

Non-teaching Building Staff FY25 Compensation Plan Guidelines and New Starting Scales

(April 2024)

- **Front Desk (11 month/12 month--\$32,000-\$34,000)**
 - No experience, no degree, start at the bottom of the range (\$32, 000)
 - Two years' experience or degree (\$33,000)
 - Three + years of experience and degree (\$34,000)
- **Wellness Coordinator (10 month--\$30,000-\$34,000)**
 - No experience, no degree at the bottom (\$30,000)
 - No experience, plus certification or degree (\$31, 000)
 - One year experience, no degree (\$32,000)
 - One year plus certification (\$33,000)
 - Two + years of experience plus certification or degree (\$34,000)
- **Building Coordinators (12 month-\$30,000-\$34,000)**
 - No experience, no degree at the bottom (\$30,000)
 - No experience, plus certification or degree (\$31, 000)
 - One year experience, no degree (\$32,000)
 - One year plus certification (\$33,000)
 - Two + years of experience plus certification or degree (\$34,000)
- **Day Cleaners (11 months/12 months--\$26,000-\$30,000)**
 - No experience starts at the bottom of the range (\$26,000)
 - 1 year experience (\$27,000)
 - 2 years' experience (\$28,000)
 - 3 years' experience (\$29,000)
 - 4 years' experience (\$30,000)

Guidelines Applicable to the Above Positions

- **PRIOR EXPERIENCE:** Credit may be given for relevant prior full-time prior experience when determining placement on the starting scale. Partial or part-time years of PRIOR experience do not count for this purpose.
- **EXPERIENCE WITH THE MODEL:** When determining years of experience WITH the model, credit is given for partial years with the model if the employee starts prior to spring break AND is employed by the model at the end of the relevant school year. If an employee leaves before the end of the school year, that year will not be counted as a year of experience in the event they return to work at the school in any subsequent years.
- **NO INCREASE IF ON AN IMPROVEMENT PLAN:** If an employee is on an improvement plan, they will not receive a salary increase unless they have transitioned off the plan.
- **5-YEAR INCREASE:** Non-teaching employees will be eligible to receive a 5-Year increase of \$3,000 going into their 5th year of FULL-TIME employment. To receive the 5-year salary bump, an employee must have worked with the model as a FULL-TIME employee for at least 4 years. The \$3000 bump will be added to the employee's salary AFTER any percentage increase in salary going into the 5th year of full-time employment.