

**GENERAL OFFICE PERSONNEL SALARY INDEX**Non-Bargaining Unit Members

No member of the non-bargaining unit shall advance with steps or longevity on the salary schedule during the 2011-2012 & 2012-2013 contract year. Non-Bargaining members may still obtain their educational credit during this outlined time period. It is the intent that if the district is fiscally stable at the duration of the 2013-2014 contract year, non-bargaining unit members would advance one step or continue with their longevity from their current salary position. There would be no "catch-up" provision on steps and longevity that were lost during this hold and freeze.

**Base Salary:** Effective July 1, 2008, the base salary will be **\$57,878**. This represents a 2% increase which is comparable to the negotiated increase with the Miamisburg Classroom Teachers Association (MCTA) for the 2008-09 school year.

**Contract:** Each employee will be contracted for 261 days and 8 hours per day (2,088 hours per year), unless specified otherwise below. Any exceptions will be prorated using the following calculation: (Number of Days \* Number of hours) / 2,088 hours.

**Salary Schedule Index:** All Non-Bargaining Unit Members will be compensated based upon the following salary schedule index.

**STEPS**

	1	2	3	4	5	6	7	8	9	10	11
I	.63	.65	.67	.69	.71	.73	.75	.77	.79	.81	.83
II	.60	.62	.64	.66	.68	.70	.72	.74	.76	.78	.80
III	.57	.59	.61	.63	.65	.67	.69	.71	.73	.75	.77
IV	.55	.57	.59	.61	.63	.65	.67	.69	.71	.73	.75
V	.52	.54	.56	.58	.60	.62	.64	.66	.68	.70	.72
VI	.50	.52	.54	.56	.58	.60	.62	.64	.66	.68	.70
VII	.42	.44	.46	.48	.50	.52	.54	.56	.58	.60	.62

Category	I:	Assistant Treasurer Superintendent's Secretary(s)
Category	II:	EMIS Secretary Secretary to Business Manager Secretary to Treasurer
Category	III:	Secretary to Assistant Superintendent/Director(s) Secretary to Director, Education (220) Secretary to Director, Education Services & Support (220)
Category	IV:	Assistant(s) to Treasurer Secretary for Pupil Services
Category	V:	Human Resources Secretary Secretary to Building Principals: K-6 (220); 7-12 (261) Secretary to Supervisor(s): Athletics (220); Maintenance (261); Nutrition Services (220); Technology (261); Transportation (261)
Category	VI:	Secretary for Department and Building Clerical and Financial Support: Assistant Principal (211); Attendance (211); Central Office Receptionist/Secretary (261) Guidance (211); High School Accounts (211); Nutrition Accounts (186)
Category	VII:	Secretary to Secure Substitute Teachers 38 Weeks / Equivalent of 6 Hours/day (190)

**District Longevity:** At the beginning of the employee's 14<sup>th</sup>, 17<sup>th</sup>, 20<sup>th</sup>, 23<sup>rd</sup>, and 28<sup>th</sup> years of employment with the District, the employee shall receive a District Service Longevity raise of .030 – [14<sup>th</sup> - .030; 17<sup>th</sup> - .030; 20<sup>th</sup> - .030; 23<sup>rd</sup> - .030; and 28<sup>th</sup> - .030 = Total .150 Total]. This is effective July 1, 2000.

**Education Training/Stipend:** The hourly rate of pay shall be increased (beyond the scheduled rate) for successful completion of college coursework (or other professional/vocational/technical equivalent training as approved by the Superintendent) as follows:

10 semester/15 quarter hours* = \$0.15/hour	40 semester/60 quarter hours* = \$0.60/hour
20 semester/30 quarter hours* = \$0.30/hour	50 semester/75 quarter hours* = \$0.75/hour
30 semester/45 quarter hours* = \$0.45/hour	Earned Associates Degree = \$1.00/hour

(\*Excludes "credit for experience-based education" hours.)

Effective July 1, 2000, an employee who earns a bachelor's degree will receive an increase of \$2.50 per hour. An employee who earns a master's degree will receive an increase of \$4.00 per hour.

In order to receive an incremental increase in hourly rate of pay for successfully completing college coursework, the employee shall present an official college transcript by the initial effective date, or thereafter, by September 10, January 10, or May 10 (to be effective with days paid on the second pay of that month) to the Treasurer's Office.

**SERS Contribution:** The Board of Education agrees to pay the employee's retirement (SERS) contribution on the total contractual salary as follows:

- 1/3 of the employee's retirement contribution – July 1, 2000;
- 2/3 of the employee's retirement contribution – July 1, 2001; and
- All of the employee's retirement contribution – July 1, 2002.

The employer pick-up is to be included in compensation for retirement contributions and benefits purposes without a reduction in the employees' compensation.

[Revised: 02/17/00 Effective: 03/06/00]  
[Revised: 06/15/00 Effective: 07/01/00]  
[Revised: 06/27/00 Effective: 07/01/00]\*  
[Revised: 10/19/00 Effective: 07/01/00] - Page 1 - Add Social Worker; Page 2 Incorrect  
[Revised: 11/16/00 Effective: 07/01/00] \* - Page 2 – Corrected (Same as 06/27/00)  
[Revised 01/08/01 Effective: 01/01/01]  
[Revised: 06/21/01 Effective: 07/01/01] - Category IIIA Added  
[Revised: 10/18/01 Effective: 10/18/01] - Category VIII Added  
[Revised: 04/25/02 Effective: 07/01/02]  
[Revised: 09/19/02 Effective: 07/01/02] - Page 1 – Add Safe & Drug Free Schools Coordinator  
[Revised: 09/17/03 Effective: 07/01/03]  
[Revised: 06/29/04 Effective: 07/01/03] - Page 1 – Correct Title (Category IV)  
[Revised: 10/20/05 Effective: 07/01/05] - Removed Level I & II Supervisors (to Administrative Pay)  
[Revised: 06/29/06 Effective: 07/01/06] - Base Salary Changed  
[Revised: 08/16/07 Effective: 07/01/07] - Base Salary Changed  
[Revised: 09/20/07 Effective: 12/01/07] - Reclassified Human Resources Secretary  
[Revised: 06/26/08 Effective: 07/01/08] – Base Salary Changed  
[Revised: 05/19/11 Effective: 07/01/11] – Step/Longevity Freeze 2-Years (2011-2012 & 2012-2013 Contract Year)