

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
 Box 688
 Cowley, Wyoming 82420
 POLICIES AND REGULATIONS
 FILE: GDBA-E

SUPPORT STAFF SALARY SCHEDULE 2011-12

STEP	BOOK- AIDE	SECRE- KEEPER	ROUTE TARY	HEAD DRIVER	ASST COOK	MAINT- COOK	CUSTO- NANCE	TECHNICIAN DIAN	NURSE	
1	\$13.44	\$16.79	\$14.14	\$15.00	\$13.08	\$11.43	\$16.31	\$13.79	\$20.22	\$22.03
2	\$13.64	\$17.09	\$14.34	\$15.20	\$13.28	\$11.63	\$16.56	\$13.99	\$20.47	\$22.33
3	\$13.84	\$17.39	\$14.54	\$15.40	\$13.48	\$11.83	\$16.81	\$14.19	\$20.72	\$22.63
4	\$14.04	\$17.69	\$14.74	\$15.60	\$13.68	\$12.03	\$17.06	\$14.39	\$20.97	\$22.93
5	\$14.24	\$17.99	\$14.94	\$15.80	\$13.88	\$12.23	\$17.31	\$14.59	\$21.22	\$23.23
6	\$14.44	\$18.29	\$15.14	\$16.00	\$14.08	\$12.43	\$17.56	\$14.79	\$21.47	\$23.53
7	\$14.64	\$18.59	\$15.34	\$16.20	\$14.28	\$12.63	\$17.81	\$14.99	\$21.72	\$23.83
8	\$14.84	\$18.89	\$15.54	\$16.40	\$14.48	\$12.83	\$18.06	\$15.19	\$21.97	\$24.13
9	\$15.04	\$19.19	\$15.74	\$16.60	\$14.68	\$13.03	\$18.31	\$15.39	\$22.22	\$24.43
10	\$15.24	\$19.49	\$15.94	\$16.80	\$14.88	\$13.23	\$18.56	\$15.59	\$22.47	\$24.73
11	\$15.44	\$19.79	\$16.14	\$17.00	\$15.08	\$13.43	\$18.81	\$15.79	\$22.72	\$25.03
12	\$15.64	\$20.09	\$16.34	\$17.20	\$15.28	\$13.63	\$19.06	\$15.99	\$22.97	\$25.33
13	\$15.84	\$20.39	\$16.54	\$17.40	\$15.48	\$13.83	\$19.31	\$16.19	\$23.22	\$25.63
14	\$16.04	\$20.69	\$16.74	\$17.60	\$15.68	\$14.03	\$19.56	\$16.39	\$23.47	\$25.93
15	\$16.24	\$20.99	\$16.94	\$17.80	\$15.88	\$14.23	\$19.81	\$16.59	\$23.72	\$26.23
16	\$16.44	\$21.29	\$17.14	\$18.00	\$16.08	\$14.43	\$20.06	\$16.79	\$23.97	\$26.53
17	\$16.64	\$21.59	\$17.34	\$18.20	\$16.28	\$14.63	\$20.31	\$16.99	\$24.22	\$26.83
18	\$16.84	\$21.89	\$17.54	\$18.40	\$16.48	\$14.83	\$20.56	\$17.19	\$24.47	\$27.13
19	\$17.04	\$22.19	\$17.74	\$18.60	\$16.68	\$15.03	\$20.81	\$17.39	\$24.72	\$27.43
20	\$17.24	\$22.49	\$17.94	\$18.80	\$16.88	\$15.23	\$21.06	\$17.59	\$24.97	\$27.73
21	\$17.44	\$22.79	\$18.14	\$19.00	\$17.08	\$15.43	\$21.31	\$17.79	\$25.22	\$28.03
25	\$17.64	\$23.09	\$18.34	\$19.20	\$17.28	\$15.63	\$21.56	\$17.99	\$25.47	\$28.33

CLASSIFIED/SUPPORT STAFF SUPPLEMENTARY PAY-OVERTIME

Overtime shall be paid to an employee for work over forty (40) hours per week. The work week begins at 12:01 A.M. each Monday morning. All overtime work shall require the advance approval of the principal after consultation with the superintendent.

Overtime at the rate of time and one-half will be earned by a y classified employee required to work more than forty (40) hours during the work week. If compensatory time is to be given in lieu of payment, it will be taken during the work week in which it has been earned or as soon as possible thereafter.

Each employee is responsible for properly documenting the time that he/she arrives at or leaves work. The employee must properly record the time on his/her time sheet each time he/she arrives at work, and each time he/she leaves, including each time he/she leaves work for lunch and other breaks. The time entered on the time sheets should be rounded to the nearest five (5) minute increment, (i.e., 7:50, 7:55, 8:05, etc.). It is the employee' responsibility to keep track of his/her hours, and to seek prior approval of his/her supervisor if the employee feels he/she must work overtime to adequately perform his/her duties.

The above provisions do not apply to supervisory or managerial personnel.

Classified employees whose attendance is required at meetings beyond their work hours will be paid at the regular rate for the time required unless it exceeds the forty (40) hours during the work week.

CLASSIFIED/SUPPORT STAFF SUPPLEMENTARY PAY-OTHER

Additional certification may be considered for placement and/or salary advancement.

OTHER ASSIGNMENTS

<u>POSITION</u>	<u>RATE OF PAY</u>
High School Varsity Referee	Current WHSAA Rate
High School Junior Varsity Referee	Current conference rate
Junior High/Middle School Referee	Current Conference rate
Score Keepers (Home Games Only)	\$15. per contest
Time Keepers (Home Games Only)	\$15. per contest
Volleyball Line Judges (Home Games Only)	\$15. per contest
Football Chain Gang (2)	\$15. per contest
Football Down Marker (1)	\$15. per contest
Crowd Control (One person per contest)	\$15. per contest

SUBSTITUTE PAY

Substitutes shall be hired for the following positions only, and then only for periods of not less than one-half (1/2) day.

<u>POSITION</u>	<u>HOURLY RATE</u>
Aide	\$11.00 Per Hour
Bus Driver	Step 1- Route Bus Driver
Activity Bus Driver	Step 1-Route Bus Driver
Cook	Step 1-Assistant Cook
Custodian	Step 1-Custodian
Secretary	\$10.50 Per Hour

Revised: February 14, 1986

Revised: 1988

Revised: January 11, 1990

Revised: July 18, 1991

Revised: July 15, 1992

Revised: October 13, 1994

Revised: January 12, 1995

Revised: May 9, 1996

Revised: April 8, 1999

Revised: April 13, 2000

Revised: May 9, 2002

Revised: June 10, 2004

Revised: August 12, 2004

Revised: November 13, 2008

Revised: June 11, 2009