists or Oc	Annual	1,000.00
Advanced Degree Supplements (paid accroding to 1012.22 F.S.)*		
Masters Degree Supplement*	Annual	2,410.00
Ed Specialist Degree Supplement*	Annual	3,568.00
Doctorate Degree Supplement*	Annual	4,736.00
Industry Certification per Florida Statute	Per student	\$25-\$100

* See 1012.22 Florida Statutes

Other Instructional Provisions for Grandfathered and Performance Pay Teachers

- (1) 196 contract days with 6 paid holidays.
- (2) Hourly rate to 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) Instructional Personnel must be Certified.
- (8) Years completed (service) is determined by policy.
- (9) ROTC - Per Contract With Department Of The Army (equal to active duty pay)
- (10) Add 20% for 12 month position and 10% for 11 month position when original position is 10 months.
- (11) Retired teachers start at step 7 on supplement schedule D(S) and receive increases based on the Performance Pay Salary Schedule. 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 the Differentiated Pay Schedule for Additional Duties and the Differentiated Pay/Supplements.

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. Complete the minimum number of scheduled activities required.
- 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
DIFFERENTIATED PAY SCHEDULE FOR ADDITIONAL DUTIES

Description	# of Games, Activities, or Events	% of Base*	Supplement Amount
Annual/Yearbook	Yearbook	4%	1,353.88
Band Director	10	13%	4,400.11
Baseball Head Coach	14	10%	3,384.70
Baseball Junior Varsity Coach	10	7%	2,369.29
Baseball Middle School	8	3%	1,015.41
Basketball Head Coach (Boys)	18	13%	4,400.11
Basketball Head Coach (Girls)	18	13%	4,400.11
Basketball Junior Varsity Coach (Boys)	14	7%	2,369.29
Basketball Junior Varsity Coach (Girls)	14	7%	2,369.29
Basketball 7th & 8th Grade Coach (Boys)	10	4%	1,353.88
Basketball 7th & 8th Grade Coach (Girls)	10	4%	1,353.88
Beta Club (Senior)	3	2%	676.94
Beta Club (Junior)	3	2%	676.94
Cheerleader Sponsor Varsity (HCHS)	18	7%	2,369.29
Cheerleader Sponsor Senior	13	5%	1,692.35
Cheerleader Sponsor Junior	8	3%	1,015.41
Choral Director	3	4%	1,353.88
Class Sponsor Junior	2	4%	1,353.88
Class Sponsor Senior	2	4%	1,353.88
Drama	3	4%	1,353.88
Football Head Coach	9	17%	5,753.99
Football Varsity Assist/"B" Coach	9	9%	3,046.23
Football 7/8 Coach	4	4%	1,353.88
Golf	10	2%	676.94
Science Research	3	4%	1,353.88
Softball Head Coach	14	10%	3,384.70
Softball JV Coach	10	7%	2,369.29
Softball Middle School	8	3%	1,015.41
Student Council	3	4%	1,353.88
Track	4	2%	676.94
Vocational Ag Farm	Ag farm	6%	2,030.82
Vocational (FBLA)	10	7%	2,369.29
Vocational (FFA)	10	7%	2,369.29
Vocational (FCCLA)	10	7%	2,369.29
Vocational Middle School (FCCLA)	4	3%	1,015.41
Vocational Middle School (FFA)	4	3%	1,015.41
Volleyball	12	8%	2,707.76

***Based on the Grandfathered Instructional Base Pay**

HOLMES COUNTY SCHOOL BOARD

Other Pay/Supplements

Description	Period	Amount
Substitutes:		
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
Non-Instructional Substitute	Hourly	Min. Wage
FCAT Proctor	Hourly	10.00
Substitute Bus Drivers - effective 10-21-13	Daily	50.00
WINGS Other	Hourly	Min. Wage
Mandatory Workshops/Training:		
Instructional, 17.50 per hour limit of \$100 per day.	Hour/Day	\$17.50-\$100
Non-instructional, \$8.34 per hour limit of \$50 per day.	Hour/Day	\$8.34-\$50
Bus Drivers - Workshops, etc (10 per hour)	Hour/Day	\$10-\$80
Other Pay:		
Custodian -- Per Day	Day	30.00
Other Per Day	Day	20.00
Summer Support	Hourly	Min. Wage-\$25
Other Approved Hourly	Hourly	Min. Wage-\$15
Choice Transportation -- Per Day	Day	\$10.00
Transportation Bus Inspection & Physical Exam (per trip)	Trip	\$10.00
Transportation of Choice Students (per day)	Day	\$10.00
Transporting Handicapped and Attendent (automobile) -- Per Day	Day	\$30.00
Current employee driving a school bus -- Per Day	Day	\$62.20
WINGS & Other - Field Trips - Bus Drivers	Trip	\$35-\$85
WINGS Bus Drivers, Aides	Hour	\$12.00
District Support Specialist (VPK, Student Data, Payroll)	Annual	\$2,000.00
Mechanic II State Inspector	Annual	\$2,400.00
Technology Coordinator	Annual	\$6,000.00
Food Service:		
Lunchroom Manager (1 per school) - Supplement Based On Meals Served		
0 - 199 Meals Served	Annual	\$1,273.00
200 - 399 Meals Served	Annual	\$1,487.00
400 - 599 Meals Served	Annual	\$1,701.00
600 - 799 Meals Served	Annual	\$1,915.00
800 - 999 Meals Served	Annual	\$2,129.00
1,000+ Meals Served	Annual	\$2,343.00
Lunchroom Certification (Managers)	Annual	\$300.00
Lunchroom Certification (Others)	Annual	\$200.00

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. 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.